



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GOVT. MUKUTDHAR PANDEY COLLEGE**

**GOVT. MUKUTDHAR PANDEY COLLEGE, KATGHORA - 495445 DISTT.-  
KORBA (CHHATTISGARH)**

**495445**

**[www.gomdp.ac.in](http://www.gomdp.ac.in)**

**SSR SUBMITTED DATE: 01-11-2021**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**November 2021**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Katghora (22°30'40" N 82°32'60"E) is a tribal dominated sub-division of Korba district in the state of Chhattisgarh. It is 30 kms. from Korba and 200 kms. from the state capital Raipur. Government Mukutdhar Pandey College was established in Dec, 1985 by the then Govt. of Madhya Pradesh. The new building came into existence in October 1996.

The college has a very large catchment area covering nearly 200 sq. kms. Even today the nearest college located in its north is 120 kms away at Udaipur (Surguja) whereas in west the nearest HEI is at Jatga (50kms.). Initially arts and commerce classes started with the beginning of this college. Science and MA (Sociology) were introduced in the year 1989. The college with its limited resources is committed to provide opportunity to the tribal students to have access to the higher education.

The college is affiliated to Bilaspur University, Bilaspur, Chhattisgarh. It is recognized under 2(f) and 12(b) of the UGC act.

In the session 2010-11, PG in Political Science, Commerce, Hindi, History, Chemistry and zoology was introduced by Jan Bhagidari Samiti under self-financing scheme.

The college was renamed as MukutDhar Pandey College by Govt. of Chattisgarh to commemorate Pt. MukutDhar Pandey was a legendary Hindi literary personality of CG. He is considered to be the father of "Chaayawad". Today the college is catering its services to more than 1500 students to have an easy access to higher education in this remote tribal area.

### **Vision**

"Enlighten the needy to be better."

### **Mission**

#### **Mission–**

"To uplift the socio-economic backward students of the region."

### **Objectives –**

This college is located in the remote tribal area where higher education is highly neglected. The primary aim is to impart higher education to the rural students belonging to SC/ST/OBC and economically poor class.

- To aware tribal and remote rural students and provide higher education to them.
- To give them the opportunity to be at par with others.
- To help them decide the right path and right approach towards their goals.

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

### Institutional Strength

- A multi-faculty college with undergraduate and post-graduate courses.
- More than 70% of the students belong to either SC/ST or OBC.
- Strict adherence to the Academic Calendar. A work diary is maintained by every teacher.
- The average pass percentage of the college is more than 60%
- Catering to the needs of socially and economically backward students.
- All SC/ST students get financial help in the form of scholarships and get free stationary in the book-bank scheme.
- Promotion of leadership among students through the election of students to the “Student Union”- a student representative body.

### Institutional Weakness

- Limited flexibility and opportunity in the curriculum design and development.
- Limited focus on research activity.
- Student – Teacher ratio is not very good.
- Lack of ICT awareness among rural tribal students.
- Lack of interest for the traditional courses such as B.A.
- Lack of job oriented courses.
- Any way the college is aware of its weaknesses and has a work plan to overcome these issues.

### Institutional Opportunity

- Improving the ICT and employability among students, in view of their rural/tribal based background.
- Strengthening the college and industry collaboration.
- Improving teacher quality by virtue of making them pursue Ph. D. and attend seminars/conferences and write research papers.
- Modernization of classrooms with state of the art ICT facilities and good ambience.
- Replacing conventional Energy with Solar.

### Institutional Challenge

- ICT gadgets availability seems to be a challenge.
- Complete Digitization of the library of the college.
- Promoting creative and innovative spirit among students and faculty.
- Encouraging Young faculty to stay focused on Research.
- Improving language and communication skills among students.

- The college works in a resource constrained environment. It has to raise the funds from different sources.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Being an affiliated college of Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur, C.G. our role in framing curriculum is rather limited. Some of the teachers are in the “Board of Studies” of the affiliating University, thus contributing to the modifications and changes in the syllabus. As they are well aware of the changes in the curricula, the planning and implementation and strategy becomes easier for the college.

The College presently is offering three UG programmes and seven PG programmes. To integrate the academic programmes and goal of the Institution, college takes initiatives to implement the curriculum effectively .

The College encourages the students to take part in extra-curricular activities by participating in NSS, YRS, Sports, Cultural Activities, and Debates etc. to entertain and inculcate social awareness. An efficient feedback system has been initiated. Feedback forms are issued to students to assess their opinion in the matter of curriculum followed and other academic activities. Now the college has switched over to online submission of feed back from students, parents and learned alumni.

### Teaching-learning and Evaluation

The students hail from poor socio-economic background. Majority of students belong to SC, ST and OBC. This on one hand is our strength where we get an opportunity to serve the needy as stated in our mission and vision.

The admission process is done as per the guidelines issued by department of Higher Education and Bilaspur University ensuring the transparency. The College ensures wide publicity and transparency in the admission process through planned manner in College Prospectus. The College follows the admission calendar provided by the A.B.V. University. Online application form submission has been initiated for under-graduate (first year) and PG semester (Sem I) students.

As stated earlier that majority of the students are slow learners, all the departments are always ready to help the slow learners. Mentor-Mentee formula has been adopted in the college. Each faculty is assigned a group of students to take care of. For the deprived and economically backward class, reservation policy is adopted by the college. All statutory reservations stipulated by the University and Government are followed by the College. Our Institution is fully adhering to Government and University rules and regulations regarding differently- able students. Seats are reserved to them as per government norms. At the beginning of every academic year, the Principal convenes a meeting of faculty members to draw an annual plan of academic activities.

An academic calendar, prepared by the state government is circulated to all. The Teaching Plan, Time-Table, is the tool for the effective implementation of the curriculum. The quality of teaching - learning process is being monitored by IQAC on regular basis. Teachers are motivated on regular basis to seek help of ICT and audio-visual tools in their lectures. There is an internal academic audit system. An evaluation of the whole system is

done internally as well as external Administrative and Academic Audit has also been initiated.

Regarding the student's performance and learning outcome, the Institution monitors and ensures the achievements through Continuous Internal Evaluation. The College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence.

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

The college is striving hard to improve its research skills. Teachers are motivated by IQAC to complete their doctoral research. They are also being motivated to take up small research activities within the campus so that research environment can be boosted up. Recognizing the importance of research in higher education, the College has constituted a Research Committee to promote, co-ordinate and monitor the research activities. The efforts of IQAC have certainly started showing results, as the number of published research work has gone up in the last two years.

The number of teachers who have been registered for doctoral degree is also showing tremendous improvements. The research culture is slowly developing among the faculty members. The teaching departments of the college are given freedom to engage in research work. The faculty members are not restricted in any way to utilize the facilities of the College or their expertise to extend their research work.

College has taken up an initiative to financially help those teachers who go to attend seminars or get registered in various societies and associations. The registration fee is paid by the Jan Bhagidari Samiti, which is an autonomous body formed by the govt. to help the institution.

The College is situated in a remote rural area where majority of the inhabitants are SC, ST or OBC families. They have several social problems like poor sanitation, irresponsible behavior towards education and health care related issues. College is trying to reach out to them by encouraging the students to participate in various community extension programmes through NSS.

The College constantly promotes all the departments to encourage their students to take part in various extension activities.

### **Infrastructure and Learning Resources**

Although the financial resources are never adequate in an institution, we try to support curricular, co-curricular and extra-curricular requirements with whatever best we can manage.

