



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GOVT. DR.INDRAJEET SINGH COLLEGE AKALTARA

KHISORA ROAD, AKALTARA

495552

www.gdiscakaltara.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Dr. Indrajeet Singh College, Akaltara is an institution devoted to meet the needs of higher education especially for the students who come from rural areas in the circle of 20 km. surrounding Akaltara. The college getting progress continuously from last few years in respect to academic and co-curricular activities as well as maintaining high degree of discipline in the campus. The mission of the college is to spread education among the students who mostly belong to SC, ST and OBC category and who deserve to be educated with real sense. This college is given the name after the great personality, social worker, creative writer and Barrister Dr. Indrajeet Singh.

Govt. Dr. Indrajeet Singh College Akaltara was established in 10th August 1983. The college is affiliated to Shaheed Nand Kumar Patel Vishwavidyalaya, Raigarh C.G. The college is offering Post Graduate Courses in 11 subjects and Under Graduate Courses in 5 branches i.e. Arts, Commerce, Science, Home Science and Computer Science. The total students' strength of the college is over 1500. With its commitment to develop a fully equipped center of learning, the college is equipped with a vast infrastructure and building, library facility, sports ground and laboratories. The lush green and peaceful ambience prevailing in the campus, facilitate the academic programmes and the smooth administrative functioning of the college. The college is well connected with Railway Station and Bus Stand.

A large number of students from nearby rural area give first preference to get admission in the college. Today, in the era of Globalization 'Quality' really counts. To include the credibility with the collegiate degrees – one must maintain quality. The motto of our college is to provide "Best Education in Least Cost". Even running with single faculty in every discipline or no faculty in some discipline, lack of official staff this college could be able to call NAAC grading in the year 2016 in which it has secured Grade "C" with CGP 1.93 slipping behind the grade "B" with just 0.07 CGP.

Vision

“VASUDHAIV KUTUMBAKAM”

Means the whole world is a family. Today, in the era of Globalization 'Quality' really counts.

Acquiring education is a fundamental right. Moreover only educated youth can build a robust nation. The basic aim of the college is to provide quality education to the students who come from remote rural areas of Akaltara locality belonging mostly to ST, SC and OBC categories.

Mission

1. To create a healthy academic environment for the promotion of quality education.
2. To provide the education in such a way that they can stand themselves with the world wide panorama

3. To carry out need-based and value-based education for community development.
4. To organize co-curricular and extra-curricular activities for the overall personality development of the students.
5. To apply relentless efforts to fulfill the vision.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Safe and secured campus away from hustle and bustle of city.
2. Multidisciplinary 5 UG and 11 PG programs.
3. Co-education 925 intake capacity every year.
4. Online admission system.
5. The lesser fee structure for self-finance courses.
6. Regular feedback obtained from the Students, Parents and Alumni.
7. Canteen facilities with healthy food at reasonable rate.
8. Regular rural camp and other activities undertaken by NSS department.
9. College magazine "PAHAL" is published every year to bring forward literary talent of student and staff.
10. Only Govt. College in Akaltara Block with high student's strength in Arts, Commerce, Science, Home Science and Computer Science faculty.
11. Well catchment area that creates admission pressure and gathered large number of SC/OBC and ST out of which 60% students are girls.
12. Qualified, senior well experienced competent and dedicated faculty members with 3 members have done Ph.D. and 3 members are doing Ph.D. out of 10 faculties. Average 18 years of teaching experience.
13. Team work, dedication and harmony among staff members.
14. Large campus of 16 acres land and scope for future development.
15. Functional sports department, NSS and youth Red Cross society for both boys and girls.
16. Facilities for students – Protected drinking water, girls common room, washrooms for boys and girls, canteen, rich library and equipped sports department.

Institutional Weakness

1. Poor set up of teaching and non-teaching staff, vacant sanctioned post and irregular transfer policy that harshly affect to the academic progress.
2. Inadequate student and teacher ratio and lack of class rooms with ICT facility.
3. Heavy work load on faculty members(Mentor and Mentee ratio about 1:150) and less members of supporting staff.
4. Inadequate infrastructure like classrooms laboratory and common room with toilet as per growing student's strengths.

5. Insufficient faculty members, sanctioned vacant post still lying vacant.
6. Insufficient fund provided by the government, limitation in utilization of fund released by UGC due to government's store purchase rule. - Attraction of student's towards professional and job oriented courses.
7. No any fund received from RUSA since last 5 years as the institution could be able to secure C grade in the 1st Cycle of NAAC Assessment.

Institutional Opportunity

1. Scope for future development in area and strength wise.
2. Potential of getting more funds from funding agencies like UGC and RUSA.
3. Availability of students to increase the intake capacity and thrust of academic enhancement in this area.
4. Scope for starting vocational job, oriented and professional courses.
5. Scope of various extension activities for society.
6. Scope to strengthen cultural and sport's talent.
7. Scope for researches in the field of social science.
8. Collaboration activities to strengthen academic opportunities.
9. Research Projects in different disciplines.
10. Organizing Conference/Seminar/Workshop at national level to encourage research.
11. To streamline and strengthen various research activities through MoU and collaborations.

Institutional Challenge

1. The biggest challenge is to teach students from rural area, mostly marginalized, have poor background in basic subjective knowledge.
2. Brilliant students are lured to better job and handsome salary by professional courses, reducing the availability of students for higher studies in traditional courses.
3. Continuous need to revise the course content, which are irrelevant and inappropriate with changing times.
4. Inadequate infrastructure and funds with reference to time and space.

5. Less scope of employability in traditional course and lack of communicative skills.
6. Complex purchase and procurement procedure laid by state government.
7. The quality of academic services, research activities and student support programmes are a few of the challenges ahead.
8. Unavailability of recruiters or companies in the locality to recruit students.
9. E-content development as unawareness of the faculties in the field.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Govt. Dr. Indrajeet Singh College, Akaltara is a government college and functions under the Higher Education Department of Government of Chhattisgarh and is affiliated to the ShaheedNand Kumar Patel Vishwavidyalaya, Raigarh. It is a multi-faculty college having Arts, Commerce, Science, Home Science and Computer Science subjects in Under Graduate and Post Graduate classes. The college offers 7 subject combinations at UG Level in Arts and 5 subjects combination in science faculty. The syllabus of the courses is prepared by the Board of studies of ShaheedNand Kumar Patel Vishwavidyalaya, Raigarh.

Environment science, Hindi and English language are compulsory subject at the UG level in all faculties. However, every academic session the college has been collecting feedback from students, alumni and parents and trying to collect the valuable suggestions. The suggestions of alumni and students are forwarded to the University for Consideration in preparation of curriculum. The college is trying to confer the needs of students whether it is number of seats as per the growing number of students or inclusion of new courses that may raise employability. Holistic education is the need of the society, so the college has two active units of NSS, for boys and girls each and youth red cross.

Teaching-learning and Evaluation

The college offers a well-organized system for the all-round development of students coming from diverse fields and localities. A general meeting of students and teachers is called in the beginning of the session to apprise them of the whole year's programme. The college follows the academic calendar prepared by the higher education department and ShaheedNand Kumar Patel Vishwavidyalaya, Raigarh. Induction session or SamwadKaryakaram is organized in the college to get familiarize with the faculty and other members of the college. This programme helps students to learn about the courses, the objectives, infrastructural facility, resources available in the college and traditions of the college. Remedial classes are conducted to assist students from SC/ST/OBC and slow learners.

During the last year methods of teaching have been changed to some extent. Lecture method is widely used for teaching. With the support of new technologies available in the college, faculties know use latest technology for teaching along with group discussion, quiz, seminars etc. Advanced learners are motivated and inspired to achieve higher goals and shoulder important responsibilities in student activities. The college has properly planned system so that the teaching learning process goes on smoothly. The college follows an academic

calendar, prepared by the Higher Education Department, which has the schedule of admission internal tests, vacations, examinations and dates of important curricular and extracurricular activities of the college. Teaching plans, syllabus and evaluation process are explained to the students class wise by the faculty members besides the induction programmes. Faculty members take classes properly as per time table and maintain a daily diary. They use generally the traditional lecture, chalk and talk in most of the theory classes. In the last session when there was need to teach the students using online classes due to COVID-19 crises, all the faculties (Regular and Guest Lectures have served their responsibilities from and college. The college has a total number of 10 permanent faculty members 08 guest faculties and 05 supporting faculty by Janbhagidharisamittee of the college. The rich library and computers, internet facility through wi-fi and sports facilities emphasize student oriented education. Students get exposure through various extracurricular and sports activities.

Research, Innovations and Extension

The college is not given post graduate status and no research center recognized by the University. However 3 teachers have done PhD and 3 Assistant Professors are doing their PhD work where two of them are likely to submit their thesis. During the last five years, the college has organized one National Seminar on the topic SPREAD OF DIABETES IN INDIA by Zoology Department, 7 webinars by the departments of Chemistry, Mathematics, Sociology, Commerce, English and NSS, one five days online workshop on the theme Beauty, Wellness and Personal Grooming, one online and one offline faculty development program, three online quizzes, and some other offline/online activities during last five years. Four faculties have done the refresher course during last five years. Almost all teaching staffs have done their orientation and refresher courses. Many faculty members are regularly taking part in seminars and workshop and trying to publish research papers in reviewed journals.

