SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT T.C.L. P.G. COLLEGE, JANJGIR, JANJGIR-CHAMPA, CHHATTISGARH

KHOKHRA BHATA, JANJGIR, DISTT.- JANJGIR-CHAMPA
495668
http://www.govttclpgcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

This Institution was started first under the auspices of 'SaraswatiShikshan Samiti' in the year 1958. This samiti was founded by Late Kuldeep Sahay, Secretary Late Sharda Prasad Verma, members Late Mahaveer Sharma, Late Lakheshwar Paliwal and Pt. Shiv Prasad Sharma. It was oveertaken by the state government in 1975 and was renamed in the name of the most famous Barrister and the freedom fighter of the region Barrister Thakur Chhedilal. Shri Satya Sahay Srivastava was the first Principal of Thakur Chhedilal Govt. College, Janjgir. Earlier the classes were consisting of only Arts programmes. Undergraduate law programme was also started in the year 1983.The first building of this institution was situated near the Kutchery Chowk, Janjgir and was shifted around twenty-five years ago to its present location in Khokhra, Janjgir.

The tagline of this institution is **'*Vidyaya Vindate Amritam*'** i.e. Vidya se manushya Jeevan ka amrit prapt karta hai (Learning bestows the nectar of life). The tagline of the college signifies its philosophical vision and the output it plans to share in the society longing to excel in the field of higher education. This institution is working in the district of Janjgir-Champa in the state of Chhattisgarh as a lead college administering 17 other government and government aided colleges apart from more than 35 private colleges of this district. The programmes being offered presently are in the stream of Arts, Sciences, Commerce and Law. There are 16 post graduate programmes and 19 graduate level programmes being offered by the college apart from two programmes DCA (Diploma in Computer Application) and PGDCA (Post Graduate Diploma in Computer Application) programmes started in session 2018-19. There are research centres in Economics and Sociology. Students from varied spheres of life and different strata of society are getting benefitted by this institution. A separate study centre of Pt. Sundarlal Sharma Open University is also situated within its premises.Two separate units of NSS are functional in this college. NCC unit having an increased strength of 107 from the previously existing of 54 is also a special feature of the college.

Vision

We being the lead college of the district have the vision to excel in the field of higher education and to inculcate in the students a sense of complete and matured persona by imbibing the art of knowledge, compatibility, facing challenges of life and securing desired goals eventually. The students from distant places of the district and other nearby districts are the forerunners in many fields of study of PG level and study of law etc. In many fields we are serving with a vision to create a success story even after many a challenges.

Mission

The various missions in order to achieving the long term and ultimate vision of this prestigious institution are multitudinous:

- To strive hard in the field of scientific study and research to meet desired goals.
- To excel in the field of arts, humanities and research.

- Being the sole government institution imparting legal study where students from very distant places come to study, it is also our mission to excel in the field of legal study and legal research.
- Imparting knowledge with career-oriented skills in the field of arts, science, commerce, law, computer skills by regular career counselling at department level.
- To instill in the students, sense of national responsibility to think for the nation building after fulfilling all the career-oriented aspirations.
- To create an atmosphere for students to study with more practical and research minded approach.
- To provide them with more open e-resources in library to equip them with more national and international available study materials and resources.
- It is our mission to even provide the students an environment for various competitive examinations by availing online resources, books for competitive examinations and journals of importance and repute etc.
- To serve the society and make the students sensible towards it by community outreach and extension activities.
- It is our motto to sensitize the students in particular and through them the society in general about green practices and environmental protection.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

There are many strengths of this institution which are mentioned as under:

- The diversity of the students from different strata of the society.
- Being the lead institution there is a sufficient strength of teaching faculty with many from other parts of the country.
- More than 50% of the faculties are PhDs in their respective fields of study, 8 teachers recognised as research guides by the affiliating university and there are 2 research centres.
- Programmes are offered in the four streams of study i.e. Arts, Sciences, Commerce and Law.
- The college serves the society in the field of higher education and through various extension activities by NSS, NCC, Red Cross, Science Club, Red Ribbon Club, Legal Aid Clinic etc.
- Maximum faculty members are using ICT for effective teaching-learning process.

Institutional Weakness

Various weaknesses of this institution include-

- Students from different backgrounds needs special attention and mentoring with extra effort.
- There is a dearth of permanent faculty in some of the disciplines which in many ways affects the teaching learning process.
- The less awareness of the lab assistants and lab technicians about ICT acts as stumble block in the qualitative teaching practice.
- Insufficient sanctioned posts for Lab Technicians.

Institutional Opportunity

- The institution is in the process of improving its infrastructural needs including the smart classrooms and ICT facilities.
- The library facilities are also being increased with the addition of more journals including online journals and more e-resources.
- Students are full of caliber and need more objective guidance and focus towards career-oriented goals.
- More law students are being sent for internship to the district court and high court and more results can be expected in various competitive examinations.
- The institution can serve the society in an increased manner by providing more placements and societal outreach and extension tasks.

Institutional Challenge

- The college is lacking in faculties and also the benefits of Associate Professors and Professorship in the field of higher education and research activities.
- The diversity of students from different strata of society pose challenges in the form of slow learners and lack of communicative skills which requires to be taken extra care of by putting in extra efforts in this respect.
- Students from very distant places have attendance problems at times though we have separate girls' hostel but facility for boy students is still lacking.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution has a well-planned procedure through which the curriculum is delivered as per the academic calendar. The teaching plan is first prepared based on which the teaching diary is readied which indicates the whole pattern of curriculum delivery. There is also a procedure for the continuous internal evaluation of the students. The teachers of the institution regularly participate in the Academic council/ BoS of affiliating university. They are also fully involved in design and development of curriculum for various courses, setting of question papers and and assessment /evaluation process of the affiliating university. The curriculum designed by the affiliating university is having many elective courses and is also enriched by various course contents like professional ethics, gender, human values, environment and sustainability. There are many programmes having courses with experiential learning through project work/field work/internship etc. The institution also takes feedback from various stakeholders like students, teachers, parents etc. on the syllabus of various programmes offered by it and the analysis is sent to the affiliating university with related suggestions for probable incorporation into the curriculum.

Teaching-learning and Evaluation

There is a good number of enrolment in most of the programmes at both UG and PG level. The students from distant places opt for its programmes and only those get through who come in the merit. The seats reserved for different categories are filled every year as per the rules of the state government. Most of the seats for STs remain vacant which is consequently filled by the SC students in the merit. The seats for OBCs are fully filled. The students are categorised into advance and slow learners based on their learning levels. The learning levels are assessed by all the departments on different criteria i.e. previous examination results, internal assessment

etc. Though there is sufficient student-teacher ratio in the institution yet there are some vacant posts of teachers which are required to be filled to increase the ratio to required level. To enhance the learning experience of the students the teaching-learning process is full of student centric methods like experiential learning and participative learning. Problem solving methodologies are also used for this purpose. Most of the teachers are presently using ICT tools like projector, screen, various online mediums etc. There is a mentor-mentee scheme by which the students are allotted mentors for redressing their academic and stress related issues. More than 50% teachers are with Ph.D. and average teaching experience of teachers in this institution is approximately 10 years. There is a well-planned procedure for internal assessment of the students and all the examination related grievances are redressed in a time bound manner. The outcomes of various programmes and courses are attained through the academic results, result of students in competitive examinations and the list of students in the merit of the affiliating university.

Research, Innovations and Extension

The one teacher of one department has got research grant by the UGC. There are 8 research guides recognised by the affiliating university. The ecosystem for innovations and creation and transfer of knowledge is created through well furnished laboratories, computer centre, e-resources in the central library etc. There are many programmes conducted by the institution on the topics of research methodology, Intellectual Property Rights and Entrepreneurship. The enrolment of research scholars under the recognised research guides is still pending by the affiliating university. Some teachers have got their research papers published in the journals notified on UGC website. There are good number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings by the teachers of this institution. Extension and outreach programmes are conducted by the institution and also by NCC and NSS wings in collaboration with other agencies.

Infrastructure and Learning Resources

The Institution has infrastructure and physical facilities for teaching- learning like classrooms, laboratories, computing equipments and also the Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gym etc. The yoga centre is located in the indoor stadium of the institution. There are 6 classrooms and seminar halls with ICT- enabled facilities. The infrastructure is augmented regularly. The library facility is well equipped having more than 53 thousand books in the main library and other PG departments are also having related books. The Institution frequently updates its IT facilities including Wi-Fi with railwire service provider. The students-computer ratio in the college is 1:52 and the infrastructure is regularly maintained.

Student Support and Progression

The number of students benefited by scholarships and freeships provided by the Government is around 70-75%. The institution also conducts various capacity and skill building initiatives specially in the field of yoga, health, hygiene, ICT and computing skills. The institution also conducts many career counselling programmes and students are also given guidance for competitive examinations. The grievances of students related to sexual harassment and ragging cases are timely redressed by the specially constituted committee for the purpose. A good number of students qualify in national and state level examinations like NET, SLET, Judicial Services, Police deptt., Banking, School teachers etc. There is a mechanism to induct the representatives of students in

various administrative, co-curricular and extracurricular activities related committees. The Alumni Association has been formed and the committee has also been constituted. The registration of the association is under process.