Being a government college, we have to look upon govt. for all the resources. An additional six teaching room complex has been added to our infrastructure making it a boon for students. A girl hostel has being constructed with the UGC grant. Posts have been sanctioned by the state govt. We hope to start this hostel in near future. Similarly, an indoor sports complex has been constructed with UGC aid . Small infrastructural modifications are possible with the financial aid granted by the Jan Bhagidari Samiti.

Free Wi-Fi is provided to the students who seek regular admission in the institution. For teaching department and library a separate wi-fi network is available. We have a library with more than 21000 books.

Soon we are planning for library automation. We have a canteen, a photocopy shop available for the students.

The college has Kho-Kho, Volley-Ball, Hand Ball ground as outdoor facility. We have the privilege of being the only college to introduce Mal Khambh (Traditional old Indian Sport) as a regular sports.

### **Student Support and Progression**

The College takes care of its students in the best possible manner. Well – structured help and mentoring has been an important feature of student support system in this Institution. This College is alert in offering effective and result oriented mentoring and support service aimed at holistic development of the students.

The College makes sincere efforts to facilitate students. Financial assistance is provided to all SC/ST/OBC/minorities/freedom fighters/physically disabled. These scholarships, fee concessions are provided as per the rules of the state government. Apart from these govt. scholarships, various departments have taken a noble initiative to help poor students by paying their admission fees irrespective of their caste. From the session 21-22 three economically poor students from each department shall be chosen, who do not get any of these scholarships, and their admission fee shall be paid by the Jan Bhagidari Samiti.

The Institution published updated Prospectus every academic year. But now the prospectus has been uploaded in the college website. The Prospectus provides all necessary information the student needs to know. The Institution ensures maximum commitment and accountability of all the information given in the prospectus.

The Institution is committed to provide the students every possible help and support they need in their pursuit to become civilized and worthy citizen. The Institution is committed to attract students for participating in various extra-curricular activities by ensuring consistent encouragement and motivations.

A very strong and positive aspect of the students coming from the rural back ground is their interest in sports. The students have represented the college in various All India University competitions and have brought laurels to the college.

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

All our efforts are tailored to translate our vision to activities through meaningful governance and leadership. As the college is a government one, all the policy matters are decided by the government. The academic matters are decided by the ABV University. The day-to-day management of the college is vested with the Principal, Staff Council and IQAC of the College.

The IQAC with the approval of the Staff Council formulates action plans at the beginning of every academic year. The Principal, Staff Council and IQAC meet periodically to incorporate action plans into the institutional strategic plan. At the end of the academic year, the strategic plan approach will be evaluated, and next action plan take shape with previous experience.

Our quality policy is “to excel at imparting curricular and extra-curricular education and training to UG and PG students and to have continual improvement so as to achieve and sustain societal acceptance and distinguishable goals”.

Sustained improvement of the quality of staff and student is our watchword. The Institution recognizes the individual strength and areas of interest of the staff members and accordingly assigns responsibilities to them. The Institution promotes professional development of the faculty to the greatest possible extent.

The financial resources of the College are managed in an effective and efficient manner. The yearly accounts are audited by Chartered Accountant. The main source of funding is the fees collected from the students. There is a provision for annual audit for UGC, RUSA and Jan Bhagidari Samiti accounts by chartered accountant. Govt. appoints auditors for government accounts.

Teaching and non-teaching staff is always motivated by various welfare measures taken by the institution. Teachers are provided financial support towards membership fee of professional bodies by Jan Bhagidari Samiti.

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

Every conscious effort is made to keep the campus eco-friendly. The College campus has developed a plastic free culture. We have been consistent in our effort to green the campus. We planted trees in and around the College Campus with the help of NSS and the various departmental Volunteers.

The Institution has introduced many new initiatives in academic practices to help the students in their pursuit of attaining quality education. Formation of IQAC and feedback mechanism, are some of the innovative academic practices followed by us.

Regarding innovation in student support activities, Orientation programme and Personality Development Programme are organized to improve soft skills of the students. There is a grievance redressal mechanism.

As a part of good practices, the institution makes the student aware of the environmental issues. On every Wednesday entry of automobiles is restricted inside the campus. Similarly we say no to plastics inside the campus.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. MUKUTDHAR PANDEY COLLEGE
Address	Govt. Mukutdhar Pandey College, Katghora - 495445 Distt.- Korba (Chhattisgarh)
City	KATGHORA
State	Chhattisgarh
Pin	495445
Website	<a href="http://www.gomdp.ac.in">www.gomdp.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Satish Kumar Agrawal	07815-296810	9752215555	-	mdpcollegektg@gmail.com
IQAC / CIQA coordinator	Madan Mohan Joshi	-	9425532081	-	iqacmdp@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	05-08-1985



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

State	University name	Document
Chhattisgarh	Atal Bihari Vajpayee Vishwavidyalaya	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	06-01-1992	<a href="#">View Document</a>
12B of UGC	29-07-1992	<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
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**Recognitions**

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

<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	Govt. Mukutdhar Pandey College, Katghora - 495445 Distt.- Korba (Chhattisgarh)	Rural	14.6	3026.41

## 2.2 ACADEMIC INFORMATION

<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	BA,Arts	36	XII	Hindi	720	716
UG	BSc,Science	36	XII	Hindi	660	622
UG	BCom,Commerce	36	XII	Hindi	360	359
PG	MCom,Commerce	24	B Com	Hindi	80	0
PG	MA,Political Science	24	B A	Hindi	60	0
PG	MA,History	24	B A	Hindi	60	0
PG	MA,Hindi	24	B A	Hindi	60	0
PG	MA,Sociology	24	B A	Hindi	80	24
PG	MSc,Chemistry	24	B SC	Hindi	40	20
PG	MSc,Zoology	24	B SC	Hindi	40	20

### 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	2				0				13			
Recruited	0	0	0	0	0	0	0	0	8	1	0	9
Yet to Recruit	2				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	2				0				4			
Recruited	2	0	0	2	0	0	0	0	2	2	0	4
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				14
Recruited	4	3	0	7
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				9
Recruited	6	1	0	7
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	1	0	4
M.Phil.	0	0	0	0	0	0	4	0	0	4
PG	0	0	0	0	0	0	1	0	0	1

<b>Temporary 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.	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

<b>Part Time 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.	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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	618	0	0	0	618
	Female	1079	0	0	0	1079
	Others	0	0	0	0	0
PG	Male	15	0	0	0	15
	Female	49	0	0	0	49
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	74	77	72	79
	Female	91	89	83	74
	Others	0	0	0	0
ST	Male	242	237	260	294
	Female	461	404	368	360
	Others	0	0	0	0
OBC	Male	268	268	254	248
	Female	351	327	345	283
	Others	0	0	0	0
General	Male	102	91	77	87
	Female	89	104	107	102
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1678	1597	1566	1527

## Extended Profile

### 1 Program

#### 1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
35	35	35	35	35

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

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	10	10	10

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1597	1566	1527	1511	1521

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

2019-20	2018-19	2017-18	2016-17	2015-16
459	459	459	459	459

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

2019-20	2018-19	2017-18	2016-17	2015-16
522	466	488	442	389

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

2019-20	2018-19	2017-18	2016-17	2015-16
11	11	9	10	11

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

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	15	15

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: 15**

**4.2**

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

2019-20	2018-19	2017-18	2016-17	2015-16
3.76	5.66	6.46	41.66	26.48

**4.3**

**Number of Computers**

**Response: 25**

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 curriculum is formulated and decided by the parent university (Atal Bihari Vajpayee University, Bilaspur, Chhattisgarh). It is indeed a matter of great honor that some of the faculty members are a part of the “Board of Studies” of the affiliating University. These members do incorporate various changes in the syllabus of the affiliating University which is being taught in the colleges. So indirectly they do have a major role to play in the curricula design.