The extension activities are monitored by the enthusiastic participation of students and faculty co-coordinators in NSS, Youth Red Cross and Career guidance cell. Blood Group Test of the students is a regular feature as well as Blood Donation Camp has also been organized time to time. Tree plantation cleanliness drive, AIDS Awareness, village visit and Health awareness lecturers and training programme for self-employment are the list of programs which have been successfully organized by the college during last five years. Faculty members along with students provide an opportunity to interact with neighborhood schools and visits to rural areas build a sense of commitment to the community and sensitizes the students.

The college plan, implements and tracks student's involvement in social activities which promote citizenship roles. The students are encouraged to take part in such programmes.

Students participate in various outreach programme organized by sociology department, Youth Red-cross and NSS wing to create awareness in the society. Excursion tours are organized for the students in department of Chemistry specially to provide to practical knowledge. Students get chance to learn Environmental issues by providing them project work as part of Internal Assessment.

Infrastructure and Learning Resources

The college has expansive campus of 16 acres and the college main building is constructed in area of 8073 sq. meters on the ground floor and 4500 sq. meters in first floor as well as there is another building with 6 spacious

classrooms adjacent to the main building. At present there are 16 classrooms and 5 laboratories for UG and PG in science faculty, one conference hall. The present building is not sufficient to fulfill all the needs therefore we have clubbed many activities in single rooms.

The college library has enough number of text books reference books and research journals. It has a reading room also and a requisition for more spacious reading room under construction. Computerization of the library is one of the top priorities of the college. The college has sports department and various sports kits and facilities are available. Presently Indoor stadium ground is under construction and from the next year onward it will be available to the students. Basketball ground has been constructed and made available to the students. A cricket ground has been prepared in the college campus with the help of the students under the supervision of the Sports Officer.

The college has well equipped laboratories in the departments of Physics, chemistry, Zoology Botany and Computer Science. Water filter with water cooler to provide students and staff for fresh and pure drinking water. Besides regular electricity system provision of KVA generator is installed for continuous power supply.

Various cultural activities and events are organized in the college throughout the year and during annual function. Students specially organize Teachers' day as a mark of respect to the teachers. To promote the cultural values among the students and staff "Saraswati Pooja" is organized every year in the college.

Net resource center and internet facility is there for students and faculty as well as Wi-Fi has been installed in the campus. Amenities like common rooms for girls with maintained washrooms, clean filtered drinking water, canteen and cycle stand are also maintained in the college campus.

Student Support and Progression

The college is committed to provide the best infrastructural and academic facilities to all its students. Extracurricular activities high demand ratio and alumni of the college are proof of the student support system. The college website and college brochure provide all necessary important information. The government reservation policies are followed to give support to the students. The college also, has a career guidance cell which helps students to compete themselves for competitive examination and to find job. The students who, involved in sports, cultural, NSS and Youth Red Cross, are able to perform well and bring laurel to the college. These forums are helpful to mould the personality of the students.

Governance, Leadership and Management

The aim of the college is to give holistic education and prepare citizens who are committed to the nation and sensitive to the needs of society and have moral uprightness and strength. Students should be equipped to face the challenges of life and have deep desire to excel. A sensitive awareness of local, national and global needs is a dire need today and its onus lies on education. This vision is pursued by the administrative of the college and efficient governance through inspired leadership. The Principal, faculty members, office staff and IQAC work together to ensure the smooth functioning in the college. The Janbhagidari Samittee, staff Council and various committees function in unison. Representation from Government University, students, alumni, parents, eminent citizens and senior staff members in different bodies ensure interaction with all stakeholders.

The efforts have been taken by the Principal to develop the culture of excellence. Various committees involving

the staff members and students are constituted by the Principal for the proper execution of state government plans. The Principal and the Convener of the various committees actively take part in the working of the college. The Principal along with A.F. committee and development committee plays leading role in the governance of the college. Finance committee, academic council, monitors academic affairs. The “JanbhagidariSamittee” not only plays an important role in implementing infrastructure developments plans but also approves academic and developmental proposal sent to govt. IQAC and college development committee help in effective planning and implementation of institutional policies . The preparation of AQAR (ANNUAL QUALITY ASSURANCE REPORT) gives us an opportunity to evaluate and improve functioning in the college.

The Principal and accountant look after the finances of the college. As it is a government college, financial assistance is given by the government, however apart from the state government, UGC is the prime funding agency for the institution.

Institutional Values and Best Practices

That practice is best which yields maximum results with minimum resources. This is applicable to our institution. Though the college has limited infrastructure, faculty and staff compared to students, the accomplishment is higher. The best practice mentioned here is that full freedom is provided to staff members to accomplish their allotted work in stipulated period. The faculty members are supposed to know as to what they have to fulfill within their resources. The responsibilities are well defined and are communicated to the faculty members to give their best to students in teaching and learning process.

The head of the institution with the entire staff is committed to keep the campus green. The college trying to minimize use of plastic in the campus. Plantation is done every year by teachers and students during the plantation celebration.

Various innovation are being practiced in governance, teaching and evaluation, student support and progression, infrastructure are –

1. Flexibility in teaching –learning at various levels.
2. Continuous assessment of student.
- 3 continuous monitoring by the Principal to establish classroom discipline.
- 4 Lectures of eminent personalities are organized under career and counseling cell to help the student by focusing on social, psychological and academic aspects of their life.
5. Grievance redresses cell, anti “ragging” committee acts to protect student’s right and tries to give secured environment.
6. Celebration of Independence Day, Republic Day, Gandhi Jayanti, Vasant Panchami and Teachers’ Day nurturing Indian tradition and culture.

Best practices of the college are – (i) Shikshak – Abhibhavak Yojana to facilitate closer bonds between faculty and students (ii) Learning by outreach programme - To participate in extension activities to serve the society and

learn from the experiences. (iii) The induction programme for newly admitted students of all faculties to provide necessary information about activities and resources of the college, faculty, staff, facilities of the college etc.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. DR.INDRAJEET SINGH COLLEGE AKALTARA
Address	Khisora Road, Akaltara
City	Akaltara
State	Chhattisgarh
Pin	495552
Website	www.gdiscakaltara.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	R.k.banarjee	07817-252540	9424153894	-	gdiscakaltara@gmail.com
IQAC / CIQA coordinator	Upendra Kumar Verma	-	8817504907	-	upendra4870@gmail.com

Status of the Institution	
Institution Status	Government

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

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	01-01-1983			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Chhattisgarh	Shaheed Nandkumar Patel Vishwavidyalaya		View Document	
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	07-01-1988	View Document		
12B of UGC	23-07-1992	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Khisora Road, Akaltara	Rural	16	8073

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	Higher Secondary	Hindi	80	75
UG	BSc,Home Science	36	Higher Secondary	Hindi	40	0
UG	BA,F C Political Science Economics Sociology Hindi Lit English Lit Geography History	36	Higher Secondary	Hindi	250	250
UG	BSc,F C Zoology Chemistry Botany	36	Higher Secondary	Hindi	100	100
UG	BSc,F C Physics Chemistry Mathematics	36	Higher Secondary	Hindi	70	43
PG	MA,Hindi	24	Graduation	Hindi	50	43
PG	MA,Sociology	24	Graduation	Hindi	40	11
PG	MA,Economics	24	Graduation	Hindi	40	9
PG	MA,Political	24	Graduation	Hindi	40	40

	Science					
PG	MCom,Commerce	24	Graduation	Hindi	40	40
PG	MSc,Mathematics	24	Graduation	English + Hindi	20	16
PG	MSc,Physics	24	Graduation	English + Hindi	20	0
PG	MSc,Chemistry	24	Graduation	English + Hindi	30	30
PG	MSc,Botany	24	Graduation	English + Hindi	20	6
PG	MSc,Zoology	24	Graduation	English + Hindi	20	12
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	Graduation	English + Hindi	40	40

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	5				0				13			
Recruited	0	0	0	0	0	0	0	0	6	4	0	10
Yet to Recruit	5				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	2	6	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	9	1	0	10
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				4
Recruited	3	1	0	4
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	1	0	3
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	0	0	0	3	0	0	3
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	497	0	0	0	497
	Female	773	0	0	0	773
	Others	0	0	0	0	0
PG	Male	113	0	0	0	113
	Female	243	0	0	0	243
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	22	0	0	0	22
	Female	18	0	0	0	18
	Others	0	0	0	0	0
Diploma	Male	7	0	0	0	7
	Female	2	0	0	0	2
	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	208	232	249	216
	Female	286	248	218	202
	Others	0	0	0	0
ST	Male	55	54	60	54
	Female	112	101	74	71
	Others	0	0	0	0
OBC	Male	240	234	219	223
	Female	445	389	334	316
	Others	0	0	0	0
General	Male	41	50	57	55
	Female	76	73	78	78
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1463	1381	1289	1215