Governance, Leadership and Management

There is a vision and mission document of the institution and the institution is governed with a purpose to meet these desired goals. The various committees are formed with a purpose to distribute various tasks and to assure maximum participation of the stakeholders. The Institutional Development Plan or Strategic/Perspective plan for five years is effectively adhered to. The e-governance is implemented in the areas of Administration, Finance and Accounts, Student Admission and Support and also in the area of Examination. The institution has effective welfare measures for teaching and non-teaching staffs. Some teachers have also been provided with financial support to attend conferences/workshops. The institution also conducts various professional development/administrative training programs for teaching and non-teaching staffs. Teachers also undergo online/ face-to-face Faculty Development Programmes. The performance appraisal for teaching and non-teaching staffs is done every year. The college also conducts internal and external financial audits regularly. The funds are also received from non-governmental bodies like Janbhagidari, Self finance etc. The Internal Quality Assurance Cell (IQAC) conducts regular meetings through which various quality measures are taken and analysis and assessment of various steps taken is also done through it.

Institutional Values and Best Practices

The institution conducts various programmes to ensure gender equity. There are many facilities for female teachers and girl students. The institution has alternate sources of energy like use of LED bulbs for power efficiency.

The facilities for solid waste management is functional in the institution with having an MoU with the local municipality for regular collection of wastes and proper disposal. The water conservation facilities available in the institution includes Rain water harvesting, bore well, open well recharge etc. There is a large pond in the college campus located at the south-west corner. The campus is made free from plastics and automobiles are also restricted. The use of bicycles is encouraged and students also use private battery powered vehicles for travelling from their home to the college. There are more than 300 trees and saplings in the campus which makes it full of greenery. The Institution has disabled-friendly, barrier free environment for teachers and students. The Code of Conduct for teachers, students and other staffs is also implemented. Institution also organises various national and international commemorative days and events. The two best practices have also been mentioned with various distinctive features of the college.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT T.C.L. P.G. COLLEGE, JANJGIR, JANJGIR-CHAMPA, CHHATTISGARH
Address	KHOKHRA BHATA, JANJGIR, DISTT.-JANJGIR-CHAMPA
City	JANJGIR
State	Chhattisgarh
Pin	495668
Website	http://www.govttclpgcollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	A. P. Verma	07817-9425223065	9425223065	07817-	tclpgcollege@gmail.com
IQAC / CIQA coordinator	P. K. Singh	07817-9589341000	9425572780	07817-222240	pramod.singh61@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 minroity institution	No

Establishment Details

Date of establishment of the college	19-09-1958

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	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	26-08-1972	View Document
12B of UGC	26-08-1972	View Document

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
BCI	View Document	17-02-2021	96	

Details of autonomy

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

Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KHOKHRA BHATA, JANJGIR, DISTT.- JANJGIR-CHAMPA	Urban	16	11

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Botany	36	Higher Secondary	English,Hindi	160	129
UG	BSc,Zoology	36	Higher Secondary	English,Hindi	160	149
UG	BSc,Chemistry	36	Higher Secondary	English,Hindi	260	229
UG	BSc,Bio Technology	36	Higher Secondary	English,Hindi	160	16
UG	BSc,Microbiology	36	Higher Secondary	English,Hindi	160	12
UG	BSc,Physics	36	Higher Secondary	English,Hindi	150	130
UG	BSc,Mathematics	36	Higher Secondary	English,Hindi	150	130
UG	BA,English	36	Higher Secondary	English	250	2
UG	BA,Sanskrit	36	Higher Secondary	Hindi,Sanskrit	250	1
UG	BA,History	36	Higher Secondary	English,Hindi	250	100
UG	BA,Economics	36	Higher Secondary	English,Hindi	250	21
UG	BA,Political Science	36	Higher Secondary	English,Hindi	250	250

UG	BA,Sociology	36	Higher Secondary	English,Hindi	250	186
UG	BA,Philosophy	36	Higher Secondary	English,Hindi	250	10
UG	BA,Home Science	36	Higher Secondary	English,Hindi	250	1
UG	BA,Hindi	36	Higher Secondary	Hindi	250	168
UG	BA,Psychology	36	Higher Secondary	English,Hindi	250	0
UG	BCom,Commerce	36	Higher Secondary	English,Hindi	80	73
UG	LLB,Law	36	Graduation	English,Hindi	220	218
PG	MSc,Botany	24	Graduation	English,Hindi	20	0
PG	MSc,Zoology	24	Graduation	English,Hindi	30	30
PG	MSc,Chemistry	24	Graduation	English,Hindi	30	30
PG	MSc,Bio Technology	24	Graduation	English,Hindi	10	0
PG	MSc,Microbiology	24	Graduation	English,Hindi	10	0
PG	MSc,Physics	24	Graduation	English,Hindi	30	25
PG	MSc,Mathematics	24	Graduation	English,Hindi	30	23
PG	MA,English	24	Graduation	English	60	39
PG	MA,History	24	Graduation	English,Hindi	60	22
PG	MA,Economics	24	Graduation	English,Hindi	60	12
PG	MA,Political Science	24	Graduation	English,Hindi	60	51
PG	MA,Sociolo	24	Graduation	English,Hindi	60	44

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PG	MA,Philosophy	24	Graduation	English,Hindi	20	3
PG	MA,Hindi	24	Graduation	Hindi	60	56
PG	MCom,Commerce	24	B.Com.	English,Hindi	40	40
PG	LLM,Law	24	LL.B.	English,Hindi	20	19
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	Graduation	English,Hindi	60	60
Doctoral (Ph.D)	PhD or DPhil,Economics	36	Post Graduation	English,Hindi	4	0
Doctoral (Ph.D)	PhD or DPhil,Sociology	36	Post Graduation	English,Hindi	8	0

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				7				0				35
Recruited	0	0	0	0	0	0	0	0	16	13	0	29
Yet to Recruit				7				0				6
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				13
Recruited	0	0	0	0	0	0	0	0	9	4	0	13
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	17	2	0	19
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	5	1	0	6
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				6
Recruited	4	2	0	6
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	12	4	0	16
M.Phil.	0	0	0	0	0	0	1	4	0	5
PG	0	0	0	0	0	0	3	5	0	8

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	8	2	0	10

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	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	1131	0	0	0	1131
	Female	743	0	0	0	743
	Others	0	0	0	0	0
PG	Male	274	0	0	0	274
	Female	389	0	0	0	389
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	28	0	0	0	28
	Female	32	0	0	0	32
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	6	0	0	0	6
	Female	6	0	0	0	6
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	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	370	438	400	474
	Female	334	336	337	389
	Others	0	0	0	0
ST	Male	55	57	45	48
	Female	30	38	50	53
	Others	0	0	0	0
OBC	Male	616	734	737	761
	Female	486	531	548	592
	Others	0	0	0	0
General	Male	162	171	139	156
	Female	168	152	145	136
	Others	0	0	0	0
Others	Male	8	0	0	0
	Female	6	1	0	0
	Others	0	0	0	0
Total		2235	2458	2401	2609

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
474	474	457	457	457

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
32	32	30	30	30

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2634	2438	2459	2299	2067

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
2220	2220	2151	2151	2151

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
820	831	760	685	529

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
29	30	30	23	23

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
42	42	42	42	40

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 21

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
28.83821	5.10450	16.88839	13.30723	47.27873

4.3

Number of Computers

Response: 52

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:

This college is the leading college of the district Janjgir-Champa therefore is also entrusted with immense responsibility in the field of higher education. It also administers all the other educational institutions of higher education means all the government and private colleges except technical and agricultural colleges are under its administration. The curriculum of the Programmes is decided by the affiliating university. Required suggestions are timely forwarded to the university by all the stakeholders through feedback system by teachers of college departments. Academic calendar is prepared by the college committee based on that provided by the Department of Higher Education of the State Government for the better implementation of the curriculum. Prescribed curriculum is delivered according to the teaching plan and time- table which are specially prepared for it. Most of the departments have formal plan of curriculum delivery through well prepared and documented notes of the lectures by teachers. Prescribed syllabi is completed within the stipulated time and internal assessment of the students is also done at regular intervals. Teaching diary contains teaching plan of prescribed syllabi for the month which is to be strictly adhered to. Several meetings of IQAC also decides innovative ideas to augment the present existing curriculum delivery system.

Information and Communication Technology (ICT) has also been introduced in many departments during curriculum delivery. During class room teaching discussion technique is also adopted by teachers of several departments. Projector, Screen and other mediums are also used by the departments like Chemistry, Physics, Botany, Zoology, Microbiology, Biotechnology, Law etc. College has also devised an action plan of verbal test of the topics after its completion this is done by all the departments. Several departments conduct classroom seminars, workshops, presentation, assignments etc. Industrial visits and outings are also organized by several Science departments for giving better and practical approach to the class room teaching. All the departments associate their students with the Central library of the college where they are acquainted with the on-line resources related to their courses.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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

Response:

The Programme or Course curriculum decided by the affiliating university is to be adhered to by all the affiliated colleges. The academic calendar for the academic session is prepared by the Deptt. of Higher Education of the State Government based on which the respective colleges also chalk out more objective academic calendar for the whole session according to its own activities and interests. The academic calendar mentions monthly student oriented tasks and the time frame for its completion. The students are given assignments and are widely evaluated during practicals in various science stream programmes. The internal evaluation scheme was started by the affiliating university from the academic session 2016-17 for PG programmes. It was also started from the academic session 2017-18 for the UG classes. The college prepares time table for conducting continuous internal assessment based on the schedule decided by the affiliating university.

The studets are categorised as advance and slow learners on the basis of certain diverse factors. By this scheme they are continuously evaluated and steps are taken for their better academic upliftment. The Mentoring of the students is a very useful technique by which the students evaluation is also done for assisting them in uplifting their learning experiences. Their learning outcome is analysed and it also helps in modifying the teaching techniques by assessing the experiences and suggestions got from the students. The sole purpose of the institution is to continuously evaluate the students through most of the mentioned tools and techniques and various other measures.