As these members of the BoS know what modifications have been made in the syllabus, the planning and implementation is done in an efficient manner. Institution however has a mechanism for effective implementation of the curriculum. The action plan is as follows,

1. Teaching Diary - It is mandatory for all the subject teachers to prepare a teaching daily diary. Monthly proposed work and work completed record is maintained. It is verified by the Principal every month.
2. The subject teacher produces a certificate stating that the curriculum has been completed. If a teacher fails to complete his curriculum in stipulated time, he has to take extra classes or remedial coaching to complete it.
3. The evaluation of the students is regularly monitored and evaluated by means of unit tests. This internal assessment has a share in the annual results also. Midterm and Term end tests are also conducted.

Feedback – Feedback from the students is also taken to verify the proper implementation of the curriculum. These feedbacks are analyzed by the teachers and a report is submitted to the Principal.

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

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

###### Response:

Evaluation of the skills gained by the students is the central point in attaining a degree. Continuous assessment and evaluation help to improve the quality to ensure that the student meets up with the prerequisites expected of a graduate. The college is affiliated to Bilaspur University, CG and it adheres to the norms prescribed by the university. The university has both internal and external evaluation to assess

the students on various aspects. The students are informed of the internal and external assessment system at the beginning of every academic year through SMS.

- The conventional method includes conducting internal written tests and the innovative method varies from classroom discussions to quiz
- The written internal tests are conducted as per the schedule issued by the University and the records are maintained.
- Multiple written as well as oral assignments are given to the students to cultivate their comprehensive, cohesive communicative skills both oral and written.
- The final internal marks are added to the annual marks attained by the student. • Students are encouraged to be creative in the presentation of their subjects to boost their self-confidence.
- In science, each student is given individual opportunity to practice the lab work, so that he would be able to perform better in the final practical exams and in future endeavors.

The evaluation and assessment system adapted by the university and the college is geared toward mapping the individual capabilities of the students to identify the written and oral expression, comprehensiveness and accuracy of information. It takes into account the individual student's progression and improvement over a period of time over the performance parameters set by the faculty or the respective department. The college has increased the benefits to the students by adhering strictly to the vision and mission of the institution and improving the quality of the students by the continuous internal evaluation has been the central force behind it.

It is highly essential for the college to adhere to the academic calendar by the state government and the university. Right from admission to examination, time line is fixed by the university. The college performs various activities as per the following calendar for the session 19-20,

- Admissions- 01.06.19 to 31.07.19
- Student Union formation -22.8.19 to 31.8.19
- Sports activities – 17.7.19 to 20.12.19
- Co-curricular activities -15.7.19 to 31.12.19
- Practical exams -16.2.20 to 28.2.20
- Annual exams -4.3.20 to 30.4.20

Unit tests & Internal exams -1.8.19 to24.1.20

File Description	Document
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>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<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:** 20

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

Response: 2

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>

### 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.

2019-20	2018-19	2017-18	2016-17	2015-16
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**

2019-20	2018-19	2017-18	2016-17	2015-16
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:**

Curriculum is designed by the University and implemented by the institution. In under-graduate classes one of the compulsory paper is “Environmental Studies” which has to be qualified by every student. Environment and sustainability issues are covered by this paper.

To support professional ethics, the college has various cells such as anti- ragging cell, student counselling and career guidance cell, anti-sexual harassment cell of which both the students as well as the senior faculty are members. The subject is supported by the practical exposure through these cells and ensures that the students shape their own self individually.

This institution organizes various lectures, debates and essay competitions on certain important days. Important days like International Yoga Day, Women’s day and Human Rights Day are celebrated with great zeal and enthusiasm.

Apart from these activities the human values, environmental awareness and gender sensitivity are key points of training in NSS. NSS volunteers throughout the year organize various programmes and keep on sensitizing the students regarding all these cross cutting issues.

Human values and general ethics are taught as a part of Environmental Studies, which is a compulsory paper for all UG students. Gender issues such as sensitization and sexual harassment are taken care of with the help of women cell .

As the college adheres to the syllabus of ABVV, Bilaspur (previously Bilaspur Vishwavidyalay, Bilaspur), one of the compulsory paper in all UG classes is Environmental Studies. This paper being a compulsory paper makes a positive awareness amongst all students and sensitizes in the field of Human values and environment.

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: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
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>

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

Response: 0

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

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<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:** C. Any 2 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:** 71.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
1597	1566	1527	1511	1521

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

2019-20	2018-19	2017-18	2016-17	2015-16
2160	2160	2160	2160	2160

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

#### 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:** 72.46

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

2019-20	2018-19	2017-18	2016-17	2015-16
314	297	335	322	395

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>



## 2.2 Catering to Student Diversity

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

**Response:**

The decision of a student to be included as a slow or advanced learner is usually decided by the academic results of the previous year marks. These marks of the preceding year acts as a bench mark to decide. As soon as the student gets admitted (first Year), he has to undergo an orientation/induction program conducted by every subject teacher.

Students are made familiar with the course content and the methodology to be used in future. This institution is situated in the rural and scheduled area with majority of students belonging to SC/ST/ OBC class. As per the academic calendar issued by the University, unit tests are conducted for all the students. The marks received by them are analyzed.

The students are categorized as slow and advanced learners. Slow learners are again provided extra tutorials. This coaching certainly improves their performance in the next unit test. Many a times they switch over from slow to advance learners. The advanced learners are motivated to do better in their field of interest and are helped in various ways. Poor performance in the class room due to absenteeism is intimated to the mentors and parents either by SMS or by phone calls. Corrective steps are taken accordingly. Remedial classes are conducted for the academically disadvantageous students to provide them with an opportunity to improve their subject knowledge. Contents beyond the syllabus but pertaining to the core of the subject are discussed in the class to make the student aware of the trending topics relevant to the subject of teaching. The slow learners are encouraged to take effective part in whatever subjects that interests them to motivate them into learning all. Every teacher is a mentor of some students. Usually a mentor is the admission in-charge. Slow learners are constantly encouraged to meet up with their mentors for extra classes or take up assignments like preparing a collage or chart or a ppt to gather in-depth knowledge about the subject. Teachers also help these students by tutorials, one to one discussions and supplying books.

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

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

**Response:** 145:1

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 faculty members are usually aware of the students need in terms of knowledge and skills due to their previous experience in teaching similar students over the years. Student centric method of teaching is the most approved pedagogy followed by all the faculties of the institution. The institution takes several measures to help students to make fast development in their syllabus and also improve their general academic knowledge and skills. Modeling and chart making in science stream helps students learn in a simple methodology. On the other hand, group discussion and paper presentation in commerce helps them to be practical. In arts taking students to library and making them learn in simple way helps a lot. The traditional method of teaching is replaced by student participation in the classroom activities, experiential learning, participative learning etc. which is undertaken in the following ways:

PG classes are made more interactive by having departmental seminars.

The classes are usually interactive with the students coming up with their own

innovative ideas and viewpoints with the guidance of the teacher. The students are encouraged to prepare models and charts.