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>National Education Policy envisages a holistic and multidisciplinary education that would aim to develop all capacities of human beings that is intellectual, aesthetic, social, physical emotional and moral in integrated manner. UGC mentioned that the multidisciplinary and holistic development across disciplines will ensure unity and integrity of all knowledge. Our institution has organized many national webinars on different subjects where large numbers of students have participated. As well as the faculties of the college provide opportunities to the students in the class to discuss about important topics of national issues in which NEP finds an important place to be discussed in the class.</p>
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2. Academic bank of credits (ABC):	<p>The National Education Policy states that the curricula of all the Higher Education Institutions shall include credit-based courses and projects in the areas of community engagement and service, environmental education and value based education for students. There is provision for an Academic Bank Credit (ABC), which will digitally store the academic credits earned from various recognized HEI. Thus enabling the students to avail degrees from an HEI taking into account credits earned previously. Further the NEP offers 4 year UG courses with multiple entry-exit option. Our institution will follow the discussions of the affiliating university and will start the process of credit system. For this the institute is communicating to some colleges and University to avail the advantages of such credit system and the NEP to the students of the institute in future.</p>
3. Skill development:	<p>The National Education Policy is a remarkable step making Indian Youth skilled to achieve ATMNIRBHAR BHARAT. The Government of India is bringing a series of reforms in almost all sectors especially education, to pave the way for building a strong and progressing nation. At present our institution has implemented value added course of Spoken English and Improving Competency in Competitive Examination for the students. This scheme of State Government (Commissioner of Higher Education) has been started for the holistic and skill development of the students. Further the institution is also trying to start other skill development courses like Pradhan Manty Kaushal Vikas Yojana.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>As per the New Education Policy, our systems and Institutions need to be rooted to be Indian civilization and culture. India's knowledge systems have the potential to provide pertinent reflections for the NEP 2020, charting a future course of action with its integration within existing educational frameworks. The time has come to focus on the Indian knowledge system developed by scholars over centuries. To achieve this aim in teaching our institute lays much emphasis on Indian language and culture. The students are provided lectures and motivated to see movies based on moral values exhibiting our Indian culture and civilization.</p>

<p>5. Focus on Outcome based education (OBE):</p>	<p>Outcome based education can be attained by implementing the four basic areas: formulation of learning outcomes, curriculum content and structure, teaching learning process and assessment. Our institution is providing an outcome based education. Apart from the academic learning, the value added courses Spoken English and Improving competency in Competitive Examinations have also been started specifying program outcome and program specific outcome.</p>
<p>6. Distance education/online education:</p>	<p>The National Education Policy 2020 aims to ensure access equity and provide quality education. With regard to Higher Education there are nine visions to deliver quality education. The ninth vision focuses on “increased access, equity and inclusion through a range of measures including greater opportunities for outstanding public education, online education and distance learning. The institute trying to communicate with IGNOU and other Open Universities and preparing for providing quality education and the benefits of New Education Policy 2020.</p>

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
201	201	246	229	229
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	11	11

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1510	1463	1381	1289	1215
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

2020-21	2019-20	2018-19	2017-18	2016-17
1208	1208	1208	1160	1160

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
570	529	484	432	337

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

2020-21	2019-20	2018-19	2017-18	2016-17
10	11	10	10	11

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

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

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 22**4.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
62.76296	82.40155	73.43243	71.902	124.22737

4.3**Number of Computers****Response: 25**

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

There are two aspects which we have to consider in imparting knowledge to the students. The first is co-curricular and the other is extra-curricular activities. The co-curricular activities are in regard to the courses which are given in the syllabus and imparted to them. Besides, the extra-curricular activities from a wide spreading part of education which includes character building, all-round personality development, sociability and spirit of co-operation. With a view to inculcating in them a feeling of true citizenship of the country, it is also kept in mind that they do not fall prey to the prevailing vices which create unrest among them. The goals that we have set for imparting knowledge and correct values along with personality development are being fulfilled by the teachers.

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. 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. Teaching diary contains teaching plan of prescribed syllabi for the month which is to be strictly adhered. Prescribed syllabi is completed within the stipulated time and internal assessment of the students is also done at regular intervals. Several meetings of IQAC also decides innovative ideas to augment the present existing curriculum delivery system. Several departments conduct classroom seminars, workshops, presentation, assignments etc.

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:

Our Institution follows the Course curriculum decided by the affiliating university as it is to be adhered 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 our college prepare more objective academic calendar for the whole session according to activities to be implemented for more benefits of the students. The academic calendar shows the co-curricular and extra-curricular activities month wise and the time

frame for its completion. 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. Along with the Quarterly and Half yearly internal examination we also conduct Unit Test as maximum as possible just after completion of the each unit in all subjects. On the basis of all these internal assessment we identify the Advanced and Slow learners and arrange some special classes for 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 analyzed to modify the teaching planning and techniques for more benefits of 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: C. Any 2 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
Any additional information	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: 33.33

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

Response: 4

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 6

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	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: 1.83

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

2020-21	2019-20	2018-19	2017-18	2016-17
40	41	51	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:

There are many courses in different programs which include crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and sustainability. Our college sincere and conscious about these issues and understands its importance in the life of all beings. In UG level there is a compulsory course, Environmental Studies and Human Rights to which each and every student has to clear in any of three years of UG Programme. It means almost all the students of the college go for learning and getting aware and experience of different aspects of human values, Environment and sustainability. The subject sociology in UG and PG level has number of courses which make the students understand about importance and need of gender equality, brotherhood, friendship, empathy and love as well as the Field/Project work in some programs provide opportunities to understand the human values like honesty, fairness, loyalty and sharing. Some courses of MCom. IV Semester and Field/Project work associated with it brings attention of students towards professional ethics. The students get opportunity to have a thorough view about the inspirational life story of our great poets in the programme MA Hindi. There are many chapters in Botany, Zoology and Chemistry which provide knowledge about medicinal values of living and non-living beings hence, it tells about how to sustain the echo-balance in the environment.

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

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

Response: 4.83

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	11	11	10	10

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
Any additional information	View Document

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

Response: 29.27

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

Response: 442

File Description	Document
List of programmes and number of students undertaking project work/field work /internships	View Document
Any additional information	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: 76.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
1510	1463	1381	1289	1215

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1830	1830	1830	1750	1750

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 98.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
1208	1208	1208	1154	1082

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The Induction Programme is organized every year for newly admitted students after completion of the admission process. In this programme Principal, Head of teaching departments, Sports Officer, librarian and Office Head address the students. The main objective behind conducting the induction programme is to aware the students about the resources available in the college, process of conducting theory & practical classes, examination pattern, documentation concerned with office etc so that new students get acquainted with the atmosphere of the college.

Identification of slow and advanced learners by teachers is initially started with the teaching in the class and making interaction with them. In this connection other tools are conducting unit test after completion of unit and internal assessment in the scheduled time. The list of slow and advanced learners is maintained timely.

Students are always encouraged to make interaction with teachers to share their problems and clear the doubts. Study materials in the form of notes or pdf are regularly provided to the students. The college arranges special classes/extra classes for advanced and slow learners. Moreover these groups of students are always encouraged to come forward and interact with teachers to clear their doubts. Slow learners are assisted in the revision of commonly chosen special topics. The Career Counseling Cell guides the student in the matter related to academic by arranging lectures.

Talented students are always encouraged in their fields of interest. The library resource center makes available of different competitive books in the library reading room so that the students can prepare properly for different competitive examinations. The advanced learners are specially guided towards higher education like research work and state and country level competitive examinations.

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: 151:1

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:

No doubt, student centric methods for learning is the best method of imparting knowledge to the students and so, our institution has adopted many student centric methods like Field/Project work, Student Seminar Presentation, Group Discussion, Laboratory Activity, Mentor-Mentee Interaction etc. to educate the students to the best way possible. The experiential learning they acquire through laboratory hands on experiences and Field/Project Work helps them to have concrete idea about the topic. All the PG departments conduct student seminar to provide participative learning to the students which helps them to have immense knowledge about the topic. MSc department of the college encourages the students to present the seminar through ppt. which provides opportunities about problem solving and hence enhancing learning experiences. Group Discussion which are conducted regularly by the department of English and Hindi encourages the students for participative learning.

Group Activities and 7 Days Camp by NSS Unit and Activities of Red-Cross Unit of the college provides a platform for them to serve the society by working together as a team to benefit the society. The student union is formed every year either by election or nomination is a good platform to develop leadership quality among the students. Annual gathering and Annual Sports explore the talent of students. The college publishes its magazine every year for literature expression of the students and teachers.

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:

Our institution always adopts effective teaching methods in practice for better result of teaching-learning process which is extreme need of time. It has become very imminent to use e-tools and techniques, various information technologies to communicate with the students to equip them with the knowledge of worldwide happenings. In our institution each and every teacher using the social media like whatsapp to communicate required information from either side as well as the same platform is being used to provide study materials in the form of pdf notes, audio and video lectures, link for different educational sites etc. Under the harsh situation of COVID-19 our teachers could be able to complete the course of study as well as to conduct online examinations during the session 2019-20. Similarly in the session 2020-21, from the very beginning by using the ICT we could be able to complete the most important step of the session that is admission process without any dispute. In the same way, using the whatsapp media and google meet app every teacher has taken class regularly and completed 100% syllabus in time. With the use ICT we have not only conducted the teaching-learning process but also organized many numbers of webinars,

online workshops, online quiz, online lectures, online poster presentation, online faculty development program etc.

Our institution has good numbers of ICT tools like computers, LCD projectors, overhead projectors smart board etc. and by using them teaching-learning process is conducted with interactive participation of the students. Many departments of our college take initiative to include the participation of students in the power point preparation and presentation. Our institutional website provides the link for the Digital Library, Shodh Ganga and many other educational websites to promote the use of ICT for effective teaching-learning process.