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

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

  1. **Academic council/BoS of Affiliating university**
  2. **Setting of question papers for UG/PG programs**
  3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
  4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document]
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document]
Link for Additional information	[View Document]

1.2 Academic Flexibility

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

Response: 25

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

Response: 8

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]
Link for Additional information	[View Document]

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 4

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
2	2	0	0	0

File Description	Document
List of Add on /Certificate programs	[View Document]
Brochure or any other document relating to Add on /Certificate programs	[View Document]
Any additional information	[View Document]
Link for Additional information	[View Document]

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

Response: 1.07

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
72	64	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[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:

Institution is very conscious and awake about the issues which are relevant to Gender, Environment and sustainability, Human values and Professional Ethics etc. and also follow these in the regular curriculum during teaching learning processes of the syllabi provided by affiliating university. The subject of gender sensitization finds place in various courses. The subject of environment and sustainability is included in the form of a compulsory subject i.e. Environmental studies which is must for all the students during their studies. They are also given practical assignments in the field of environmental knowledge and awareness. The topics related to the current status of women and children specially girl child are broadly mentioned in the curriculum, various offences related to them, social reasons for them and the effect on the society also finds place in many curriculum. Human values are also part of many courses offered in the institution. The detail of these courses can be found in the enclosed list as their study is a must for the future of the society i.e. students of the institution who are to become responsible citizens of the nation. It also teaches and enables them to live life with much more humanistic approach. Professional Ethics finds special mention as a special subject in the course related to bachelor degree of law. All the requirements and ethics of the profession of an advocate is taught and practised in the study of law. As every profession has some ethics associated with it likewise the study of law has a very distinct place for the subject. It governs the future course of action in the legal profession. There are many sacrosanct legal philosophies on which the ethics related to this profession is solely based.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

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

Response: 1.21

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
6	6	6	5	5

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View 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	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document

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

Response: 8.92

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

Response: 235

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

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

Response: C. Any 2 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

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

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

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

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 62.56

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

2019-20	2018-19	2017-18	2016-17	2015-16
2609	2401	2458	2235	2028

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

2019-20	2018-19	2017-18	2016-17	2015-16
3820	3820	3700	3700	3700

File Description	Document
Institutional data in prescribed format	[View Document]

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

Response: 93.58

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
2317	2117	2135	1908	1725

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]

2.2 Catering to Student Diversity

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

Response:

The Institution has adopted a mechanism to assess the learning levels of all the students in the respective departments. The departments categorise their students and try to assess the learning levels of the students. They are categorised as advance learners and slow learners on the basis of various diverse factors. A record in this regard is maintained by the teachers and accordingly by the departments to further assist them in enhancing their learning skills. The problems students are facing in the field of learning and other problems if any are recorded by the concerned teachers and suitable advice is given so that they can get some boost in their learning and get sure and certain success in their academic as well as professional lives. The steps are taken by the teachers for both the advance and slow learners separately so that the purpose of the scheme is fully served. The students are admitted on merit in most of the departments. The closure of admission process is followed by the commencement of the classes. The internal assessment is done and based on their teachers' experiences their levels are assessed in daily classes and interaction and also on the basis of their previous class results. Previous class results are also made basis of the categorization. List of slow learners are maintained, names not often disclosed to the students. Teachers cum counsellors try to know the nature of their problems and then they try to give their valuable suggestions and ways and measures to overcome them. The ultimate aim thereby to enhance the mostly practical knowledge of the subjects and ultimately to improve their performance in the examinations and also to prepare them to be ready for fulfilling their career-oriented goals. Extra classes are also conducted as per the requirements of the students. Such students are also assisted in the revision of commonly chosen special topics.

For advance learners various steps are taken one of them being the noting down of their ambitions, various competitive examinations are also suggested according to their ambitions and calibre. They are specially guided towards higher education like research work, post doctorate, various top competitive examinations of the country and the state. Scientific temperament is also inculcated to chose career in the field of research and development. Their fast and sure success is ascertained which can make their life successful sooner than later and it also gives boost to the institutional academic environment. These types of students are also assisted in their studies by offering them extra classes, revision of crucial topics etc. Motivational classes are also conducted by counsellors. Apart from the use of ICT students are provided additional study materials, they are guided to other study resources, online resources of national and international level and value and ofen career counsellings are also conducted.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 90.83

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

2.3 Teaching- Learning Process

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

Response:

It is the prime objective of any institution of world rankings or which aspires to be of that repute to adopt the system of imparting knowledge to the students by adopting various student centric methods. The experiential learning, participative learning and problem solving methodologies are also part of those initiatives. This Institution also takes into account this very purpose and also plans for adopting these measures. In the field of science study, arts, commerce and legal studies there are systems which gives experience to the students in the fields of study, they participate in laboratories and moot courts to learn various nuances of science and law. Problem solving techniques are also adopted in the teachings of various science courses, arts, humanities, commerce and in legal studies also students are given case law study and they participate in moot courts to solve various civil and criminal cases. Problem solving methodologies are also adopted by different departments. Through this very process different tasks are given to the students and various solutions are discussed by them. This is a regular practice in the science stream, arts, commerce and law streams. All of the student centric methods act as a futuristic result-oriented step. It certainly changes the present and future of the students. Experiential learning- Practical approach is adopted in all the disciplines and programmes of study. Many programmes consist of weekly seminars on different topics to give the students practical and experiential learning. The students are given opportunity of presenting various topics of their choice through this process. Participative learning- This technique is also adopted in many programmes of study where students discuss topics in groups, they also do case studies, participate in various other curricular and extra-curricular extension activities. Students also study through their study tours and field visits through various projects. These participative process of learning advances their learning levels.

Various workshops and seminars are organized by the institution and departments for the students to have more experience and they can also participate through paper presentation etc. Students are also having access to departmental libraries and main library of the college in which they can avail innumerable e-learning resources for enhancing their experiences of the topics.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

In the process of teaching and learning apart from the traditional methods of chalk and talk we are also following some of the good institutions of the state and country by adopting ICT which is the dire need of the time. It has become very imminent to use the various e-tools and techniques, various information and technologies to communicate with the students in the field of higher education. The students have been acquainted with the information and communication technology (ICT) methods of teaching. Many departments have adopted the techniques and teachers are in the habit of teaching with the help of projector and screen, some preparing PPT of their lectures and teach students in a newer and much participative way. The students are encouraged for preparing e-notes and sharing of better prepared notes. Topics are completed and revised through various methods for better learning experiences of the students. Completion of the topics through their objective study is also a normal practice. This helps in better and objective understanding of the topics apart from assisting in various competitive examinations. There is a practice of weekly topic wise test through either written or oral method for evaluating the students. The students are assisted in their area of shortcomings and on the strong points they are assisted to further improve their performance. Digital library, NPTEL, Shodh Ganga, MOOC's through INFLIBNE and N-LIST are of immense help in the thorough study of different topics related to several courses. These help in acquainting them with various facets of many field of knowledge. The various online resources are of immense help for all working in the field of research and writing research papers. These resources are equally of great help to the teachers for enriching their knowledge and advancement of their academic career.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 90.83

2.3.3.1 Number of mentors

Response: 29

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

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

Response: 64.83

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)

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

Response: 55.85

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
16	16	16	14	13

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)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 8.79

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

Response: 255

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

Internal assessment is a part and parcel of the evaluation process in any academic institution. The quality and quantum of internal assessment varies according to the size of the institution and availability of the teaching faculty. The process of internal assessment, analysis of the process and eventually the steps adopted for the reforms and reformative measures in the institution are the prospect decider. During the process of preparing a thorough academic calendar for the institution the schedule for internal assessment is also decided. Each department gives assignment and practical to the students. The academic level of the students is assessed through this process. Internal examination is scheduled and notified to the students well in advance. The result of the internal examination is discussed with the students. It helps the teachers and students in analyzing the learning level and shortcomings on the part of the students. There is also the facility of redressal of grievances of the students related to the internal examination. All the related grievances are solved by the specially constituted committee for the purpose. Consequently every student is assessed academically by their mentors based on their performance in the internal examination. Internal assessment is done through project submission, viva-voce process etc. The internal assessment of UG students is done for 10 marks and for PG students it is done for 20 marks. The affiliating university has started internal assessment for Law students also from the recently completed academic sessions. As there is a grievance redressal mechanism for students the internal assessment is fully transparent and also to the satisfaction of the students.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

Institution has a special committee to look after the examination related grievances. Annual examination is conducted for all the under graduate courses and for Post Graduate courses there is a provision for semester examinations. A separate Law Department is also running in the institution in which both LL.B. and LL.M. both the programmes are offered and their examination pattern is semester wise. In annual examination pattern there are three shifts in which examinations are conducted. The timings of first shift is 07.00 am to 10.00 am, second shift is 11.00 am to 02.00 pm and that of third shift is 03.00 pm to 06.00 pm. The committee receives grievances related to the various aspects of the examinations and efficiently does grievance redressal through a time bound and transparent mechanism. The grievance is redressed on the same day or may be within two or three days maximum as per its nature. Generally these grievances are related to the sitting facilities, regular facility of drinking water in every class room even after a

full fledged arrangement of all the basic amenities during the time of examinations. Institution is highly sensitive towards these concerns and has a regular vigil on any such grievances and their fast and satisfactory redressal.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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:

The various programs being offered in this institution constitute the overall face of this institution as a leading college of the district. The programme wise outcomes, programme specific outcomes and course outcomes under all the programmes are framed by all the departments and they find place on the website under the link PO,PSO,CO. The career-oriented objectives and probable outcomes are specified in the mentioned places. The special mention and their availability on the institutional website are definitely of great help to the students and their peers to ascertain the various advantages and career-oriented possibilities through a certain specific programme. The course wise probable outcomes indicated therein help immensely in knowing that particular field of study and even while choosing the specialization. The college notifies the teachers during admission process to acquaint the students about PO, PSO, CO. The students consequently are also advised to go through the various outcomes to acquaint themselves about the programmes, courses and their outcomes during the admission process of the institution.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