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:

Teachers apart from traditional method of teaching are using ICT enabled tools for effective teaching-Learning process. Teachers insist on using N-List, e-Pathshala portals etc. whose links are provided in the college website.

1. Teachers use power point presentations. In the covid crisis, teachers utilized the ICT platform and prepared online lectures. These lectures were uploaded in state managed e-learning platform (cgschool.in). These lectures were prepared for UG as well as PG students. They are also available on you-tube so as to benefit the students for a longer period.
2. The annual feedback form for the session 19-20 was also collected online due to the pandemic.
3. The college plans to intensify this approach in future also so that the course material once prepared remains forever in the digital format.
4. Teachers have learnt to take online classes using Web-ex, google meet and Jio meet platform.

File Description	Document
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:** 145:1

#### 2.3.3.1 Number of mentors

Response: 11

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

**Response:** 69.33

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>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 46.57

#### 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

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	5	5	6

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>

<b>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)</b>	
<b>Response:</b> 1.09	
<b>2.4.3.1 Total experience of full-time teachers</b>	
Response: 12	
File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

<b>2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode</b>
<b>Response:</b>
<p>Internal assessment is mandatory for all the students. The schedule is designed by the University and college adheres strictly to this academic calendar. First two unit tests are conducted in the month of August. First mid semester exams are conducted in the month of September. Third unit test is conducted in the month of November followed by second mid semester exams in the month of November. Fourth unit test is conducted in the month of December. Pre final examination is usually conducted in the month of January and is followed by annual university examination conducted in the month of March. The students are prepared for the annual examination and helped accordingly. The weak students are normally given extra coaching and are made to practice for supplementary tests if necessary. The marks are discussed with the students. This process keeps them in touch with the course content.</p> <p>This mechanism of internal assessment is totally transparent. The tests are taken as per the syllabus completed by the teacher. The institution adheres to the academic calendar issued by the affiliating University and the state government.</p>

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 has an effective system to address the grievances of the students for the internal assessment marks and also after the results is announced by the university at the end of every semester. The mechanism is transparent, time-bound and efficient. As far as the university annual/semester exams are concerned, the students are free to go for re-totaling or revaluation after filling a request to the University.

In case of Internal assessment, the students are free to approach the concerned subject teachers once the internal assessment marks are released and can get them clarified as to why the marks have been lowered thus. Students write their internal exam in answer copies provided by the college. They are evaluated after every exam and are returned to the students for verification. Continuous evaluation ensures student involvement and progress. Hence the students pass out in open competition with flying color

File Description	Document
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:

#### *Response-*

The main objective of the college is to provide such an atmosphere where a student not only learns to become a good citizen of the nation but prepares himself competent enough to meet the challenges at national and international level. The main aim and vision of the college is to impart academic and non-academic education to students so that they are closer to the mainstream.

Programs offered by the institution are stated and displayed on website and communicated to teachers and students as well. The focus of the college is to impart knowledge to the students with a clear cut and very scientific approach.

The various program outcome is stated as follows:

**B.A.:-** BA program offers Economics, History, Political Science, English Literature & and Hindi Literature. Economics help them to get jobs related to finances. It also makes them aware of the national economic scenario. History and Political Science help the students to lay the basic foundation of these subjects. They are later on benefited when they face various competitive exams in future. Literature subjects help them get a job in education sector as teachers.

**B Sc (Math & Bio) :-** Bachelors in Mathematics combination or biology combination helps them to lay a strong foundation and helps in pursuing master's degree in these subjects. Later on they become eligible for various school education jobs.

**B Com & M Com:-** Graduation and master's in commerce stream helps the students to go for C.A, ICWA and many accounting jobs.

**M Sc (Chem. & Zoology):-** These two master's degree help the student to either proceed to research or else the demand is very high in school education as science PGT.

**MA (Hindi, Pol Sc, Sociology, History) :-** Program outcomes for master's in these subjects are enormous. Apart from exploring new aspects of these subjects, they are also free to opt these papers in various competitive examinations. They are also eligible for various posts in school education as PGT.

All the details are also displayed in the website too.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<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:

Evaluation is the pivot to improvement. The level of learning and progress made by students, as a result of continuous efforts of teachers has to be evaluated. To identify the prospects for the students, continuous and comprehensive evaluation is used as an indicator for teachers.

If a student gets very low marks in unit tests, the concerned teacher has to motivate him for doing better. Regularity in class attendance is also given due importance in assessment. The teacher's approach to the learning outcome assessment is defined clearly. Faculty is best suited to determine the intended educational

outcomes of their academic programs and activities. The slow learners are always given extra attention.

The results of outcome assessment are used to evaluate the effectiveness of academic programs and activities and student services. Faculty uses the collected information to develop and influence academic programs. It is the duty of all the teachers to give proper guidance and counselling to the first-year students who have a less exposure to the higher education system. Apart from this, students are motivated to recognize their weaknesses, and develop their personality and skill development through programmes organized by the college.

The students are sensitized on the social responsibilities through various fields like NSS and YRS. A compulsory paper of Environmental Studies has been incorporated by the University in all under-graduate classes. The student has to qualify this paper during his tenure as UG student. The students are motivated through personality development programs. Students visit villages along with the faculties to Camp and deal with their problems and find solutions. The college adopts a village for a year and arrange for a seven-day camp of NSS. The participating students make survey of that village and highlight the weaknesses and strength of the villagers before them. They launch campaign for literacy, community health and cleanliness in that village.

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

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 85.02

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
475	405	369	330	332

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

2019-20	2018-19	2017-18	2016-17	2015-16
513	454	473	434	372

<b>File Description</b>	<b>Document</b>
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

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response:</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<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

**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)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

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

**Response:** 0

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

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

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**3.1.3.2 Number of departments offering academic programmes**

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	12	12	12

File Description	Document
List of research projects and funding details	<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:

This college is located in a rural and tribal belt with majority of the students coming from deprived background. College is determined to create an environment where students learn to meet and overcome their challenges. College always tries to incorporate new educational patterns and adopts innovation.

Although the research activities in the college are on the verge of improvement,

the institution is striving hard to overcome this challenge. The non-PhD faculty is always motivated to attain new arenas in academics. This initiation has shown positive results as two faculty members have successfully enrolled in PhD program and the sports officer has successfully gone through his doctoral viva-voce.

The teachers were helped to use ICT tools. In the present pandemic scenario, online webinars and conferences were successfully organized using various online platforms like google meet and webex.

IQAC has taken outstanding initiatives to enhance qualitative improvement in the college. This year onwards the annual feedback system from students, staff and other stakeholders is being taken online.

IQAC and career guidance cell is actively involved in various counselling and personal development skills. The teachers are advised to upgrade and update themselves by these means so as to help the students in a better way.

Sincere efforts are on to increase the existing infrastructure with the help of district administration and Jan Bhagidari Samiti.

File Description	Document
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: 2**

**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**

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	0	0

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

**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**

**Response: 0**

**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years**

**3.3.1.2 Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

**Response: 1.15**

**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
5	1	2	4	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 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

**Response:** 0.19

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

File Description	Document
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 college believes in the holistic development of the students and sensitizing them by exposing them to solve the social issues in the neighborhood as per the limitation of the college. These activities provide the students with a much needed break and space for experimenting and questioning the injustices prevalent in the society. These extension activities influence the students, their understanding of the problems in the rural and urban areas of the state, the various policies of the government or the society and their impact on human life are brought to the perception of the students. They are encouraged to participate in various community development programs to develop their all-round personality. As a part of the whole exercise, the college has adopted a nearby village where extensive extension activities undergo during the NSS camp.