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: 151:1

2.3.3.1 Number of mentors

Response: 10

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: 59.8

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
Any additional information	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: 26.91

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	2	3	3

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	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: 8.8

2.4.3.1 Total experience of full-time teachers

Response: 88

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 an integral part of the comprehensive assessment of the students. Our institution follows the process of internal assessment, analyzes the process and eventually adopts the reformative measures which are concluded after analysis of the internal assessment. We schedule all the modes of internal assessment in advance and notify it in the Academic Calendar. Generally we use modes of assessment as interaction in the class, Unit Test, Assignments, Practical and Project Assignment, Assignment and Presentation of student Seminar and Quarterly and Half Yearly Examinations. The answer sheets of Quarterly and half Yearly Examinations are shown to the students to discuss and clear their doubts regarding the evaluation. It helps the teacher and the students in analyzing the learning level and shortcoming in the part of the students. The results are analyzed by the special committee of Academic council to take reformative measures for better performance of the students.

As per the guidelines of Affiliating university internal assessment is given weightage of 10% of theory marks in UG classes and 20% in PG classes for the annual promotion. This strategy compels the students to participate positively in the internal assessment measures. The faculties of the institution always encourage the students to give maximum participation in the internal assessment. Our institution realizes the importance of the internal assessment in the academic progress of the students so, we always try to maintain the process of internal assessment with full transparency and full 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:

Our institution keeps close monitoring on all the steps of Internal/External Examinations through the committee of academic council. The external examination (Annual/Semester) is supervised by the Affiliating university itself. The grievances that we receive before/during/after the external examinations are well coordinated by the institution to put before the authorities of university to take needful action. The institution keeps close monitoring so that, the grievances get resolved well in time and does not affect the further process of student's appearance in the examination. Regarding external examination we mostly get grievances related to schedule of examination, discrepancy in the admit card, question paper and mark sheet. Our institution itself takes efficient initiative to send the grievances to university to have the solution as early as possible. We rarely receive any grievances regarding sitting arrangement, furniture, lightening, drinking water arrangement, invigilation etc. as because we conduct the examination with well-planned manner.

Similarly we rarely get any grievance regarding schedule, conduction and evaluation of internal examination because, we provide full-fledged arrangements of all the basic amenities during the time of examination process. Our institution is highly sensitive towards the concerns and has 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:

Our institution has taken responsibility to make the students not only academically sound but also imbibing social, cultural, and emotional aspects on them too. The students are molded to pass excellent academic and intellectual skills. They are nurtured to attain strong basic knowledge in the field of study. All the core courses of each academic programme are based on preparing academically proficient graduates. Through the activities conducted by NSS and Red-cross committee we try to prepare the students to be socially conscious, sensible and proactive. In the coordination with IQAC almost every department of the college organizes lectures, seminar and work shop based on life skill. The language departments arrange many competitions to improve the communication skill of the students. To develop social cohesion among the students our institution arranges social programs on the occasion of teacher's day, saraswati puja, birth and death anniversary of our renowned personalities as well as welcome programme for new comers and farewell programme for super seniors.

The programme outcomes, programme specific outcomes and course outcomes are stated and displayed on the institutional website as PO, PSO and CO. The course outcome of every department is described clearly in the syllabus of the department. The teaching plan drafted by the course teacher is validated by the principal of the college. The teaching plan is put in to the practice and verified by the professor in charge authorized by the principal. The course outcome is measured through the amount of adherence to the teaching plan. Systematic feedback organized in every session for all the courses is another mechanism to measure the course outcomes. Moreover the continuous interaction of the teachers with the students from beginning to end of the session is the most powerful effort of achieving programme outcomes, programme specific outcomes and course outcomes as well as the same is the powerful tool to measure the above outcomes and our teachers always use this powerful technique.

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 performance of the students and teaching learning methodologies practiced in any institution gets a litmus test through the performance analysis. The performance of the students includes not only his/her merit position in the examination but it includes many other aspects specially, their personality and capability to accept the challenges and to use the opportunities for livelihood, how they utilize their potentials for serving the society and nation, how much they are capable to work with stress to solve the problems which they face in life.

Our institution takes first step to evaluate the attainment of programme outcomes and course outcomes by analyzing the results of the semester and annual examination through department wise. A report is also made for the outcomes and even the lacking whatever there are. The sole aim being the improvement in the results and finding out the reasons for shortcomings if any. The action taken report is also submitted and discussed at this forum so that, much more satisfying result can be achieved in the future examination.

The alumni association of the college also reflects the attainment of programme outcomes and course outcomes and in this part we have various eminent personalities who are serving in different fields with capacity of high repute. The alumni are in the field of school education, higher education, advocacy, CGPSC, BSF, self-business, social services, many post in central and state government services etc. In recent few years we observed that much number of students have taken the challenges to get through CGPSC and CG Vyapam examination for which they have started the preparation. The members of alumni association of the college always sincere about their social responsibilities specially towards the development of the college and they happily assist the college whenever they are called.

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: 76.72

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

2020-21	2019-20	2018-19	2017-18	2016-17
558	443	232	279	261

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

2020-21	2019-20	2018-19	2017-18	2016-17
564	522	435	417	328

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: 3.75

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	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: 0

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

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

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

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

Response: 0

3.1.2.1 Number of teachers recognized as research guides

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: 0

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

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

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	11	11

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	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:

Being a predominantly Under Graduation and Post Graduation Institute the college created and supports Ecosystem for innovations in a limited manner, but it appreciates and plays an encouraging role in promoting an Ecosystem for innovation among the faculty members and students. This spirit of innovation encompasses various outreach programs for the creation and transfer of knowledge. Our institution has PG Programme in Hindi literature, Sociology, Economics, Political Science Commerce, Chemistry and Mathematics where the faculties tries to encourage the students of these PG programs towards higher studies specially in the field of research. The institution tries to conduct research oriented Seminars and Workshops of Institutional level, State level and National level to enlight the students in various fields of knowledge. Many departments have conducted offline/online lectures, workshops and seminars by inviting various renowned personalities who has got their expertise in their particular fields. The interaction of the students with teachers of other institution gives exposure to the distinct ways and manners.

About 30% of faculties in the college have already completed their Ph.D. research and about 30% faculties are under the process of doing Ph.D. research work are ready to supervise the inquisitive minds of the institution and assist the society through the outcomes of their research work. Many faculties of the institution have recently completed Refresher Course where they have acquired the knowledge of recent trends and developments of research work in their fields. Sharing thoughts by these faculties in the class energizes the students towards thinking in innovative ways.

There are well equipped laboratories in the department of Physics, Chemistry, Botany and zoology. The regular and objective laboratory work by the respective students also increase their practical knowledge of the subjects. It also promotes the research oriented dimensions of their mental faculty. There is a big main library with reading room and number of research oriented books, magazines and journals to help the students to understand research pedagogy.

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: 11

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	7	0	0	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	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

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

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

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

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

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

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: 0.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	0

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 the this institution come from nearby villages so, they well aware about rural standard of living and the problems that nearby villagers face as well as the possibilities of improvements of standard of living of the villagers. The institution always tries to engage the students to serve the society, sensitize them to the issues of the society and to act and add in the development of the society. The college has been ensuring learning through extension service under NSS, Red-cross and the departments under the supervision of the devoted faculties. Under the coordination of the faculties department undertake small activities that cause a significance change in society. Departments also carry out their subject related outreach activities from bridging the gap fromlab to land. Thus these activities sensitize students to social issues for their holistic development and impact thereof.

Every year NSS organizes 7 days' NSS camp in the nearby villages. The NSS cadets undertake social awareness program to bring awareness among them, educate the rural people for sanitation and hygiene, cleaning the village is done during the camp. Sensitize villagers on gender and other social issues, advocate girl education etc.

Under the Systematic Voters' Education and Electoral Participation Program (SVEEP) various awareness campaign are organized by the institution through NSS cadets and other students to make the students and society aware of their voting rights. The institution conducts SWACHCHH BHARAT ABHIYAN on the special occasion to clean college premises, nearby areas and other environmental issues. Red-Cross unit of the institution conducts various programs for students and society to educate them and thus spread health awareness in society. To increase Gross Enrollment Ratio (GER) of the college faculties visit nearby schools every year.

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: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	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
Any additional information	View Document

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

Response: 26

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	3	2	12

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
Any additional information	View Document

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

Response: 15.14

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

2020-21	2019-20	2018-19	2017-18	2016-17
114	180	94	87	514

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	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
Any additional information	View Document

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

Response: 0

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

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

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
Any additional information	View Document

MAAC

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 of the institution is arranged by the state government and its organization for which the institution regularly sends requisition for its up gradation to the state government. The infrastructure available at present is inadequate. Time table for the classes is prepared using whole duration of time in such a way that every class finds its functioning every day for all the subjects. Classes of Science subjects and Commerce subjects are conducted in the main building where as classes for Arts subjects are conducted in the new building.

The institution has laboratories for Physics, Chemistry, Botany and Zoology for UG classes as well as Chemistry lab for PG classes also. There is a computer lab with sufficient numbers of computers for PGDCA and DCA classes. For time being the theory classes of PGDCA and DCA are managed in the conference hall nearby the computer lab.

The college has a girl's common room with availability of all the basic needs of the girls. The college has sufficient numbers of washrooms for the boys, girls and staff. The conference hall is equipped with Overhead projector and Smart Board. The college has four LCD Projectors to promote the ICT based teaching.

The institution has central library with a reading room attached to it. The PG level libraries are in the relative departments. There are separate rooms for each department and a control room to conduct examination. The office has three compartments, one for each computer section, account section and general section to interact students.