The probable outcomes are specified in various disciplines and it is for the departments to ascertain that the outcomes are attained after every examination. The performance of the students and teaching learning methodologies practised in any institution gets a litmus test through such performance analysis. The ultimate outcome of the Programme as well as Course outcome can be seen in the good number of Merit holders at University level. It is also evident from the number of students who qualify in various UGC-NET, SLET etc. examinations and different state government examinations. The broader list of merit holders and other achievers are the proof of better outcome achieving by the institution. The analysis and assessment of the semester and annual examination results are first done department wise. A report is also made of the satisfactory outcomes and even the lackings wherever there are. The wider deliberation is done at department level as well as at the IQAC forum of the college. The sole aim being the improvement in the results and finding out the reasons for shortcomings if any. The broader plan outlay prepared by the department is also discussed in the IQAC. The action taken report is also submitted and discussed at this forum so that much more satisfying results can be achieved in the future examinations. The college being one of the oldest in the state have produced various eminent personalities who are serving in various fields and capacity of high repute. The alumni are in the field of school education, higher education, advocacy, Judicial Services, many state government posts, CA, CS, ICWAI, other businesses and posts, in CGPSC, serving society in different capacities i.e. MLA, Chairman of state legislative assembly etc. The continuous assessment of the students performances help in improving the overall outcome of all the programmes and in the allround development of students. The result analysis of various programme specific outcomes and course outcomes are indicated through pie chart, details of result of various competitive examinations and the students in the merit lists of the university have been mentioned with details.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 83.95

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
788	579	581	640	428

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
829	810	726	713	513

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.31

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 2

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	2.00

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)

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

Response: 27.59

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

Response: 8

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: 1.05

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	1

3.1.3.2 **Number of departments offering academic programes**

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

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Paste link to funding agency website	[View Document](#)

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 institution has arts, science, commerce and Law programmes. Students from distant places come to study here. The limited seats allotted for each programme is vied by the students of the region and only with high scores and merit can get through. The challenge before the institution is to disseminate the fruit of education and knowledge in the region. Some programmes or courses are distinct to the other colleges of the region like study of law and some PG programmes like Botany, Microbiology, Biotechnology, Philosophy etc. The institution has two Research centre i.e. Economics, Sociology affiliated to the Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur. These centres are created with a view to start researches in the various innovative areas of knowledge. A very good number of teachers have already completed their research work and are ready to supervise the inquisitive minds of the institution and assist the society through the outcomes of their research work. The students are enlightened in various fields of knowledge through the institution level, state level and national level seminars and workshops conducted by different departments. Some of the programmes are of interdisciplinary nature which help the students in getting the wider knowledge of the subject. Some of the departments also conducts invited lectures of various renowned personalities of the region in their particular field of expertise. Students get exposure to the distinct ways and manners in which other eminent teachers of other institutions pass their knowledge. These initiatives enhances the capabilities of the students to become at par with those of other institutions of excellence.

There are well equipped laboratories in the department of Chemistry, Physics, Zoology, Botany, Home

Science, Microbiology, Biotechnology etc. The regular and objective laboratory work by the respective students also increase their practical knowledge of the subjects. It also increases the research oriented dimension of their mental faculty. There is a big main library in the institution having more than 53 thousand of books for the students. There is a functional e-library within it. The reading area is well furnished and the facility is availed by both the teachers and students as per their requirement. The strength of the main library is also added quality to it by the other P.G. level department libraries. There is a separate library for law students. It consists of books ranging from the requirements of three years law under graduate courses to the books for four semesters law P.G. course. The sufficient books for the purposes of the research centre are also available in the other separate departmental libraries. The Reports of many commissions and committees are also available in soft form apart from the Reports of Law Commission of India in separate volume. The AIR is available for the students from the year 1950 till 2018. All of the mentioned efforts on behalf of the institution is meant to constitute an ecosystem for innovations and for creation and transfer of knowledge.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 4

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
3	0	0	1	0

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

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

Response: 0.13

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

Response: 1

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

Response: 8

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

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

Response: 0.07

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
0	0	1	0	1

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

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: 4.15

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
14	16	29	17	36

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

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 students of this institution are very much aware of the situation and requirements of the people around it. Since most of them come from the nearby villages and town therefore they can act as forerunners in the field of holistic development of the society. The institution for the above said purposes has always engaged its students with the society, sensitized them to the issues of the nearby society and to act and add in the development of the society. The students of NSS and NCC are given regular tasks to go to the nearby villages and try to know their issues in order to assist them in coming out of it and also acquainting the society about various issues related to necessity of quality education and quality higher education, gender sensitization, rights of women and children, issues of women empowerment, knowledge of various fundamental, constitutional and legal rights given to them, road safety, communal harmony, national integration etc. Various camps are organized by the NSS and NCC cadets based on several themes. Such camps are the enlightening factors for the betterment and allround development of the society. Several outreach/Extension programmes have been conducted under the auspices of RUSA schemes.

Apart from the above the students from law department are also involved in assisting as para legal volunteers and acting in aiding and advising the members of the society who come for assistance on legal matters. Such PLVs are acting under the District Legal Services Authority. The department has a Legal Aid Clinic which also work in the same field of assisting the society and those who seek legal advices. A separate advocate is designated by the DLSA, Janjgir-Champa to aid and assist the institution and also advise separately on the issues related to legal matters free of cost to the students in particular and the society in general. The board near the entrance of the college is to inform the public at large about the free legal aid being provided in this educational institution. The list of events/activities of last five years includes- Road safety awareness, National integrity programme, Awareness of plantation, Free Legal Aid facility awareness programme, Two GER orientation in Schools under RUSA Schemes etc.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 1

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	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)

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 Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 15

3.4.3.1 **Number of extension and outreached 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
5	4	2	3	1

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)

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

Response: 12.76

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
482	177	286	460	136

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

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

Response: 6

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
2	1	2	1	0

File Description	Document
e-copies of related Document	[View 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: 5

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
1	1	1	1	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The infrastructure is created and maintained by the state government and its organizations. In the present set up the institution has a time table including the arrangement for class rooms as per the requirements of the curriculum. The department of law and commerce conduct their classes in the morning and the other departments are functional in day time. According to the requirement of the classrooms for all the programmes functional in the institution we are having insufficient infrastructure and physical facilities i.e. class rooms, laboratories, ICT, departmental library, common room, Facilities in Girls' Hostel etc. Apart from the infrastructural requirements for teaching-learning other facilities are also available in the department of chemistry, physics, botany, zoology, computer science, psychology etc. The department of computer science has sufficient number computers for the students and it further requires improvement. The main library of the institution has also got a separate computer section i.e. e-library having sufficient number of computers available for the students of the institution for getting benefit of e-resources. The P.G. level libraries are in the respective departments for hte students of different programmes. The whole building of the institution is under the CCTV surveillance for safety purposes. There is required arrangement of fire extinguisher for the safety of the institution.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The institution has a total area of approximately 16 acres. It is equipped with all the facilities for cultural activities, sports, indoor and outdoor games, gym, Yoga centre etc. There are two big size hall named Mahanadi Hall and Indravati Hall. The Mahanadi hall is multipurpose meaning thereby it is used for Semester examinations and Annual examinations as well as at the end of the academic session all the cultural activities are conducted here earlier. The cultural activities are now conducted with the annual functions in the bigger lawn area of the college. There is another comparatively smaller lawn in front of the main entrance which is utilized mainly for beautification of the premises and during the flag hoisting ceremony. There is a big size sports ground which is used for the sports like cricket, football, hockey, hand ball, kho-kho, kabaddi etc. The indoor stadium of the college is situated behind the main building. It is one of the cynosure of the college which is used for almost all the indoor games like table-tennis, badminton, Carrom, Wrestling, Boxing, Karate and other martial arts etc. There is a separate gym which is fully equipped with almost all the necessary kits and requirements for physical exercises. There is also a

separate space for yoga purposes in the indoor stadium.

The students apart from being busy in their varied curricular tasks and semester, internal evaluations also take out time to participate in various sports and other extra curricular activities. They participate in various inter university, state level and national level sports activities in Janjgir, Bilaspur, Raipur, Banaras, Gorakhpur etc. At the end of the session they also entertain themselves through the annual functions before their final examinations. The college cultural committee and the student council collectively conduct such large scale programmes. All the activity is conducted by several sub-committees specially constituted for the purposes headed by a senior teacher and other teachers and student representatives are its members. The programmes span from two to three days. The cultural activities are held on the final day.

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

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 28.57

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 37.54

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
29.55177	0	5.01449	4.99914	8.49935

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The Central Library of the college has valuable collection of more than fifty three thousand of books of the diverse subjects which cater to the needs of students,teachers and research scholars of different UG & PG level programmes.The faculty members of the college also assist in smooth functioning of library.There is a reading section attached with the library, so that students and staffs can read library books, journals, magazines, Newspapers as well as competitive examination books.The students are allowed to have issued full set of books (08-PG Students,06 UG Students) at a time by using their library cards.The library plays a very important role in the learning of the students as most of the students are not able to buy the required number of books recommended by the teachers due to their financial constraints.

The library is partially automated by using ILMS (Integrated Library Management System) koha. Due to the very huge collection and lack of manpower,the database creation of library books and other resources are under pipe line.ILMS Koha including various modules- Circulation, Patrons, Advance search, Lists, Authorities, ILL requests, catalouging, serials, Acquisitions, Reports, Tools, Koha Administration, About Koha.

After completion of library resources database, we will be able to access library books through OPAC.Thus, automation of the central libaray of the college not only makes it easier to find books but it also makes it easier to access journals and some books online from a home computer or elesewhere by web OPAC.