In addition the students are involved in the below mentioned activities-

- The NSS (National Service Scheme) conducts annual camp in the neighboring villages for 10 days which helps them to mingle with the village and rural people to understand their lifestyles. Extension lectures on social evils with outsiders are arranged to create awareness among the

students.

- The students are also encouraged to participate in the following activities. 1) Planting of trees 2) Free blood testing camp 3) Blood donation camp 4) Environment awareness 5) Swacch Bharath Abhiyan 6) Awareness rallies on aids, Anti- Liquor, Anti- Tobacco and Drugs.
- All the significant dates such as Environment day, Yoga Day, Teachers Day, Hindi Day, etc. are celebrated periodically to familiarize students with the value of our ancestors and traditions.
- The college extends support to the socio-economically deprived students by giving them concession in fees and provides them with free stationary so that they can get the education to better their life. The study of environmental study as a paper in the UG curriculum helps the students to gain theoretical knowledge on the concepts that affect the society nowadays These activities enable the students to cultivate the much needed traits like self-confidence, leadership, self-discipline, commitment and devotion, hard work and team work and the same qualities will help them to excel in academics as well. The students accumulate new knowledge, experience changes in their attitude and behavior positively towards the socially deprived or oppressed. The activities kindle the patriotic spirit of the students, develop self-discipline and tend to follow ethics in their personal and professional life.

File Description	Document
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: 3

#### 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.

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	1	0

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/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swacch Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

**Response: 17****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**

2019-20	2018-19	2017-18	2016-17	2015-16
7	5	3	1	1

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: 16.72****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**

2019-20	2018-19	2017-18	2016-17	2015-16
557	284	223	60	183

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<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: 0**

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description****Document**

Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship

[View Document](#)

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

**Response: 0**

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description****Document**

e-Copies of the MoUs with institution/ industry/corporate houses

[View Document](#)

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The college was established in 1985 to provide higher educational opportunity to the remote students, with B.A., B.Sc. and B.Com in under graduate level. As this institution is located in the remote tribal belt, the majority of the stakeholders are either ST, SC or OBC. Keeping in mind the mission and vision of the institution, the facilities for teaching and learning has been increasing every year with the increase in the enrolled students. The key facilities available in the college are as follows –

- 15 class rooms for teaching.
- 04 separate laboratory for Physics, Chemistry, Botany and Zoology.
- 01 Hall
- 02 computer Labs
- Indoor sports complex.
- 100 seater girls hostel (Not commissioned)
- CCTV installed in 15 lecture rooms
- Separate library building
- LCD projectors installed in 04 class rooms.

Free Wi-Fi is available to all the students in the campus. There is a separate wi-fi for faculty and library. The institution intends to upgrade its standards every year to cater to the needs of the current generation of students

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:**

This college being in the tribal and rural belt has a great potential for sport activities. The students from the rural background have a natural affinity to the country sports like Kabbaddi, Kho-Kho, Mal Khamb, Volly Ball. Infact the rural and tribal students are our real strength as far as sports are concerned. There are some challenges too but the students have always overcome their challenge and participated in number of sector level and inter university sports events. The college has been trying to produce some very good sports persons who have represented the institution in various inter-University & All India competitions.



The college has an indoor sports hall where indoor sports are managed. As far as outdoor facilities are concerned we have sufficient space to manage Kabaddi , Volly Ball and Kho- Kho. The Indoor hall serves as a center for yoga also. It is used for cultural activities also. Although the annual student cultural function is held inside the main building.

File Description	Document
Paste link for 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:** 26.67

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<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:** 30.48

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	.61	39.3	12.87

File Description	Document
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>

## 4.2 Library as a Learning Resource

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

**Response:**

The college has already initiated the process for automation. The Jan Bhagidari Samiti has already given its consent for the automation.

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:** C. Any 2 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:** 1.64

#### 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)

2019-20	2018-19	2017-18	2016-17	2015-16
2.13	.69	2.49	1.88	.99

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>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year

**Response:** 0.68

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

Response: 11

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:**

Institution has free wi-fi in the campus with 10mbps network. The regular updates are done by the service provider. For students, free wi-fi is being provided by Jio network. For office and staff, BSNL fiber network is being provided. As the institution does not have a leased line, we must manage accordingly.

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

**Response:** 64:1

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

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

**Response:** B. 30 MBPS – 50 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:** 91.17

##### 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)

2019-20	2018-19	2017-18	2016-17	2015-16
3.39	4.87	5.57	41.50	24.84

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

As the college building belongs to the Govt. of Chhattisgarh, all maintenance is carried out by Public Works Department (PWD). The physical structure is looked by PWD on annual basis depending on the maintenance grant received. Minor or urgent repair and maintenance work is carried out with the financial aid of Jan Bhagidari Samiti.

Lab material and essential equipment is sought with the help of Jan Bhagidari Samiti. Maintenance of computers is also taken care by Jan Bhagidari Samiti due to the meagre funds received from the govt. Books for the programs running on self-finance scheme is also acquired with the financial assistance from Jan Bhagidari Samiti.

There is a laid down procedure for maintenance and disposal for the permanent items purchased (other than infra work).

**Requisition :-**

There is a laid down procedure for maintaining and utilizing support facilities. These procedures include requirement as per demand to procurement. All the required demands are presented before head of the institution. If some additional item is to be purchased which is within the financial limits of the Principal, proper state purchase rules are adhered to. If the required amount is large, the matter is sent to the state government for new allocation of funds. A strict protocol has to be followed right from demand to purchase to physically verification to utilization to condoms and disposals.

**Maintenance of support facilities :-**

Support facilities like lab material , sports items , computer peripherals are acquired using a laid down procedure. The demand from the respective departments is presented to the Principal. After verification from the purchase committee the items are purchased using the tender process . All the purchase is made by following the Chhattisgarh State Purchase Rules. The tender process is advertised in local news-papers as well as the college web site.

After receiving the tender, a detailed analysis is made by the purchase committee to determine L(1). The orders are then placed to that particular agency and the items are acquired henceforth. All the payments are made by cheques.

**Financial management :-**

The source of finance is either the state government or the Jan Bhagidari Samiti. But the purchase rules are strictly adhered to. The Jan Bhagidari account is audited by a Chartered Account whereas the govt. expenditure is audited either by AG (CG) or the state audit committee.

**Disposal of condom goods:-**

The acquired facility is distributed to the concerned departments. All the items are entered into the local stock register. All the entries are annually checked and verified by the physical verification committee. Condom and disposable goods are referred to the right-off committee, which in turn calls a tender for disposal of these items.

## 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:** 65.39

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

2019-20	2018-19	2017-18	2016-17	2015-16
1096	987	983	949	1036

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

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

[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:** 0.04

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	1	1	0

#### File Description

#### Document

Upload any additional information

[View Document](#)

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

[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:** D. 1 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:** 2.18

**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**

2019-20	2018-19	2017-18	2016-17	2015-16
174	0	0	0	0

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

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
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:** 43.87

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

**Response:** 229

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>

### 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: 80

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	2	1	0

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	2	1	0

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: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
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>

### 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:

Participation of students in various bodies on one hand bridges gap between college administration and students, and on the other hand it enhances level of responsibility in students. Apart from student union, student participation is ensured in all major co-curricular activities and societies in the institution.