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 college campus covers over 16 acres land in which the college building is constructed in a fractional part. So the college has a big area left for the sports activities. The college has a big sports ground with Cricket and Basketball court. A big Indoor stadium is under construction in which Table Tennis, Badminton, Carom, Chess and some other sports activities can be conducted. A large Open and Indoor Stadium has been fully developed by the Municipal Corporation Akaltara in the adjacent to the college

campus where the college allowed to conduct its sports activities. Gym facilities and Swimming Pool are also available in the same Stadium.

The college has a big lawn in the main building which is maintained with greeneries and it is used for small college gathering like YOGA, cultural activities in small scale, Induction Program, Students' Open session etc. The departmental activities like Lectures, Seminar, Workshop etc are conducted in the Conference Hall. The cultural Program on the Annual Function is arranged in front of the college building to utilize large open space to accommodate viewers in mass. The college organizes Independence Day and Republic Day celebration in front of the college building for which a platform has been constructed for flag hoisting.

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: 22.73

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

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: 6.26

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	38.88

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 institution has central library with collection of about 28thousand books. These books include Text books, Reference books, Journals, and books for Competitive examinations. Books are issued to the students of UG classes through library card in the rotation wise from Monday to Saturday. The central library has a Reading room attached to it where students and staff can read library books, Journals, Magazines, Newspapers as well as books of Competitive examinations. Distribution of books for PG classes is managed by the departments. The students are allowed to have issued a set of 3 books at a time and can keep it for maximum 15 days.

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.ILMSKoha 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 elsewhere 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:** E. None 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:** 2.48**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.06765	0.57644	2.53371	3.99442	4.22206

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 latest completed academic year**Response:** 0.39**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 6

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has adopted IT facilities since 2014-15 in the campus. The college campus is already equipped with Wi-Fi and CCTV Surveillance. The college has developed smart classrooms in the department of Physics, Botany, Zoology, Computer Science and Conference Hall with LCD Projector, Desktop, Laptop, Smart Phone etc. During last academic session 2020-21 all the classes have been taken through online for which all the teachers used laptop and smart phone in the class. Mostly science teachers use LCD Projector in the class for Power Point Presentation whenever it is required. Student seminar of the PG classes in Mathematics and Chemistry are conducted through Power Point Presentation. There are about 22 computers available in the Computer Lab. Office of the college is equipped with Desktop & Laptop with BSNL Broadband facility to discharge almost all the official activities online. The college E-mail ID is gdiscakaltara@gmail.com and its Website link is www.gdiscakaltara.in . Automation of the college library is under process. The college has registered for INFLIBNET subscription. Almost all the students of the college have smart phones with Social Media App. (WhatsApp, Telegram) installed to have easy communication with the college as well as participation in online classes.

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: 60:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 5 MBPS – 10 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: 93.74

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

2020-21	2019-20	2018-19	2017-18	2016-17
62.76296	82.40155	73.43243	71.902	85.34737

File Description	Document
Upload any additional information	View 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, staff rooms, common rooms, conference hall, college campus etc. Staff Council committee has been constituted under UGC schemes for maintaining and utilizing physical, academic and support facilities. 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 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 members of the committee are to look after the maintenance of garden, green campus ,furniture,PWD works, drinking water facilities maintenance, internet and wifi facility, CTV, Cycle stand, computer lab, Parking zone etc. Some manpower are appointed to maintain the cleanliness of the campus through JanbhagidariSamitifund.The college hire technical experts for maintenance and repair of ICT infrastructures.PWD, Rural engineering department and Janbhagidarisamiti looks after the maintenance of building. Electrification isregularly maintained by hiring electricians.

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: 79.96

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

2020-21	2019-20	2018-19	2017-18	2016-17
1251	1221	1091	1023	913

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

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

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships 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: A. All 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: 9.32

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

2020-21	2019-20	2018-19	2017-18	2016-17
170	0	109	151	191

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: B. 3 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: 0.27

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	1	0

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View 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: 98.95

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

Response: 564

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	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: 3.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	4	4	3	2

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.

2020-21	2019-20	2018-19	2017-18	2016-17
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
e-copies of award letters and certificates	View Document
Any additional information	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:

Every year the institution forms a committee of Student Union involving the students' representatives who are either selected by the election or selected by nomination on the basis of merit in the academic performance in the previous year. As this body is constituted by students' as well as class representatives, so it has close concern with all the students and their satisfaction, need and problems. Student Union is one of the most active body which contributes and engages itself in various administrative, co-curricular and extra-curricular activities. As per the new guidelines of NAAC related to the formation of IQAC of the college, we have given representation of student in the committee.

There are various committees formed by the institution providing place for the students for smooth running of the college in the academic, co-curricular and extra-curricular activities point of views. The committees which operate the matter directly concern with the students have the students' representatives as members of the committees. Student Union, NSS and Red-cross, these are the committees which are operated by the students themselves under the supervision of the Professor In charge as a coordinator. Literat and Cultural

activity committee Sports committee and campus cleanliness committee are the committees through which the college operates extra-curricular activities involve t6he students' representatives as members of the committees. The college realizes the fair and transparent trial takes place in Discipline committee, Student Grievance and Deterrence committee and Women Oppression and Deterrence committee, so the college has given representation to the students in these committees. Another most importance duty discharged by the students in the college campus is providing help to the students throughout the year regarding documentation of Admission, Examination and Scholarship and so, the college gives sufficient representation of students in the Help Desk committee.

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: 20.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	31	30	30	12

File Description	Document
Upload any additional information	View Document
Report of the event	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 is continuously functioning in this institution and the registration of the association is under process. The general meeting of the Alumni Association is called once or two times in a year. During these meets achievements, progress and plans are shared and feedback is taken which is taken in consideration while preparing the plan. As the Alumni Association also reflects the attainments of the program outcomes of different programs and we have various eminent personalities who are serving in different fields with different capacities. The members of the Alumni Association think about their responsibilities towards the college and they are totally devoted to assist the college whenever they are called. They regularly involve themselves and provide us valuable suggestions related to many spheres of the curricular, co-curricular, extra-curricular and certain other activities of the college.

Many alumnae are members of some other committees of the college like IQAC, Janbhagidarisamiti etc, so they contribute to shape the policies and overall development of the college. Some of the teachers in the college are also alumnae of the institution; some of the former faculties are also part of Alumni Association who have contributed significantly to the development of the college. The Alumnae associated with the social reforms are invited in NSS camps to encourage the NSS cadets to do social service as well as some of the Alumnae are invited in the college on some special occasion for motivational lectures.

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 institution is functioning and excelling in various fields under a good leadership. Relentless efforts are being made to apply the mission of the college to fulfill the vision. The administrative work of the college is decentralized and functioning through different committees.

To sustain the academic environment of the college throughout the year, every department of the college engages the students in the classroom teaching, student seminar, practical work, field trip, projects guest lectures etc. The administrator himself, the academic audit committee and teaching faculty together monitor the academic environment of the college.

NSS, Red-cross, Sports, student Union, Career Guidance Cell etc. give students ample opportunities for personality development by organizing various co-curricular activities. By this way the institution enables the students to stand themselves with the world wide panorama.

The college regularly organizes various need-based and value-based extra-curricular activities like Voter Awareness Campaign, Campaign Against COVID-19, Campaign Against Drug Addiction etc. as well as the institution celebrates special occasions by organizing value based activities. These efforts help the students for overall personality development.

The institution has registered INFLIBNET to equip the library with e-resources so that the students can subscribe the national and international level study materials and resources.

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 institution follows the system of decentralization management. There are various committees formed which are coordinated by the senior faculties for the proper execution of the plans. Every committee meets regularly to assess the present status and to plan for its betterment. The Principal plays a leading role in the governance of the college. He along with the other members of the committees regularly observes the day to day working of the college administration and governance.

Purchase Committee, Internal Audit Committee, AF & Development Fund Use Committee, Uplekhan Committee, Finance Committee looks after the financial expenditure. Discipline Committee, Women Oppression and Deterrence Committee, Anti-ragging Committee, Student Grievance and Deterrence Committee etc. looks after the maintenance of fearless atmosphere in the campus. Student Union Committee, Sports Committee, NSS Committee, Red-cross Committee, Literature and Cultural Activities Committee help the administration to conduct co-curricular and extra-curricular activities in the association with the IQAC Committee. Like this every function to maintain the governance in of the college is performed by the means of participative management.

Case Study-Salary and TDS Assessment Committee:

This committee is headed by a senior faculty member and assisted by two other faculties. The institution believes that it is the most important committee regarding welfare of the employees working in the college and responsibilities of the employees towards the government subjected to TDS. That is why the Principal himself keeps close monitoring of the functioning of this committee. There are four regular meetings conducted every year by this committee:

1. In the month of April to assess the TDS to be paid by the employees every month.
2. In the month of July to assess the salary of the employees after the annual increment.
3. In the month of November to assess the amount of TDS paid by the employees so that upto the month of February all the dues regarding TDS can be paid by the employee without extra financial burden.
4. In the month of February to verify the documents submitted by the employees subjected to income and rebate.

With these the members of the Salary and TDS Assessment Committee meets on special condition if required like for the assessment of arrear amount regarding DA increment or due to other reasons.

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 institution prepares strategic/perspective plan every year for finance and sends to Joint Director Finance, Higher Education, Chhattisgarh, Indrawati Bhawan, Naya Raipur.