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

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**

4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 5.25

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
1.62694	.04900	4.03639	3.66863	16.89313

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

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

Response: 1.28

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

Response: 34

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has a well equipped system related to its IT facilities including Wi-Fi. The Website has been created and is regularly functional and updated. It is updated by the website updation and maintenance committee. All important notices related to academics, examinations, assignments, sports, cultural activities etc. are uploaded at regular intervals. Earlier BSNL leased line were used for providing internet facilities in the college campus. Smart classrooms were developed in 2015-16 in deptt. of chem, 2016-17 in deptt. of zoology, five wi-fi hotspots were installed in the year 2016 under the Chhattisgarh Sanchar Kranti Yojana in which one connection was in the office, central library, deptt of chemistry, deptt of physics, deptt. of Zoology. Four more wi-fi routers were made available in the academic session 2018-19. BSNL leased line has been replaced by railwire broadband for enhancing the speed and coverage of internet in the campus. There are two connections of railwire one is dedicated to the computer lab. and office the another one is utilized by all deptts, central library, laboratories etc. Smart classrooms were created in the department of Physics, Botany, Microbiology, Biotechnology, Law in the academic session 2019-20. Thus we have created a centralised structured LAN and wi-fi connections in all departments, sections, computer lab., departmental laboratories and classrooms of the institution. 24 part switch have been installed for networking of computer lab. We have 24 computer systems for practice and use of internet by the students of BSc, CS, PGDCA, DCA and other students of the college. Presently all the departments are conducting classes through online medium via google meet, zoom etc. as all the deptts are equipped with computers/laptops. The students are also provided with photocopy facilities where they can avail the on-line materials for their academic purposes.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 50.65

File Description	Document
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 62.31

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
3.45005	5.45703	10.86425	9.2192	27.92643

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The institution has several committees which are entrusted with the task of maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex computers, classrooms etc. Staff Council committee has been constituted under UGC schemes for maintenance of infrastructure facilities and equipment. The Building and maintenance committee is solely responsible for looking after any major or minor civil works. There is a purchase committee which take care of all the purchase activities related to academic, support and any other facilities. Library Committee is meant to take care of library related activities. Sports committee is formed to guide the Sports department in various areas. The maintenance of physical, academic facilities are done by PWD of the state government. The maintenance of other support facilities like laboratory, library, sports complex, computers, classrooms etc. are done by the institution through various mode of expenses. The college deploys Building construction committee headed by a senior faculty member to monitoring the overall maintenance etc. Different committees are

constituted and the professor in charge/convenor are appointed to look after the maintenance of garden, green campus ,furniture,PWD works,RO water facilities maintenance,internet and wi fi facility, CTV, Cycle stand, reprographic service, computer lab, Parking zone etc.The college hire technical experts for maintenance and repair of ICT infrastructures.PWD, Rural engineering department and Janbhagidari samiti looks after the maintenance of building. Electrification and gas supply system is regularly maintained. A solar power plant is proposed to be installed in collaboration with CREDA.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
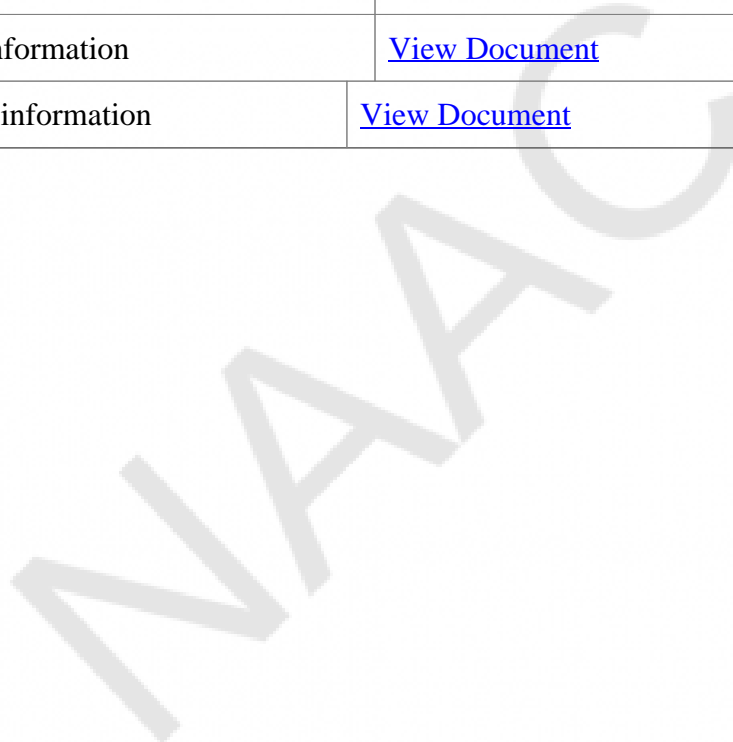
Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 72.41

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
2019	1822	1791	1621	1392

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

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
0	0	0	0	0

File Description	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: C. 2 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

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

Response: 0.47

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
18	12	18	6	4

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

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

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

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

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

Response: 0

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)	[View Document](#)

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

Response: 104.39

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

Response: 856

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)

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: 22.31

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
18	12	18	6	4

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
70	62	68	30	20

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

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

Response: 0

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

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	[View Document](#)

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:

Lyngdoh Committee had recommended for formation of a student council in every educational institution. After the completion of this committees' three-year time span the formal student union was to be established. This institution had also started conducting election for student union but for these two years by the order of the state government the student councils are being constituted. In the latest completed academic session also the student council was constituted based on the academic performance of the students in their previous classes. Every year in the month of October –September the institution girds up for the formation of student council as per the order of the state government. The process of constitution of a student council is completed and one of the student representatives is made the member of the IQAC of the college. Some other student representatives are also given chance to become the members of other committees of the college related to the matters concerning the students. The role of students representatives in various administrative, co curricular, extra curricular bodies is of immense importance so far as the interests of the students is concerned. These representatives act as a link between the students and teachers in various decision making initiatives. Though the teachers only bodies are also meant to fulfill the interests of the students but their representation brings more practical approach to all the initiatives.

The administrative bodies which has students representatives as members are those related to IQAC, Girls' Hostel related, Gender Champion, Cultural Activities etc. In various extra curricular activities related bodies like those related to annual sports activities, cultural activities and annual function the students and their representatives' role is of prime importance. The participation, involvement and contribution of students representatives in such college committees or bodies is evident from the minutes and reports of all the meetings, initiatives, programmes etc.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 11.8

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
10	11	08	14	16

File Description	Document
Upload any additional information	[View Document](#)
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)	[View Document](#)

5.4 Alumni Engagement

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

Response:

The alumni association was formed on 22nd February 2020. The members of the association met to elect the office bearers. The association planned to call for its meeting once every year. It functions under the guidance of an Executive Committee and by-laws approved by Executive Committee. The registration of the association is under process and we are waiting for approval from CG firm & Society, Bilaspur, C.G. The association is involved in various types of works related to the extending the list of alumni and involving more actively in the development of the institution. Since the alumni of the institution are placed and serving in innumerable fields in the state and even outside therefore they can act in various ways for the development of the institution and consequently the students. They are supposed to assist the institution by both the financial and non financial means even by their regular involvement and valuable suggestions related to many spheres of the curricular, extra curricular and certain other activities of the institution.

The Executive Committee of Alumni Association is comprising of the following Members:

President-   Dr D.R. Lahare

Vice-President-   Dr. G.C. Patle

Vice-President-   Ku. Sneha Thawait

Secretary-   Shri Dinesh Kumar Chaturvedi

Joint Secretary-   Smt. Raj Laxmi Sharraf

Joint Secretary-   Mr. Prem Kumar Shandilya

Treasurer-   Mr. Ankur Singh Rathore

Executive Members- Shashi Kanta Rathore

             Mr. Satish Kumar Singh

             Ku. Sunita Rathore

             Mr. Roshan Kumar Kesharwani

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

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

Response: E. <1 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The vision and mission of the institution is very well defined. The leadership of the institution is in a very able, effective and disciplined hands. The Principal is a good academician and having great administrative skills. He has got an experience of many years in the field of academics and administration. The institution is functioning and excelling in various fields under his leadership. Efforts are being made to fulfill all the visions of the institution and also to achieve the missions already decided for the institution and its stake holders and presented as the Vision and Mission Document of the Institution. Nature of Governance- The institution is a PG level college with research centres in Economics and Sociology departments. The various laws, by laws, rules and regulations are of the state government. The curriculum design, conduct of examination is done by the affiliating university. The college administration is in the hand of the Principal, he conducts all the activities of the institution through various committees constituted by him in the beginning of the academic year. The administrative work is decentralized. The perspective plan guides in fulfilling the aspirations of the society in which this institution is situated. The various goals for the institution is well discussed through its perspective plans. Students from very distant places also come for study in some programmes which are distinctive features of this institution. The sole aim is the overall development of the students by fulfilling all the curricular requirements and making them into good and responsible citizens with sufficient practical knowledge also to earn their livelihood. The extra curricular activities are also with the purpose of overall development of the students. Participation of the teachers in decision making bodies as various college committees are the wheels of the institution by which teachers contribute in various activities of the college like development of infrastructures, maintenance, official functions, curricular requirements, extra curricular requirements etc.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The administrative set up of the institution is designed so as to divide the tasks at hand among the committees. The various committees have been formed with an intention to decentralize the work. Apart from the Pradhyapak Mandal, IQAC and NAAC committee various other committees are formed in the field of public participation, UGC implementation, student welfare, SLCM, AISHE, time- table, sports, purchase, write off, discipline, welfare of SCs/STs, college development, youth red-cross, alumni association, plantation, eco-club, employment and placement cell, chief minister skill development, RTI,

Gender sensitivity, gender champion, Income Tax, SWAYAM & MOOC's, scholarship & PBF, start up, sancharkranti yojana, Gem committee etc. All billings are through e kosh. The salary of Guest lecturers etc is also through account payment. Vendor payment is done through cheque. Fee collection is by Swipe machine. First year admission is through on line. The institution being the lead college of the district is involved in many developmental works of the state government. Many welfare and other schemes of the state government are implemented with the help of the lead college. Other related informations are gathered from the institutions of higher education of the district through the involvement of this institution. Therefore many such and other previously mentioned functions are divided among the faculties of the institution. The various functions are performed by the institution by the means of participative management.