Apart from academics students are always motivated to take part in cocurricular and extracurricular activities . College has an active student union which is nominated by the college administration. It is done as per the ordinance passed by the Govt of Chhattisgarh. Every class elects one representative (CR) who care for the class. 33% of the seats for CR is reserved for the girls. Various activity societies are also nominated by the student council which helps students to explore their talents.

Students are motivated to take part in Various activities like youth Red Cross society , cultural activities and other social services . The role of the student union Is prominent in these activities .

NSS and YRS has direct involvement of the students in their bodies.

IQAC has started appointing students on rolls to be a member of this body. It helps in getting an opinion with the student's perspective.

File Description	Document
Upload any 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: 2.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	1	4	3

File Description	Document
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:

There is a registered Alumni Association in the college. The students are motivated to join this association after they pass out. Membership form is available on the college website.

The alumni association keeps on helping the college administration on various issues like development of the infrastructure, IQAC initiatives and other important matters.

File Description	Document
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

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

## 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:

Govt. Mukutdhar Pandey College, affiliated to ABVV was established to provide higher education to the needy and rural students of this tribal belt. The college stands with the theme of imparting higher education to the students of most weaker sections of the society.

Majority of the students belong to SC, ST and OBC class for whom education is least prioritized. The main task of the institution is to motivate and at least provide them basic higher education. This goal is achieved through the effective leadership qualities that are the pivot and tradition of this institution.

Principal, IQAC and the faculty members of the college initiate in framing and implementing good quality of education including teaching, learning, research and co-curricular activities.

The vision, mission and objectives of the college are as follows :

##### Vision –

“Enlighten the needy to be better.”

##### Mission–

“To enlighten the socio-economic backward students of the region.”

##### Objectives –

This college is located in the remote tribal area where higher education is highly neglected. The primary aim is to impart higher education to the rural students belonging to SC/ST/OBC and economically poor class.

- To aware tribal and remote rural students and provide higher education to them.
- To give them the opportunity to be at par with others.
- To help them decide the right path and right approach towards their goals.
- To make them a good human being.
- To harness and sustain young tribal and rural talent in sports.

Vision and Mission of the college are tuned with the objectives of the college and higher education. The following activities endorse it,

- Co-curricular activities organized by NSS and YRS help the students to sustain social harmony, be united and help the needy by maintaining a humanitarian behavior.
- Environmental awareness is boosted in all under-graduate students as the affiliating university has a

special compulsory paper for all on Environmental Studies.

- NSS camps, blood testing and blood donation camps at regular intervals help students to be positive towards life.
- IQAC motivates the faculty to pursue research activities.
- Various committees help the students resolve their day to day issues.

File Description	Document
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:

Effective leadership in an institution paves way to new positive and creative results. To assist the leadership, effective committees have been formulated. The leadership has direct impact on these committee in-charge officers. These committees are the real back bone of the college and help the hierarchy in taking effective decisions.

- Various committees have been formulated in the institution and they have been given full liberty to operationalize. Thus operational autonomy is delegated to these committees.
- The principal is the epicenter for the appointment of various nodal and examination superintends.
- Moreover the policies of the C.G. state government in this regard are followed by the college under the supervision of the Principal with the help of academic and administrative support system available in the college.
- Academic calendar is formulated by the state government and is passed on to the University. All the departments are responsible for implementing the academic calendar provided by higher education department. The implementation process is fully monitored by the Principal.
- The administrative set up has also been decentralized. The complete set up of class III and class IV is monitored by the Head Clerk (AG 1). The set up of class II is monitored and controlled by the Principal.
- Principal being head of the institution is overall responsible for implementation of the policy through the faculty members, who formulate and follow his directions to achieve the goal.
- We plan to design a quality policy by incorporating the inputs of IQAC and suggestions received from faculty, students, alumni, educationist, parents, and other stakeholders in near future.
- A devoted NAAC committee has been formulated by the Principal to prepare Self Study Report (SSR). This committee has distributed various work to various faculty members regarding the SSR. The criteria wise database collection for NAAC accreditation has been successfully done by decentralized efforts.

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

Perspective plan of an institution aims in providing quality teaching, research attitude, efficient human resource management and boosting up moral and values. The growth and progress is clearly depicted in the perspective plan of the college. In other word Perspective and Progressive are the two sides of the same coin. Perspective plan and a road map is prepared by the college.

- 16 CCTV cameras were installed in the campus including 10 classrooms.
- The teaching and learning process is synchronized with the mission and vision of the college.
- There are various committees which monitor and evaluate policies and plans. They meet regularly and submit their suggestions for the effective implementation.
- Constant upgradation of ICT facilities in the college including separate wi-fi lines for staff and library.
- Enrichment of library resources have been initiated with N-List in the first phase.
- Motivating faculty members to complete their PhD by IQAC has shown tremendous results.
- During the Covid-19 pandemic, digital platform was successfully used to take online classes.
- Various programmes of gender equality organized in the college.
- Internal Academic Audit was previously carried out in the college, but External Academic Audit has been initiated now.
- Continuous expansion of the existing infrastructural facilities has been initiated seeking financial assistance from various bodies. This includes sanction of the boundary wall from the District Mineral Fund (DMF)
- IQAC has provided training to the staff on online banking, and how to use internet banking and various banking app and instructed them to motivate students for net banking practices.
- To update knowledge and skill of the teachers, time to time training was provided by IQAC to staff. Recently in the pandemic of COVID -19 IQAC has given training on how to take online classes in WebEx, Google meet platform.

The institute has developed a perspective plan for next five years. We plan to work and focus on the continuous improvement of physical and academic infrastructure. Following are the key plans for the next five years:

- Obtain additional infrastructure in form of classrooms, conference hall and an auditorium.
- Organize national level seminars to boost up research activities.

- Start job oriented courses on the self-finance basis.
- Initiate for research center.

File Description	Document
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 and service rules, procedures, etc.

#### Response:

The college is permanently affiliated to Atal Bihari Vajpayee University, Bilaspur, Chhattisgarh. The institution regulates as per the norms and directives of the affiliating University.

#### Administrative Setup:

- As this college is basically a government college, all setups are sanctioned by the state govt.
- The Principal is the head of the institution. He is also overall in-charge of academic, office, administration, curricular and extracurricular departments. He also heads library and IQAC.
- Office mainly deals with the accounts, admission and examination. Office is led by AG I who has AG II and AG III to assist him.
- Sports are led by a sports officer who finally reports to the Principal.
- Various heads of the departments directly report to him. He controls the office which includes account section, administration and examination.
- Library is led by a librarian who is assisted by a book lifter. IQAC is directly controlled by the Principal.

#### Service Rules:

- For all the service related matters and regulations, the college follows the rules and norms laid down by the Department of Higher Education, Govt. of Chhattisgarh.

#### Appointment :

- All the appointments and transfers are made by the Department of Higher Education, Govt. of Chhattisgarh.

#### Grievance Redressal Mechanism:

The college consists of a variety of committees to cater the needs of the students. They take care of grievances raised by the students.

- Students have the liberty to access the principal any time they wish to for their grievances.

- There is a student's union which is completely a student body. Any complaints or grievances can be addressed there too.
- Students can have open discussions with staff members also.

**Various Cells:**

- Students Union Cell
- Admission Cell
- Student Welfare and Women Grievances Redressal Cell
- Sports Committee
- Cultural Committee
- Anti-Ragging Cell
- Alumni Association
- Discipline Committee

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:** A. All of the above

File Description	Document
Screen shots of user interfaces	<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 three major components. All the three components are united by a common hook named the Principal. The three major components are the Students, the teaching staff and the office staff. The



efficiency is maximum when all the three components are properly taken care of.