In the first cycle of NAAC gradation, our Institution Govt. Dr. Indrajeet Singh College Akaltara has secured grade "C" with CGP 1.93. that is why our Institution could not able to receive any grant from UGC and RUSA.

The academic council of the college designs the quality policies which are implemented by various committees to achieve the decided goals. The institution is trying to excel in the field of academic and other spheres by providing sincere efforts of the staff and the students of the institution. There are various committees specially IQAC, Academic Advisory Committee, Academic Audit Committee, PanchmukhiVikas Committee, Internal Examination Committee, Time Table Committee, Discipline Committee, Janbhagidari Committee etc. work together to improve the academic functions of the institution.

File Description	Document
Upload any additional information	View 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, service rules and procedures, etc.

Response:

The governing body of the institution is the department of higher education, govt. of Chhattisgarh. The administrative set up of the institution has been described through organogram. There are various committees of the college which function through its meeting and minutes implemented from time to time. The functioning of this institutional body is effective and efficient which can be seen through minutes of various committees.

Appointments and service rules are prescribed by the department of higher education, Govt. of Chhattisgarh. Recruitment is done through CGPSC and by the secretary, department of higher education and, Govt. of Chhattisgarh. The various non-teaching posts are filled by the state government through VYAPAM. Teachers for self-finance courses are appointed through the college itself after approval of JanbhagidariSamiti. Every year government gives directive to appoint faculties (AtithiPradhyapak) against the sanctioned vacant posts. Promotion policies are also framed by the department of higher education, Govt. of Chhattisgarh. Janbhagidari is another important committee of making decisions for the development of college using its resources.

The Principal provides overall leadership and direction for the institution. He is the key representative of the college to the entire academic community and external agencies and to foster the public image of the institution as a site of higher learning. He is the academic, administrative and financial head of the institution and reports directly to the government. The heads of different departments supervise individual disciplines and lead the departments to work for fulfillment of the goals of the college. For the smooth running of the college administration, various committees and cells are formulated every year by the

Principal.	
File Description	Document
Upload any additional information	View Document
Paste link for 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
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff
Response:
<p>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</p>

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: 0

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

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

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: 0.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	1

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Reports of Academic Staff College or similar centers	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: 21.09

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	0	2	2

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	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:

Performance Appraisal of teaching and non-teaching staff system is developed as per the guidelines of UGC with minor amendments done by the department of higher education government of Chhattisgarh. Confidential Report (CR) is filled by the teaching staff based on the work done during the session along with the other academic activities such as participation in conferences, seminars workshops, guidance in

research work, paper publication along with responsibilities of administrative academic and other nature shouldered during the session. This API based proforma is analyzed by the Principal and accordingly graded as GOOD, VERY GOOD, EXCELLENT AND ORDINARY to faculties & non-teaching staff i. Duly marked CR FORMS are countersigned by the Additional Director of the higher education & Secretary of higher education Govt. of Chhattisgarh. This is filled and remarked by the head of the department and finally signed by the Principal. The employee may ask to see his/her CR if he/she wants to know the grading.

Besides this, the assessment of the teachers is also done by the feedback forms filled by randomly selected students. The identities of students are not disclosed. The feedback form has a well-defined set of questions that help the students to evaluate the teaching capacity, based on lecture understanding and define how far the teacher has succeeded in reaching out to the students. These details are accessible to the staff to help them judge their performance. The Principal understands the students' reflections and shares them collectively and individually with the staff. If there is any issue of concern, the faculty members are facilitated to overcome the lacunae without lowering their self-esteem. Whenever required, counseling is provided to staff to help them improve their professional capabilities.

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:

Our College maintains the transparency in financial and stock accounting and so, the college takes its responsibility to go for internal and external auditing regularly. Every year

departmental stock verification is done by the faculties of other departments. For example, the stock verification of chemistry department is done by the faculty of either Physics, Botany or Zoology department and so on. Similarly stock verification of Sports and Library department is done by the faculties appointed by the head of the institution.

The internal auditing committee monitors the expenses and checks the cash book throughout the year. Account section maintains Receipts & Payments, Cash Books, Ledger Books, Cheque Issue Register, Daily Fees Collection, Voucher and Bills.

. The student tuition fees account, university fees account, special fees account along with the General Non-Salary accounts, self-finance, Janbhagidariaccounts are audited by a chartered accountant (CA) as per the Government rule. For UGC GRANT, RUSA

GRANT the same procedure is being followed.

Once in five years the Accounts General (AG), Chhattisgarh, audits all the Government Accounts maintained by the College. This financial audit process is very important because any financial discrepancy observed in audit is taken very seriously.

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: 44.44

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

2020-21	2019-20	2018-19	2017-18	2016-17
10.45425	10.68237	9.60077	6.64590	7.06137

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

UGC GRANT- College has received many grants from UGC for different purposes ,eg. For the development of infrastructures, upgradation of the departments, conducting Workshop/Seminar etc. The fund received from UGC is utilized for the same purpose for what it is meant.

RUSA: in 2013-14 a new scheme RUSA “RashtriyaUchcharShikshaAbhiyan) has been launched by Govt.of India to enhance the quality of higher education. The funds under the RUSA scheme has been utilized for the development of good infrastructure in the College.

Amalgamated Fund – Fees collected from the students as the amalgamated fund is utilized in various

student centric activities like sports activities, Annual Function, Magazines, News Papers and other Periodicals in the Library, Security measures like CCTV in the campus, maintaining Wi-Fi in the campus etc.

Salary component: The government pays the salary of the faculties. Govt. of Chhattisgarh also gives an order every year to appoint the teachers against vacant posts at the beginning of the session on fixed wages.

In the self-financed scheme faculty and the staff are paid from the fee collected from the students of the course. Sufficient funds are budgeted for effective teaching-learning practices such as organizing seminars for the faculty, departmental seminars guest lectures and training programmes.

Scholarships - The College caters to the reserved category and financially weaker sections of students in terms of scholarships, which is given by Govt. of Chhattisgarh. We take care that these students get the scholarship in time.

Award to students – Every year, on the birth date of Dr. Indrajeet Singh (The College is named after him) a cash prize is given to each faculty topper student.

Social responsibility: AtalBihariBajpai University (During 2016-17 to 2020-21) gives a grant to two units of NSS operating in the college. It is utilized for various social activities especially in adopted villages during seven days camp.

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:

Internal Quality Assurance Cell (IQAC) of the college has been reformed as per the new guidelines of IQAC NAAC on 24/10/2019. In this reformation of IQAC members nominated are from Senior Administrative Officer, Society, Students, Alumni, Employers and Faculty from every department of the college. The Principal of the college is the Chairperson and a senior faculty member of the college is nominated as the coordinator of IQAC.

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes, In the meeting of IQAC various strategies for the development of the college are discussed, formulated and administration of the college take initiative to implement it.

The IQAC of the college functions and plans for overall development of the students based on different

dimensions ie. Academic, Co-curricular, Cultural, Extension. The Academic dimension caters to programmes that nourish the quest for knowledge of students, viz.,

Guest lectures, student seminars, workshops, and seminars, etc. The co-curricular dimension focuses on the programmes that support the learning process like Quiz, group discussion, field survey, excursion. The cultural dimension focuses on programmes that inculcate Indian tradition among students like SaraswatiPooja, celebration of the National Festivals, welcome, farewell of students, etc. Social dimension focuses on programmes related to creating awareness, social services in nearby villages and outreach activities. Blood donation camps, various health campaigns are part of this endeavor providing a holistic learning.

With all the above the IQAC includes Career & Counseling Programs for the students also in its plan.

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 Institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental implement in various activities. To serve the above mentioned duties the IQAC conducts regular meetings to assess and discuss over the state of affairs related to the present scheme being followed and their strength and weakness in order to decide the future course of action for quality improvement. In the IQAC meeting the response and the valuable suggestion from the members are invited and noted in the minutes of the meeting. Reasonable and implementable suggestions take the shape of future plan. Some of the important suggestions of the committee implemented by the college administrations are:

- (1) Use of ICT in PG Classes.
- (2) English proficiency programs.
- (3) Motivations to students for maximum participation in the internal exams.
- (4) Special Classes for weak and bright students.
- (5) Developing E-resources and providing facility of INFLIBNET in the library.

Feedback on Course Evaluation, Overall evaluation of Programme and teaching and Teacher evaluation is taken from randomly selected ten percent of total students. Feedback is analyzed and the outcome is discussed by IQAC coordinator with Principle for further action.

The Institution has made the following incremental improvement in various activities as per the recommendation made by the NAAC after the First Cycle:

- (1) Though the Institution is not having adequate regular teachers but teaching learning process is being conducted with the help of the guest lecturers without any interruption.
- (2) The Institution strictly follows the guidelines of the affiliating university regarding strengthening of curriculum implementation through assignments, student's seminar, projects, case studies etc.
- (3) In MSc. Chemistry and mathematics teachers use PPT presentation through LCD projector to explain specific topics, Student's seminar are presented through PPT, assignments and notes are provided through Whatsapp and other social media platform, classes are conducted through online by Google Meet and Webex Meet, important video lectures are provided through YouTube etc.
- (4) DCA and PGDCA courses are implemented in the Institution from the session 2018-19.
- (5) About 40% percent teachers have been registered for PhD. Course as well as about 40% teachers have done Refresher course two times during last five years.
- (6) Digitalization process of Library has been started and INFLIBNET facility in the library has been implemented.
- (7) A new building has been constructed with six class rooms and are being utilized for conducting the classes since 2018. Library reading room and boundary wall are under construction.
- (8) The department of English in association with IQAC of the college has conducted many programs to enhance the English language like Debate, Elocution, Quiz, Group Discussion, webinar etc.
- (9) The institution is trying to get Alumni Association registered. It is under process.
- (10) The Institution has organized some programs in collaboration with other institution like Webinar, Workshop, Blood Testing, Blood Donation etc.