CASE STUDY:

The internal Evaluation Committee is headed by a senior teacher assisted by other three teachers from three faculties namely Arts, Science, Commerce. The pattern of internal evaluation is well scheduled before the admission process begins. The procedure is also uploaded on the institutional website for easy access by the stakeholders. The students is also made aware about the procedure during admission process as per their inquisitiveness. The tentative schedule of Internal Evaluation is finalized during the beginning of academic session based on that which is provided by the affiliating university. It is also uploaded on the website of the college. The internal evaluation is conducted as per the prescribed schedule in the institution. The result is also released in the decided time frame. The Students are also having the recourse to the Grievance redressal committee if they have any grievances relating to the process. Their problems are solved by the committee again within the decided time limit to their satisfaction. The practice of internal evaluation in the institution is very smooth and within prescribed time limit.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The Institutional Strategic/Perspective Plan was first prepared from the academic session 2012-13 to 2016-17 for five years. In the session 2017-18 another Perspective Plan was framed for 2017-18 to 2021-22 with the profile of the institution, other basic profile along with SWOC analysis of the institution. The academic and infrastructural requirements for all the five years were also given in detail. The estimated Budget requirement for the stipulated time was also mentioned. The Perspective Plan for the five years has been provided. The various academic quality policies are framed by the academic council of the college and implemented by various committees specially named and designed to conduct the related tasks. The institution from time to time is trying to excel in the field of academics and other spheres by the strenuous efforts of the learned teachers and students. The following committees of the college are active

in enhancing the quality and improving the academic functions of the institution: Academic Committee, Departmental committee, Time table committee, Student Advisory committee, Discipline committee, Internal Evaluation Committee etc.

File Description	Document
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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 Governing body of the institution is State government's deptt. of higher education. The Administrative setup of the institution has been described through Organogram attached here. There are several bodies/committees of the college which function through its meetings and minutes implemented from time to time. The Functioning of these institutional bodies is very effective and efficient which can be seen through their minutes of various bodies. Appointment and Service rules are prescribed by the deptt. of higher education, Govt. of Chhattisgarh. Recruitment is done through CGPSC and by secretary, deptt. of higher education. The various non teaching posts are filled by the State Government through VYAPAM. Promotion policies are also framed by deptt. Of higher education, govt. of C.G.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The institution functions under the department of higher Education of the state of Chhattisgarh. It is governed by the rules and regulations framed by the state government. There are various welfare provisions and schemes of the state government for both teaching and non-teaching staff: Official dresses for fourth class staffs and festival advance, All teaching and non-teaching staffs are provided with temporary part final from GPF of three months which is maximum 90 thousands as per the Chhattisgarh state government rules. Gratuity, leave encashment is given after retirement. One can avail the Medical reimbursement facility as per the state government rules. Pension benefits for the faculty appointed prior to the year 2004. Those appointed after year 2004 are eligible under the schemes of NPS. Leave and financial assistance for attending National/International seminar/conferences by state govt./UGC/DST/CGCOST/CSIR and govt. agencies. GPF loans are also permitted for marriage of children, for purchasing of car, for construction of house, for settlement of other bank loans etc. to those who have completed 15 years of service. Travelling and goods allowance is permitted in case of administrative transfer. Maternity leave, Paternity leave and Child care leave as per government rules are also given. Teachers are provided with leave for pursuing higher studies with salary as per government rules.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 1.74

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
0	0	0	1	1

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

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

Response: 3.2

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
2	2	3	7	2

File Description	Document
Upload any additional information	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

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

Response: 22.03

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
5	2	5	7	9

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The Annual Confidential Report i.e. ACR is evaluated by the IQAC of the College and sent to the Principal which is subsequently sent to the Additional Director, Regional Office, Deptt. Of Higher Education, State of Chhattisgarh for further action. Then the report is finally sent to the Department of Higher Education. It is this ACR report based on which the promotion of the teacher is fully dependent. The non-teaching staffs are also evaluated according to the work done by them throughout the year by the Principal of the college. Their further promotion in their field is also fully dependent on the report of the concerned Principal of the institution. The performance of the teaching staff is through PBAS system.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit committee verifies Cash book, DFC register, Stock register etc. Physical verification of all registers related to furniture, store, library, sports, laboratory etc. Audit of UGC and non govt. financial accounts i.e. self finance, Jan Bhagidari account is carried out by hiring a CA. Govt. audit has been done recently by external auditor appointed by deptt. of higher education till Dec,2019. A private auditor was hired by the institution to thoroughly audit all the accounts of the college for five years. The private auditor has given audit report of Jan bhagidari samiti and Self Finance Scheme. Such an audit report finally clarifies the financial situation of the institution and also tries to signify fallacy if any and how to correct it.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 120.54

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
34.43950	13.12050	14.88035	30.07539	28.02409

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Annual statements of accounts	[View Document](#)

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

Response:

The funding agency for the institution are state government and UGC, RUSA, Research Grants, Self finance, Jan Bhagidari, ICSR, ICSSR, CGCOST. The infrastructural and other requirements of the institution are meted through the funding of the state govt. and UGC. Sometimes UGC gives funds for the infrastructural development also. College has received many grants from UGC as per the proposals sent by the UGC in charge for the establishment of Law Deptt; building, Indoor stadium, Girls Hostel, extension of Chemistry deptt., Laboratory, Gymnasium, 1st floor Hall for multipurpose use.The granted funds under Rashtriya Uchchatar Shiksha Abhiyan i.e. RUSA scheme has been utilized for academic support programmes. The research grants are effectively utilized in the implementation off minor & major research projects and the purchase of necessary equipents. The fund granted by Indian Council of Scientific Research has also been used for academc purposes. Amalgamated fund- Fees collected from the students as the amalgamated fund is utilized in various student centric activities like sports activities, annual cultural activities, magazines and Periodicals in library, security measures i.e. installation of CCTV cameras. Amalgamated funds are utilized according to the Govt. finance code. Salary component- The government pays the salary of the regular teaching and non-teaching staff. Govt. of Chhattisgarh also gives order every year to appoint the teachers aginst vacant post of Asst. Professors and Professor at the begining of the Academic session on fixed wages.

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

6.5 Internal Quality Assurance System

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

Response:

The Internal Quality Assurance Cell is one of the prime committees of the institution which governs almost all the areas related to the quality improvement and assurance in the institution.Though the Principal is at the helm of all the affairs of the institution yet one of the senior most teachers of the institution is entrusted with the duty to guide its functioning. The cell consists of the teachers from almost all the departments of the college. Some members are from the alumni association and from the student council. Its structure is designed in such a manner that some members of the society also finds place in the cell. The Co-ordinator of IQAC can be only a senior teacher of the college and only for the two consecutive academic sessions. The IQAC conducts at least two meetings every year. The meetings decide the agenda or goals before the institution to improve its quality in various areas. The minutes of the meetings are decided and after the meetings the resolutions are adopted and also the ways of their implementation is discussed.

The IQAC has indeed contributed significantly in institutionalizing the quality assurance strategies and processes. The two practices institutionalized as a result of IQAC initiatives are:

1.Use of ICT from the year 2015-16 in some departmnets and from 2019-20 in all science departments. The need of the time is reach of the students to the innumerable learning resources of national and international level. The world level enhancement of skills, knowledge etc. in the students community is only possible by making the e resources available, bringing these by the skilled teachers through ICT. The teachers use Projector and screen for communication of informations, prepare soft copy of the topics with the help of PPT, various national and international materials of importance are also included and a broader approach is thus given to the class room teaching.

2. Introduction of New Courses- The IQAC had proposed introduction of PGDCA and DCA which was implemented from academic session 2018-19. There was a high demand for introducing M.Sc in Botany, Bio Technology and Microbiology and also increase in seats of Science stream in UG which has now been introduced from academic session 2020-21.

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

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

Response:

The IQAC of the institution consists of teachers from almost all the departments, one member from society, one alumnus of the institution, one representative of the students and is headed by one senior teacher. The quality factor in the field of higher education is to be taken care of and enhanced by this cell of the institution. In tune with the duties and expectations of the cell there is a tradition of regular meetings organized by it for pondering over the state of affairs related to the present schemes being followed and their strengths and weaknesses in order to decide the future course of action for quality improvement. The meetings of the cell are generally conducted twice in a session. First meeting is held either in the month of June or July and the second in the month of December or January. Apart from the other issues and processes governing the quality factor the teaching learning process is the cynosure of the whole system. The process is reviewed at intervals mainly in the IQAC meetings and functioning, functionality, response and valuable suggestions of the teachers are invited as well as those of the students are also gathered from their representatives. Their grievances and suggestions for strengthening the quality frame work are recorded and included into the minutes of the meetings. Reasonable and implementable suggestions take the shape of the future plan in the field of academics. Methodologies of operations discussed and learning outcomes are assessed at periodic intervals during the meetings.