Various govt. welfare schemes are available for teaching and non-teaching staff. They are as follows:

- The teaching and the non-teaching staff may avail interest free loan against their provident fund deposits.
- The non-teaching staff avails festival advance.
- Duty leave is granted to the staff.
- Medical facility is available as per govt. rules

1. There is a provision of Anukampa Niyukti (Compassionate Appointment) for the children of the staff after their sudden demise. Financial help is given to the family of the deceased staff member immediately for funeral purpose as per government rules.
2. Class III and class IV employees are entitled for festival advance and class IV employees get uniforms also.
3. Most of the eligible staff avails these benefits.
4. Loan against employees provident fund without interest, Part Final withdrawal, medical reimbursement, special leave for participating in academic functions and programmes and festival advance for Class III and IV employees, are the facilities provided to staff and faculty.
5. There are provisions for Earned leave, Medical leave, Reimbursement of medical bills (as per norms), Duty leave with TA, DA increments in pay, increase in DA, G.I.S, house rent, Tribal allowance, washing allowance, medical allowance (as per eligibility) and Tribal leave for the regular staff

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:** 1.82

#### 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

2019-20	2018-19	2017-18	2016-17	2015-16
1	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

#### 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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	3

File Description	Document
Upload any additional information	<a href="#">View Document</a>
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:** 7.64

#### 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

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	0	2	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<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:

Both formal and informal methods are used for assessing the performance of the teaching and non-teaching staff. The formal mechanism for the faculty is the self-appraisal report as part I of the ACR. The part II comprises of performance based appraisal system (PBAS). The faculty has to indicate the workload, participation in various seminars, involvement in various committees and their contribution in those fields. They also have to indicate their contribution to various co-curricular and extracurricular activities. The faculty is supposed to indicate the level of research work done by them in that academic year.

These reports are checked and verified by the Principal. The confidential report based on verified factual data is prepared by the Principal and forwarded to the department of Higher Education for further evaluation.

Student feedbacks are also taken regarding performance of teachers. Similarly surprise class visits by the Principal and casual conversation with the students are informal mechanism to assess the faculty.

The office staff also has a formal pattern of evaluating themselves. Their reports are analyzed by the Principal and forwarded to the govt.

File Description	Document
Upload any 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:

Both internal and external audit exists in the college. A committee is constituted to perform internal audit annually. It comprises mainly of the commerce faculty. Cash book, daily fee collection register and vouchers are carefully examined by this internal audit committee.

The external audit is done by the govt. and chartered accountant. For govt. and non govt. accounts auditor is appointed by the govt. The govt. auditor inspects all other accounts also. For funds of UGC, JBS annual audit is performed by the CA who is appointed by the college.

AG audits are also performed on regular basis. All the pay fixation of the faculty (UGC Scale) is also audited and endorsed by AG.

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:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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>

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

**Response:**

The main sources of financial funding to the institution are –

- 1.State Govt.
- 2.UGC
- 3.RUSA
- 4.Jan Bhagidari Samiti

The institution as per the priority makes a perspective plan to achieve the finances. The detailed proposal is sent to state govt. and UGC, as the case may be. The expenditure of the funds received are strictly made following the state govt. purchase rules. Presently RUSA is not providing funds to this institution. Day to day expenditure is met by using funds allocated in Jan Bhagidari Samiti. A sum of Rs.250=00 is collected from all the admitted students. The expenditure is approved in the general body meeting of the Samiti.

The main source of funding is Jan Bhagidari Samiti which provides funds for many developmental programs.

The institution has approached the District Mineral Fund (DMF) for various construction projects like boundary wall and other civil works.

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 in this college was established on 01-10-2015. The institutional policy of IQAC runs parallel to the mission and vision of the college. IQAC, after being initiated has taken up following measures for quality assurance:

1. IQAC to boost up quality culture by preparing perspective plan.
2. Regular meetings of the IQAC convened.
3. Internal and External Academic and Administrative Audits have been initiated.
4. Feedback from the students collected, analyzed and action taken on it.
5. Feedback from guardians and alumni initiated.
6. It suggested certain up gradation of student amenities available.
7. IQAC has initiated internal academic audit system for its staff
8. It has tried to motivate all faculty members to boost up their research activities.
9. As of now one faculty has cleared viva-voce for PhD in march 21, and two have been registered for PhD in 2016 & 2019.
10. IQAC initiated to have 16 CCTV cameras installed in the campus.
11. The feedback system was initiated by IQAC.
12. IQAC insisted on adding to the infrastructure facility in the institution.
13. It insisted on having a Wi-Fi campus.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for 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 institution reviews its teaching-learning process with the help of IQAC. An academic audit is performed every year by IQAC. The teachers are expected to give a report card of the work done by them along with some innovative technique adopted by them if any.

- Feedback analysis from stake holders has helped in improving teaching learning process.
- Teacher's Diary is an important document depicting planning and execution of the academic calendar. Effective teaching achieves its success only if it is well planned and organized. The teaching diary depicts work load, course completed and actual teaching units.

**Improvements seen in the last five years:**

- Use of ICT in teaching and learning has improved.
- Teachers have cleared Research Degree Committee meeting and are on the right way to complete their PhD.
- Wi-fi facility has been updated for the teachers.
- Library has now access to N-list
- Few classrooms have LCD projectors installed.

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:** D. 1 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NAAC

## 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 institution is pro-active in executing gender equity and sensitization in curricular and co-curricular activities and facilities for women on the campus. The institution strictly follows 30% reservation guidelines for girls at the time of admission. This has led to an immense increase in the number of women count in college.

- To promote women's education, girls are exempted from paying any tuition fees during their study in college.
- CCTV cameras keep a very close vigil on all the activities inside the campus including classrooms.
- Separate lavatories for girls
- Sanitary pad vending machine installed
- Anti-ragging cell and disciplinary committee is active
- Women redressal cell under a senior lady professor is active to take care of any sexual harassment or related issues to girls. The cell includes a lady peon and a senior girl student of the college. The girls can approach the committee anytime for any complaints.
- Women's cell always encourages girls to take part in all the co-curricular activities in the college.
- As most of the girls are from far-off places, a 100 seater Girl's hostel has been constructed with financial aid from UGC. The posts have been sanctioned by the govt. Recently budgetary allotment for a new transformer installation has also been received. We are hopeful of starting this girl's hostel soon so that the rural female students don't have to worry about accommodation during their studies.

File Description	Document
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:** D. 1 of the above

File Description	Document
Geotagged Photographs	<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:**

- This institution follows the directives of the Swachh Bharat mission. There are dustbins placed in the classrooms as well as in the corridors. The solid waste is collected on a regular basis and is managed accordingly.
- Liquid and other waste material pouring out from the science laboratories is put in pit holes.
- E-waste material is given back to the vendor for recycling. The obsolete electronic items such as computers, UPS and other peripherals are auctioned as per the norms and directives of the state government.

File Description	Document
Any other relevant information	<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:** D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<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: B. 3 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 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: E. None of the above

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

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

Response: C. 2 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>

**7.1.8 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:**

College is committed to provide in inclusive environment towards cultural, regional, linguistic, communal socioeconomic diversities.