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 initiatives with other institution(s)

3. Participation in NIRF

4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View 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 College is a co-education institution and aware of the blurring issue of gender equity [equality]. The college is aware and sensitive towards women issues. Some of the committee

Involved in regard are women- cell, Anti – ragging cell, Discipline-cell and Sexual Harassment cell etc.

- The college building is monitored by CCtv surveillance. There are many cameras to cover whole campus of the college. This measure provides silent monitoring of the activities takes place in the corridor, library, entrance and classrooms. All these cameras are connected with the TV kept in the Principal office.
- In the women cell of the college, all the women staff are members and it is coordinated by the Librarian a senior staff of the college. They counsel regularly to students on gender issues. The girl students are encouraged to be confident and find solution of their problems by consulting with the members of the women cell.
- The college has well established Girls common room to provide facilities to female students. The room is very comfortable to give female students a place to relax, study and informal discussion also. The Girls common room is provided with separate wash room, mirror, sanitary vending and disposable machine also.
- The college has mentor – mentee scheme, which recommends majority of the mentors to select some students like especially from the disadvantaged and backward category of the girl students. In the scheme the mentor follows the development of the students by providing personal counseling at the different stages.
- There is Govt. Schedule Cast Post Metric Girls Hostel, Akaltara nearby the college which is run by the Government of Chhattisgarh where many girls students of our institution get accommodation.

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

Solid Waste Management- the College has green campus and always gives top priority to maintain clean and eco-friendly campus. Every year in the month of July and August sufficient number of plants are planted by campaigning *Vriksharopan Mahotsav*. We are also trying to develop Botanical Garden with the help of B.Sc. (Bio. Group) students. Most of the staff members are denoting very useful and beautiful plants to make our campus green and eco-friendly. The faculty and students actively participate in the movement to make the campus clean through *Swachhata Abhiyan*. They are regularly advised to reduce waste at lower extent. Dustbins are kept in every classrooms, department, office, corridor etc. Waste from garden, campus, classrooms and other area are collected and sort out to be deposited in the composed pit. The collected rest waste materials are taken away from the college by waste material collection vehicle of Municipal Corporation Akaltara. The processed waste materials from the composed pit is used for plants in the campus. Old news paper, unnecessary papers and raw paper materials are sold out. For managing the waste materials of the campus we have separate large dust bins for different types of waste.

Liquid Waste Management – Our campus has got well developed underground septic tank to collect liquid waste from toilets and bathrooms.

E-Waste Management- Our Institution has very few numbers of Electronic gadgets so, we didn't face the

problem of E-waste. Moreover our college has agreement with Shriram computers Akaltara for maintaining the electronic gadgets available in the college so, the E-waste are properly managed by Shriram Computers Akaltara.

Hazardous Chemical Waste- The College has Chemistry UG and PG lab separately. Students are regularly advised to use chemicals carefully and disposing off of chemical waste properly. The chemistry lab has arranged different containers to collect different nature of chemicals separately. The hazardous chemicals are disposed off properly as well as the chemicals which are useful for the growth of plants are treated accordingly.

File Description	Document
Any other relevant information	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: A. Any 4 or all 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: C. 2 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

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

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

Response: 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
Certificates of the awards received	View Document
Any other relevant information	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.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	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:

As our college is old institution in Akaltara locality; most of the students take admitted here are local and belong to the nearby villages. The admission process is carried out as per the Government rules. Enough care is taken to fill the seats reserved for them in all the classes. The admission Committee of the college makes balance with representation of each category. In spite of the fact that most of the students are admitted in the college belong to economically backward classes of the society residing in rural and the most backward region of the state. Keeping these in mind every effort is being made to develop our students to deserving citizen ready to serve the society and nation in every walk of life.

In the institution the students from distinct religious background are studying. The diversity among the students is mostly due to their socio-economic background. The state government seeing the socio-economic background of a large number of students and provide scholarship scheme for them due to which they get whole sum of the fees paid to the institution.

The college is playing an effective role to maintain the peace and national integration through different activities. The academic environment here is free from any sort of discrimination based on the maintained concerns. The Annual function includes the program related to the culture of our state and country like regional culture act, dance, drama, making food etc. The extension activities conducted by the NSS volunteers especially Nukkad Natak in nearby villages are based on Bug eradication, Superstition eradication etc. plays an effective role to spread awareness in the society. The institution also have many platforms like Anti-ragging committee, Women Oppression committee, discipline committee on which any related concerns are monitored and maintained. The most important thing is that the college has never observed any incident based on religious discrimination.

File Description	Document
Link for any other relevant information	View 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:

Response: Our Institution is a good example of governance and democracy. The Institution Conducts various program related to the moral and ethical values, legal rights, constitutional and Human rights, Fundamental duties and social awareness and making the students and teachers as responsible citizen. The college conducts various programs like Constitutional Day, National Human Rights Day, National Youth day, Science Day, national voter's Day, Independence day, Republic Day, Environmental day, Women's Day, Yoga Day, Gandhi Jayanti, Saraswati Puja, Hindi Diwas, AIDS Day, World Cancer Day etc.

Advocate Motilal Kurrey who is a respected member of Public Contribution Committee, Alumni Association and IQAC of the college has delivered motivational lecture on legal literacy is one of the best contribution to make our students aware about constitutional law. The college has organized different activities like lecture, oath ceremony, poster demonstration, signature campaign, demonstration of Electronic Voting Machine etc. to sensitize and aware the students about importance of their vote. Every year the college conducts Yoga Shivir for staff and students on International Yoga day. Continuously for last two years this program has been conducted through ONLINE under the crises of COVID-19, so that the students and staff can be regular to maintain their body fitness. To inculcate ethical values in the students the college sincerely observes Independence Day, Republic Day, Gandhi Jayanti and saraswati Puja. On Environmental Day, every year we celebrate plantation to make the students sensible about eco-system.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

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: C. 2 of the above

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

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

Response:

Response: India is the country of festivals. The college helps the students to relate with the culture-heritage and connect with their roots, by inculcating the importance of protection and preservation of Indian culture. We celebrate Saraswati Puja every year to inculcate the Indian tradition among students as well as faith on goddess of knowledge. We celebrate National Youth Day every year to aware the students about their rights, duties, responsibilities towards the society and the nation as well as making them sense of their potential to be used for constructive, creative and innovative purposes. We celebrate Gandhi Jayanti every year to remind the students the scarifies of Mahatma Gandhi and all Freedom Fighters so that the students should follow their paths noble thoughts, principles and patriotic ideas. We celebrate International Women's Day every year to aware the students specially the girls about their rights and women empowerment. On the same day we invite some experts of the field to address the students with motivational words.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	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:

BEST PRACTICES -01

1 - TITLE OF THE PRACTICE - GO GREENER! SAVE TREES!

2 - OBJECTIVE –

- (1) To aware the students about the importance plants and trees for existence of human life.
- (2) To train the students capable of campaigning to create awareness about greeneries in their residing locality.
- (3) To create awareness among villagers with the help of students to prevent unwanted cutting of trees.
- (4) To encourage the students for the plantation or sapling more and more plants and tree in college campus as well as their residing locality to keep environment balanced.

3 - THE CONTEXT - College is located in an average rainfall and the area where summer is always very hot. So many organizations are working on the save tree and go greener. College also works on this field. Mostly students of the college are from farmer families residing in village area where unwanted cutting of trees always done by the villagers. So it is intensively required to stop the cutting of trees and plantation of more and more trees to save the environment. Moreover the students share their experience and observation about the status of greeneries in their villages. They show their interest and discuss with teacher about green campus. Therefore, the College has decided to create a model for them and go to work on this project.

4 - PRACTICES - The College has total **16** acres of land out of which about **15** acres of land is available for plantation of trees. The College has a surrounded with varieties of green trees. The college is getting fenced with boundary wall which is under process. As per the guidance and guideline of the IQAC and eco-friendly club the College has developed Botanical garden, Ayurvedic-garden and number of tree like Neem, Mango, Ashoka etc. The college has taken innovative steps to keep developing green and clean Campus by planting the trees on the College Campus for which we observe VAN-MAHOTSAV, World Environmental Day every year and go for plantation in the campus as well as the act is repeated in other special occasions like Gandhi Jayanti, Independence Day etc.

The students always participate actively in every activities related to Go Greener! Save Trees! Campaign in which they understand not only about way of planting trees but assimilate the need of plantation also. They get skilled how to aware their family, friends and neighbors about need of plants and trees for existence of our life.

Many students participate in NSS Camp and work as a volunteer. During NSS camp they learn and do social activities. Awareness about environmental conservation is most integral part of such activities under which they interact with villagers and get opportunity to make them understand about importance plants and trees.