Two examples of teaching learning reforms:

1. The Schemes of Advance-Slow learners and Mentor-Mentee was introduced by the IQAC initiatives through its meetings.

2. Starting of E-libray, E-resources of national and international repute in the main library.

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

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives 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	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

The institution is a lead college of the district and adopts co-education. Hence it consists of students both boys and girls from all the nearby areas including town and villages. It puts almost all the efforts to respect and promote the constitutional morality and equality before the law of both the genders and not to discriminate on this very basis. Institution has certain committees especially constituted for looking after these areas of gender sensitivity like Gender Sensitivity and Gender Champion Committee, Committee Against Sexual Offences, Girls Common Room/ Hostel Committee etc. All the related committees conduct its meetings at regular intervals every year for chalking out the problems and issues being faced by the students and teachers. Their solutions are implemented and the responses are also welcome by the respective committees. The opinion of female teaching and non-teaching staffs are also received in order to enhance the environment of the institution in this respect.

Safety and security-So far as the safety and security of the marginalized sections of the society is concerned the campus is completely free from any sort of violence and misbehavior related to the girl students. So far no such incidences have been noticed or recorded by the administration. But the institution has already set up a mechanism to deal with any such future incidences or complaints.

- The related committees apart from looking after the tasks related to common room, hostel etc. are also entrusted with the task of counselling the students in any field of their apprehensions or problems.

Common room-There is a separate girls' common room for the students. It consists of all the basic amenities for them. They can even sit and study news papers and journals which are available for them in the area.

The Curriculum of many programmes contains topics related to Gender equity and Sensitization. It shows the seriousness and focus of the affiliating university and subsequently the institution towards this concern. In extra curricular activities the girls are specially trained in yoga for their all round development, self defence arts for defending themselves, special programmes related to their concern etc.

File Description	Document
Link for annual gender sensitization action plan	[View 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	[View Document](#)

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

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

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

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

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

Response:

The institution provides a very neat and clean environment in the campus for all the stakeholders. There is a weekly routine of cleanliness drive conducted by teachers and students department wise. This was adopted as an innovative measure by the IQAC in the area of clean campus. For managing the wastes of the campus and also those generated here we have separate large pit cum dustbin and other separate dustbins for solid and liquid wastes at notified places. There are special indicators for littering purposes at many places. The students of NSS and cadets of NCC also regularly take part in cleanliness drive at behest of their respective wings. Role of the concerned students apart from other students and teachers is highly commendable. There are kept dustbins for both solid and liquid wastes in and around the college. The solid and liquid wastes are taken and disposed off by the municipality. There is an MoU with the local municipality for regular removal of wastes. To make the campus green and clean almost all the required initiatives are on board and initiatives are also taken to further improve the campus and its all around environment. We have plans to manage the other kinds of degradable and non-degradable wastes to improve the campus environment and make it free from these completely.

File Description	Document
Any other relevant information	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

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

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: D. 1 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Link for any other relevant information	[View Document](#)

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: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **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: D.1 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Link for any other relevant information	View Document

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

Response:

This institution as has already been mentioned many a times is the lead college of the district and because

of that a diverse number of students and faculty members are studying and working respectively. The students and teachers from different cultures and regions, linguistic and communal background and even different socioeconomic background are part of this old and great institution. Though most of the students and teachers are from this state itself yet some of the teachers and students are even from other states of India. The students from distinct religious backgrounds are studying. The diversity among the students is mostly due to their socioeconomic background.

The state government seeing the socioeconomic background of a large number of students has provided scholarship schemes for them due to which they get whole sum of the fees paid to the institution. The institute reimburses their whole fees. Other scholarships for awarding their achievements in academics etc. are also provided by the state government. Apart from looking after the socioeconomic backgrounds of the students and in the process of providing an inclusive environment in the institution the other spheres of diversity like cultural, regional, linguistic, religious etc. are also taken care of by this institution. The academic environment here is free from any sort of discrimination based on the mentioned concerns. The annual functions include the programmes related to the cultures of various states and parts of our country. Many regional cultural acts, dance arts, food cuisines etc are also the part of food mart during the functions. Students from different religions feel free to study with a very conducive environment here. The students can profess their individual religious thoughts without fear or ill will. Those from other diversities like divyangjans and their special concerns are taken care of by the institution and special arrangements are in place for their smooth activities in the college. The many curriculam of the institution also covers these areas whch help in providing inclusive environment for the students from mentioned areas of diversity. The The institution also have many platforms on which any related concerns are tackled like Anti Ragging committee, Grievance redressal committee etc.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

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

Response:

The Institution conducts various programmes related to the values, rights, legal rights, statutory rights, constitutional rights, human rights, duties, fundamental duties and responsibilities of the citizens especially for the students and the staffs. The annual programmes related to this sphere of common consciousness includes the Legal Services Day i.e. 9th of November, Law Day (Constitution Day) i.e. 26th November, National Human Rights Day i.e. 10th December, Free Legal Aid related programmes and other programmes to disseminate the importance of values, responsibilities etc. of we the people of India. The mentioned programmes are conducted annually with the sole purpose of celebrating the days in which the students and staffs of the institution are enlightened about the importance of duties in general and of fundamental duties enshrined in the Constitution of India. The meaning of rights in general, those

embodied in various Statutes, Fundamental rights and other constitutional rights apart from the human rights is also focused on with the purpose to make the citizens and students conscious about these subjects. The programmes related to the importance of values, value oriented curriculum in the various programmes, role of values in other extracurricular activities etc. are also conducted in the institution. The birth anniversary of Dr. Bhimrao Ambedkar is also commemorated to make the students and employees aware of the contribution of this great personality in the making of the Constitution and also in the upliftment of the down trodden in the process of making India once again great.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<u>View Document</u>

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: D. 1 of the above

File Description	Document
Code of ethics policy document	<u>View Document</u>

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

Response:

The institution organizes all the national festivals like Republic Day, Independence Day, National Youth Day, Environment Day, International Yoga Day and birth and death anniversaries of the great Indian personalities like Swami Vivekananda, birthday of Sarvapalli Radha Krishnan as Teachers' Day, Mahatma Gandhi as World Peace Day, Sardar Vallabhbhai Patel, Pandit Jawahar Lal Nehru, Dr. Bhimrao Ambedkar, Lal Bahadur Shastri etc. The birth anniversary of Sardar Valabhbhai Patel on October 31 is celebrated as Rashtriya Ekta Diwas (National Integration Day) every year. NCC day and NSS day are also celebrated with cultural programmes, other related activities in the college campus and to spread the awareness of the purposes cycle rally, prabhat feri etc. are also conducted. The annual function is separately conducted every year with great enthusiasm. The purpose of these institutional celebrations is to acquaint the students about the importance and dissemination of related knowledge. The report of the events has been presented in detail.

List of national and international commemorative days, events and festivals orgnized / celebrates / by our Institution

Sl. No.	Title of the Programme	Date	
1.	Hindi Diwas	14.09.2015	
2.	Gandhi Jayanti	02.10.2015	
3.	Samvidhan Diwas	26.11.2015	
4.	Manav Adhikar Diwas	10.12.2015	
5.	Rashtriya Yuva Diwas	12.01.2016	
6.	Republic Day	26.01.2016	
7.	Antar Rashtriya Yoga Diwas	21.06.2016	
8.	Vishwa Janshankhya Diwas	11.07.2016	
9.	Independence Day	15.08.2016	
10.	Rashtriya Khel Diwas	29.08.2016	
11.	Shikshak Diwas	05.09.2016	
12.	Hindi Diwas	14.09.2016	
13.	Manav Adhikar Diwas	10.12.2016	
14.	Rashtriya Yuva Diwas	12.01.2017	
15.	Vishwa Paryavaran Diwas	05.06.2017	
16.	Vishwa Janshankhya Diwas	11.07.2017	
17.	Shikshak Diwas	05.09.2017	
18.	Hindi Diwas	14.09.2017	
19.	Rashtriya Yuva Diwas	12.01.2018	
20.	Republic Day	26.01.2018	
21.	Antar Rashtriya Yoga Diwas	21.06.2018	
22.	Kabir Jayanti	28.06.2018	
23.	Vishwa Janshankhya Diwas	11.07.2018	
24.	Independence Day	15.08.2018	
25.	Shikshak Diwas	05.09.2018	
26.	Hindi Diwas	14.09.2018	
27.	Rashtriya Yuva Diwas	12.01.2019	
28.	Matdata Diwas	25.01.2019	
29.	Republic Day	26.01.2019	
30.	Antar Rashtriya Yoga Diwas	21.06.2019	
31.	Vishwa Janshankhya Diwas	11.07.2019	
32.	Independence Day and Sanskrit Diwas	15.08.2019	
33.	Shikshak Diwas	05.09.2019	
34.	Hindi Diwas	14.09.2019	
35.	Samvidhan Diwas	26.11.2019	
36.	Manav Adhikar Diwas	10.12.2019	

37.	Rashtriya Yuva Diwas	12.01.2020

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)
Link for Geotagged photographs of some of the events	[View Document](#)

7.2 Best Practices

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

Response:

There are many practices in the institution which are part of its every academic session and may be considered as good for enriching the curricular and extracurricular mission i.e.Green Practices under the Science Club, Legal Aid clinic under the Department of Law, a Quiz Club functional in our institution, Thakur Chhedilal Interdisciplinary Discussion Forum, Law Coaching Classes for Competitive Classes etc. The two of the mentioned good practices considered to be the best are:

1. **Best Practice 1-'The Quiz Club'**

- This Club was established in the starting of the academic session 2019-20 with a view to initiate a healthy practice of acquainting and enriching the students about the general knowledge and general studies. The objective being a more fulfilling outcome in the form of a more matured and knowledgeable student and also acting and assisting in the field of competitive examinations.
- **Context-**The field of higher education is of immense help to the students seeking higher studies and knowledge of higher value. The students while accumulating knowledge and philosophical boost in their respective field of study at the same time they are wary of their future and settlement in life. The higher education can place them in a good stead specially in the field of higher teaching and professional fields. The practice of quizzing is such a magnificent and enlightening practice which improves the knowledge of the students at the same time strengthens their competitive skills. It helps them in various qualifying examinations in any competitions.
- **Practice-**There is a separate college committee constitutes specially for the functioning of Quiz Club. The committee consists of experts from the faculty of the college who are interested, experienced and at the same time qualified in the field. They prepare the question-answer and decide the ways and means of conducting the practice. It is decided to conduct the Quiz once or twice every month. It is for the committee to decide the time, place and format of the Quiz and even

after discussion with the interested students.