- Students take part in various cultural competitions organized by NSS and other platforms.
- Various ethics and cultural values are inculcated into students by the youth volunteers of NSS and red cross society.
- Various days like Youth Day, Unity day, Chhattisgarh state raising day do change the mindset of students and bring them into the main stream.
- Outdoor activities like ten days village camp by NSS volunteers helps them fight against all odds like socioeconomic and communal challenges.
- The students of NSS and YRS played a vital role during pandemic and acted as frontline warriors. This has boosted the brotherhood feeling and raised their sense of social responsibility.
- These students when come in contact with others, pass on these good qualities and motivate them to be good and responsible students of the society.

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:**

- At the time of admission, every student is provided with the admission brochure in which the moral code of conduct is clearly mentioned. The students are motivated to adhere to these norms.
- All the employee of the college are bound to follow CG civil services rules of 1965 (The MP Civil Services (Conduct) Rules), 1965 published wide Notification No. 1539-3015-1-(3)-64 published in MP Rajpatra Part 4 (Ga) dated 03.09.1965 at page 846.
- Various functions such as Constitution day, Voters day, Republic Day, Independence Day also

impart certain values in all.

- NSS also initiates various drives to inculcate duties and responsibility of good citizenship.

File Description	Document
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>

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

**Response:**

- The college observes national festivals like Independence day and Republic day with great traditional fervor and gaiety. This day we also salute two martyrs, who had their education in this college, and made the supreme sacrifice, fighting against the Maoists.
- On 31st January two minute silence is observed on the martyrs day of Gandhi ji which is followed by a lecture on his contribution and significance of his ideology.
- This year Dindayal Upadhyay jayanti was observed.
- Vivekanand jayanti is observed as National Youth Day on 12th January.
- Swachhta Divas is observed on Gandhi Jayanti.
- National Integration day is observed on Indira Gandhi's martyr's day. Students also observe Constitution day to celebrate enactment of Constitution of India.

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

#### 1. Ban of Automobiles in the campus on every Wednesday:

#### 2. Objectives of the Practice

- The main objective of the practice is to aware all regarding the ill impacts of pollution.
- It also aims at increasing usage of cycles for students and staff which shall make them better physically.
- All should be aware that they can reduce the usage of fossil fuel at least for a day in a week.

#### 3. The Context

- The main resistance in implementation of this idea was from all of us. The students were eager but the faculty and visitors had a problem initially.
- We had to put our men at the entrance gates to stop the entry. It was difficult to spare extra person from a limited number of working staff.

#### 4. The Practice

- Although the practice is very small and the outcome might be negligible, but an initiative has been taken up with a positive thought.
- Very soon the practice shall be extended twice a week.
- This practice has been initiated recently in this session, but we hope to make some positive impact on our youth.

## 5. Evidence of Success

- Initially the task was difficult but students and staff have started cooperating in this drive.

## 6. Problems Encountered and Resources Required

Initial problem came from the guests who visited college on Wednesdays for official work. Initially some man power from volunteers of NSS was required to manage the change. No financial resource was required.

## 7. Notes

As this practice requires only and only determination, every institution should take this initiative. It indeed creates a sense of change and responsibility in the students.

## Best practice II

### 1. Ban on plastics in the campus

### 2. Objectives of the practice

- To create awareness among the students.
- As there is no boundary wall, many cows enter into the campus and eat plastics etc. leading them to severe problems.

### 3. The Context

- The main aim is to discourage rural students from eating Gutkha and pouches and simultaneously make the campus free of this dirt.

### 4. The Practice

- Students are motivated in various lectures taken by NSS.
- There are waste bins around the classes and the use of them is encouraged.

### 5. Evidence of success

- With the effort of NSS, the use of plastic has been minimized. Even in the regular meetings, plastic

cups and bottles are discouraged.

## 6. Problems Encountered and Resources Required

- The main problem faced was the lack of self motivation in the students.
- There was no financial resource required as such. The bins were acquired from Youth Red Cross funds.

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:

This institution is located in a tribal dominated belt with more than 70% of the students either belonging to SC/ST or OBC class. Education that too higher education is never in their priority list. The drop-out rate at the school level is huge. Apart from that, the centers for higher education are limited and scattered in this tribal region.

Our mission is to provide higher education to these students. It was indeed a big challenge to ascertain their presence in the classroom. Bringing all the students to the doorstep of the college always remains a challenge. The reasons being lack of transportation and the students working somewhere or the other.

All the regular students were provided smart phone last year under state government Sanchar Kranti Yojana (SKY). Taking this opportunity as a blessing, the college tried to utilize this tool to ensure knowledge at their door- steps.

IQAC gave a training to its faculty members to initiate online classes using Webex, google meet and Jio-meet. The teachers were asked to make a whats-app group of students classwise to take online classes

Initially there were some challenges faced like the availability of having only one smart phone in the family and more than one family member willing to have different classes online.

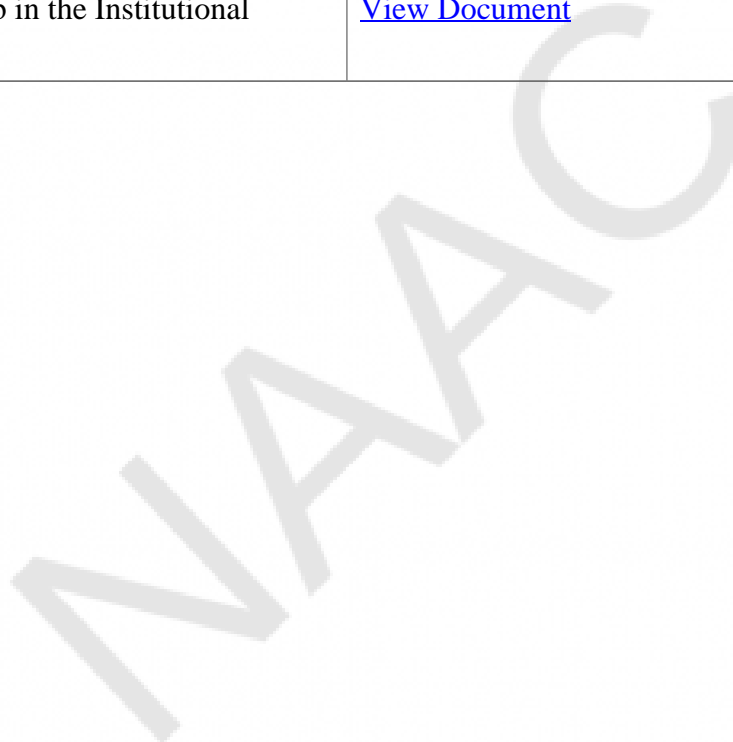
This challenge was however overcome by making a small change in the time table and making it more flexible. Also some faculty recorded their video lectures and circulated in the respective class whatsapp groups.

The study material was also provided to all the students .pdf format in their respective groups, thus making

transfer of knowledge more simpler and affordable for all.

It is too early to predict the positive outcome, but we have a sense that it might help us in motivating the tribal youth of the region to be aligned with the vision and mission of the college to impart higher education to the needy.

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





## 5. CONCLUSION

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### **Additional Information :**

Despite having so many challenges in day to day affairs, the college is committed to impart higher education to the students with full zeal and enthusiasm.

### **Concluding Remarks :**

Ours being a centre for higher studies in the rural tribal belt, have many bottlenecks. Despite all these , we are committed to provide higher education to the needy students. We are trying to go parallel to our mission and vision by enlightening needy to be better off intellectually.

NAAC