- **Evidence-**In the absence of any such initiatives the college was conducting such practices once or twice a year in which the students always showed high enthusiasm by participating in high numbers. There are many success stories of students who were regular participants in such activities. The time this practice was started there is a sense of huge enthusiasm amongst the students from different disciplines participate and score good in monthly Quiz Competitions. The more effect of such initiative will be seen in near future for sure.

- **Problems Encountered/Resources required-** When this very practice was initiated in the college the student turn out were minimal and there was less interest in the students. But after two months and spread of awareness of any such activity in their institution now more and more students have come to know its importance and those from different disciplines are participating and enriching their knowledge. As such there is no huge problem in its practice but while all the classes are functioning a separate place or time is hard to be found for conducting this practice. Therefore, many a times it is decided to be conducted on Sundays which is a holiday. The students some times suggest that for better functioning of the activities of this club and quizzing practice it may be an opportune day.

- **Notes-**Such practices are kind of extra-curricular activity which is entertaining at the same time enriching in knowledge with a view to fulfilling the ultimate aim of earning bread and butter. The students take much more interest in such knowledge oriented practices even after their hectic curricular schedules.

(2) Best Practice 2- 'Thakur Chhedilal Interdisciplinary Discussion Forum'

- **Objective of the Practice-**The role of interdisciplinary discourse in any academic institution is of high academic value. Such a practice instills higher philosophical acumen of any field of knowledge in the students. In line with the healthy practice of improving the students' intellect in many higher educational institutions of repute, this institution also initiated the practice of such interdisciplinary discourse under a separate forum named after the great barrister and freedom fighter on whose name this institution is established. 'Thakur Chhedilal Interdisciplinary Discussion Forum' is functioning from the academic session 2019-20.

- **Context-**This Forum is initiated in the context of improving the intellectual aspect of students' persona as well as catering to the needs for India becoming a world leader once again. Such a forum is meant to provide the students a platform where they can discuss any given area of importance and get others' views and critique.

- **Practice-**There is a separate college committee constituted for the smooth and qualitative functioning of this forum. There is one Co-Ordinator and two other members. The forum is to organize the discussion once or twice in a month. It can even increase its number may be every week based on the interest and willingness of the participating students. Due to engagement of curricular activities Sundays are supposed to be the right day for the purpose and for conducting any such practice extensively and purposefully.

- **Success Evidence-**There are many students barring discipline lines who are active in this forum and feel highly benefitted from such practices. The short term benefit can be seen through the experiences of the students. So far as the long-term benefit is concerned it will be seen in their persona, in their settlement in life while earning their livelihood, contribution of the students in their professional commitments, in the society etc. They can become boon for the society, can act

as a responsible citizen of the country etc.

- Problems Encountered/Resources required- Some of the problems encountered being theopinion differences while initiating such an initiative, unavailability of time span for conducting the activities of this forum, initial less responsive attitude of the students etc. The students started getting awareness about the concept and its outcomes. Presently it has taken the shape of a highly popular initiative of the institution for the overall benefit of the students. The teachers very enthusiastically become part of this forum and often contribute in different ways and capacities.
- **Notes-** It is the aim of the forum to spread its reach to the students of other institutions and education forums of the district so that more and more students can reap the benefits of this initiative. Apart from the curricular and extra-curricular functions of an academic institution this intellectual enhancement initiative can do a lot for the career advancement of the students.

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

Performance of the Institution in One area distinctive to its priority and thrust:

The institution functions from its campus in janjgir and district of Janjgir-Champa which is situated in the district headquarter. The one area distinctive to its priority and thrust is imparting of some PG level programmes and Research Programmes which are its one of the distinctive features. These are not available in other nearby i.e. either in this district or other nearby districts and are on very nominal fees. Studetns opting for courses like post graduate courses in Law, many other post graduate courses like Botany, Microbiology, Biotechnology, DCA, PGDCA etc. this institution is the only institution. The various distinctive features like research programmes in 2 disciplines i.e. Economics, Sociology, computer programmes, PG programmes etc.But the P.G. programme in the field of legal study is one of the special and distinctive features of the college. This programme was started in the academic session 2012-13. The sanctioned seats allotted by the then Bilaspur University, Bilaspur to the college department of law was 20. The college admit students to this programme in present sanctioned capacity of 20 from other districts and even other nearby states. UG, PG in Philosophy, UG in Psychology and Home Science are also not available in other nearby academic institutions due to which reason students from other districts and distant places of this district come for study here. It is also the only government college of the university where LLM degree is available at a very nominal fee as compared to the other private institutions offering it in other districts of the state. It is even the only government institution imparting this very programme in the

university. The eligibility for doing this programme is pass with 55% marks in LLB three year or five year integrated programme. Those practising in any court of law can also be admitted with fulfilling other conditions of the affiliating university. The student intake of this programme is very diverse and experienced as advocated, other professionals, government officials are pursuing this post graduate programme. The college through this programme serves the legal fraternity which acts in enriching the academic environment of the institution. Such other programmes as mentioned earlier also acts in enriching the academic environment. The students studying PG in Philosophy, Home Science are often the rank holders in the university merit list.

It is therefore the responsibility as an old and reputed academic institution to serve the society of the area and even the students of very diverse socio economic conditions. The students under the guidance of the qualified teaching faculty of the institution are able to qualify in various competitive examinations mainly at state level like Civil Judge, Prosecution officers, School teachers, Banks, Police Department, Defence etc. The old history and eminence of the institution having many distinctive features entrusts upon it great responsibility in the area of achieving academic excellence.

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Govt. T.C.L. P.G. College being the lead college of the district is also having some administrative responsibilities under the department of higher education to look after the activities of other government academic institutions of the district. It conducts regular meetings of such other colleges to keep them abreast of the directions and requirements of the department from time to time.

The programmes offered by this institution are opted by a good number of students from the district and other districts which makes them highly competitive. Those having good academic background can only get through the merit list for enrolment in various diverse programmes. The academic ecosystem is presently providing research work in economics and sociology and in total 8 teachers are recognised as research guides by the affiliating university. The facilities for research work in the subjects of science stream is sufficient and plans are afoot to further enhance them.

The students of this institution are selected in various state level and some national level competitive examinations. Some of the students also come in the merit of the state level examinations like Judicial Services. The students also perform better by coming in the merit list of the affiliating university every year.

Concluding Remarks :

This educational institution is having immense responsibility of disseminating quality education in the region. The responsibility is also bestowed upon this institution of reaching out to the most diverse socio-economic society having very minimal Gross Enrolment Ratio of approximately 16-18. Since many students opt through private mode which is not considered while calculating GER. Several outreach programmes are conducted to spread the knowledge, necessity and future benefits of higher education for the students of higher secondary schools of the district.

There are facilities of opting for higher education in the field of Arts, Commerce, Science and Law in this institution which is very distinctive to other educational institutions imparting higher education in the region. The students from different districts and some from nearby states also opt for the programmes offered by this institution. The curricular activities are conducted by a good number of highly qualified teachers who come from diverse background and even from different states. The extra curricular activities are enriched by the presence of a huge play ground, a big indoor stadium and other facilities. It provides a plethora of opportunities to the students in choosing from a variety of indoor and outdoor games for their overall physical and mental development. The institution also conducts a number of programmes related to health and hygience which are also equally helpful for students health awareness. The library facility is also the cynosure of all the facililties available in the institution. The institution apart from providing quality education in diverse fields of academics is also having dearth of infrastructural and other facilities which requires to be fulfilled in the time to come as sooner as possible. The future is of ICT and at present all the teachers are using one or the other facility and it also requires to be enhanced to meet the national and international standards of teaching-learning processes. Thus with a great sense of responsibility the institution with all its present facilities strives hard to excel in the field of higher education in the region and will also try its best to meet the national and global standards to the satisfaction of all the stakeholders.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
0	2	0	0	0 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
2	2	0	0	0	
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* Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: C. Any 2 of the above
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** Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website
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)**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2317	2117	2135	1902	1722

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2317	2117	2135	1908	1725

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)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 283 Answer after DVV Verification: 255	
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)* 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 6 Answer after DVV Verification: 6	
4.3.3	**Bandwidth of internet connection in the Institution** Answer before DVV Verification : A. ?50 MBPS Answer After DVV Verification: A. ?50 MBPS	
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** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: D.1 of the above	
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**	

		Answer before DVV Verification : Any 4 or All of the above
		Answer After DVV Verification: D. 1 of the above
7.1.7	**The Institution has disabled-friendly, barrier free environment**	

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**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: D.1 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of programs offered year-wise for last five years**

Number of programs offered year-wise for last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
40	40	38	38	38

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
32	32	30	30	30

2.1 Number of students year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2609	2401	2458	2235	2028

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2634	2438	2459	2299	2067

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2216	2216	2146	2146	2146

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2220	2220	2151	2151	2151

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
35.39821	5.10450	16.88839	13.30723	47.27873

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
28.83821	5.10450	16.88839	13.30723	47.27873

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