In UG level there is a compulsory paper as Environmental studies to which the students

have to clear in any of the three years UG course. In the practical assessment part of this paper the college gives assignment to complete field/project work in a topic and mainly the topic is related with environmental issues like conservation of plants, water, soil etc. This assignment also promotes sensitization among the students towards Go Green! Save Trees! Practice.

5- EVIDENCE OF SUCCESS –

- i) The trees planted in the college campus now, most of them are flourishing with greeneries and the college is getting surrounded by green plants.
- ii) Botanical Garden of the college has been developed with green plants.
- iii) Many students have been applying their effort to save plants and grow new plants in their village.
- iv) Students actively participate in the activities related to Go Greener! Save Trees.

6 - PROBLEM ENCOUNTERED AND RESOURCES REQUIRED -

- 1- As the College has lack of man power so, after college time it is not possible to give proper care to protect and flourish the trees planted.
- 2- Fencing around the college is under process that is why many trees are grazed by the cattle.
- 3- Contribution to celebrate plantation is mostly done by the college staff only.
- 4- More effort is required to create proper awareness among the students towards understanding the importance of plants and trees for life and environment.
5. Sometimes it is difficult to conveyance the illiterate people.

7 - NOTES - Nil

BEST PRACTICE - 2

1 - TITLE OF THE PRACTICE- PROMOTION OF USE OF ICT IN THE COLLEGE ACTIVITIES

2 - OBJECTIVES -

- A- To use modern technology in teaching learning and evaluation.
- B- To apply automation in Library management.
- C- To promote use of ICT in administrative and official work.
- D - Holistic development of College and Modern Practices.

E - Dissemination of traditional knowledge and scholastic supplements to advanced learners.

3 - THE CONTEXT - As advanced technology has become the basic need for global market as well as to carry on the functioning of the institution under harsh situation of pandemic. Using advanced technology we can get not only the huge stocks of knowledge but also it makes the means easier and faster. So the college is working in this field. Some best practices related to implementation of advanced technology the college has initiated some steps such as--

4 - THE PRACTICE –

A- USE OF INTERNET – At present almost every students have smart phone and they use internet as per their need. It has made easier to conduct online classes by the teachers through Google Meet App as well as provide notes in the form of pdf and video lectures through you-tube link. Under the crises of COVID-19 the college could be able to conduct online examinations through Whats App social media group. Similarly the evaluation work could also be conducted without any hurdle by making good coordination with affiliating University through online. The college has developed its Web-site to display the activities conducted in the college, to send the information and notifications to all the stake holders of the college and to fulfill official requirements.

B- Conducting Online Lectures, Workshops, Webinars and Competitive Activities- During last two years the college has organized 23 online activities related including Guest Lectures, Workshop, Webinar, Competitive activities and awareness campaign against COVID-19 with the help of different departments in association with IQAC of the institution.

C- Preparation and Presentation through power point – Since last five years the department of Mathematics and Chemistry have been upgrading the process of student seminar presentation by introducing use of ICT for which they are continuously skilling the students with power point preparation and presentation. The college always motivates the students to acquire basic knowledge of computer for which computer awareness programs are organized time to time.

D- CCTV Camera and Wi-Fi Equipped Campus- CC TV Cameras are connected at different places to cover complete view of the college as well as the whole campus of the college is provided with internet connectivity through wi-fi.

E- ICT Tools availability in the College-

- i) The conference Hall of the college is equipped with smart board and overhead projector.
- ii) Computer Laboratory is having 22 computers to provide practical facility to PGDCA, DCA and other students of the college.
- iii) Department of Physics, Botany and Zoology are having LCD projector which are used by other departments also whenever they need.

F- Automation of Library- Central library of the college is having about 30000 books including Text Books, Reference Books Journals and Books for competitive examinations. To make smooth and easier functioning of the library it is being upgraded in automation which is under process. The college has taken the subscription of INFLIBNET to provide more study materials to the students.

G- Discharging Office Work through Online- The office of the college discharges almost all the works like submission of admission form, scholarship form, Enrollment form, Examination form etc. through online. The office does the correspondence to Higher Education, UGC, NAAC, RUSSA, University, Nodal College, Treasury etc. through online as well as the Tender Notification is also done through online using Mail of Social Media services.

5 - EVIDENCE OF SUCCESS – The effort being made by the college towards promotion of use of ICT is going to be more beneficial for all the stake holders of the college. Because of this effort the college could be able to withstand itself against odd circumstances of COVID-19 and completed all the process Teaching, Learning and evaluation well in time. Because of this effort of the college we could be able to achieve program outcomes and course outcomes with some appreciable amount. Maximum number of students of the college belongs to remote rural areas but now they are skilled to operate the tools to participate in online activities. Administrative and office work is being conducted smoothly even with lack of manpower. The library is going to be fully automated very soon.

6 - PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED –

- A- Financial problem faced by the students as many of them belong to below poverty line.
- B- Problem of Internet connectivity in the rural areas.
- C- Problem of infrastructures and resources as fund allotted is not sufficient full fill the requirement.
- D- Unavailability of skilled technicians to handle the ICT Tools.
- E- Lack of manpower in the college.

7 - NOTES - Nil

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	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 PRIORIOTY

AND THURST

The College is established in 1983 which is situated in the rural area and before last year there were no any other college in the surrounding of the circle of 20 km. radius. About 92% of the students enrolled in this college belong to Schedule Cast (SC), Schedule Tribe(ST) and Other Backward Classes (OBC) out of which 71% are girls coming from Rural, Backward area and mostly fall below poverty line. The college takes the responsibility to provide quality higher education to everyone (Vision of The College). A sincere effort is being applied for overall development of these students standing at last corner. Mostly these students find themselves get agitated and stressed under new atmosphere. So the college believes its primary aim to work for providing them agitated and stress-free atmosphere.

In the beginning of the session the college organizes Induction program every year for new comers to introduce them with the resources available in the college, courses and time table, activities conducted by the college, committees formed to help them, library process to avail study materials, teaching-learning process from admission to evaluation, help desk to guide them about online submission of different types of forms (Admission, scholarship, Enrollment, Examination forms etc.) and participation in sports and cultural activities.

The college provides them totally Ragging-free atmosphere for which the campus is regularly monitored with CCTV camera and members of Anti-ragging committee. The college creates fearless atmosphere to encourage them to interact with faculties to share their stress related problems. The different college committees like Anti-ragging Committee, Discipline Committee, Women Oppression & Deterrence Committee, Student Grievance & Deterrence Committee, Help Desk committee etc. set for proper functioning of college activities includes the participation of these students and calls them in the regular meetings so that they can share their problems and grievances.

The college takes responsibility to upgrade and refine the general standard of these students in addition to curriculum activities for which the Career and Counseling cell of the college organizes personality development programs, skill based programs and competitive examination oriented programs regularly. The NSS wing of the college always encourages the participation of these students in social activities and provides them a platform to gain their confidence. The youth Red-cross Society, Sports department and Cultural Committee of the college also provide the opportunity for maximum participation of these students.

The College believes in the policy "Each and every Students are equally important and has right to acquire quality education". To promote this vision the college has committed to make holistic develop of the students belonging to ST, SC and OBC categories who come from remote rural areas to get higher education to this institution.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

Career & Counseling cell of our college organizes programs and experts are invited to motivate the students, to have always high ambition and target in their life. Experts focus on to eradicate the hesitation of students. Our college also organizes motivational programs for the students specially to encourage to have a garden in their house, to grow various types of vegetable and medicinal plants. In annual function various types of Indian cultural based programs are presented so that students can enrich their knowledge about our mother land, its multiphase rites, culture and rainbow colored heritage. In 2016-17 a survey on status of third gender was submitted by NSS volunteers, which was guided by NSS Program Officers of the college. All Professors teach using modern teaching methods by applying sources of ICT. They not only teach text books but also try to treat all students by creating sympathetic as well as empathetic atmosphere in the class room. During COVID-19 college has organized online awareness programs and webinars. During Pandemic college has been taking extra precautions and providing facilities for students, staff and all visitors by using auto sanitizer machine and mask in the college.

Concluding Remarks :

For the holistic development of students various kinds of literary and cultural programs based on patriotic themes are organized. Sports and games are organized by the sports department under the guidance and supervision of sports officer. According to academic calendar Internal Examination is held timely. Scholarship in charge and clerk, computer operator help students by solving any kind of problem related to scholarship. The college is situated in rural area; majority of the students belong to very small villages therefore all college administration, principal, non-teaching staff and professors support all students. Teaching learning process is applied accordingly so that each and every student should get ample opportunities for their holistic development. Experts are invited to provide information about various kinds of self employment program, planning of state and central government and resources for getting helps. There is water cooler for drinking water and sufficient washrooms for boys and girls. For the holistic development of students the college provides various platforms through NSS, Red cross , games & sports, Literally and cultural programs so that the students can flourish their intelligence and become ideal citizen.

To sum up it can be said that the college Principal, Professors and Non-teaching staff all are trying to mould and shape the characters and personality of each and every student by helping them in all possible ways and providing them all suitable atmosphere and facilities for their betterment.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
4.2.4	<p>Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year</p> <p>4.2.4.1. Number of teachers and students using library per day over last one year Answer before DVV Verification : 28 Answer after DVV Verification: 6</p> <p>Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>247</td> <td>247</td> <td>246</td> <td>229</td> <td>229</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>201</td> <td>201</td> <td>246</td> <td>229</td> <td>229</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	247	247	246	229	229	2020-21	2019-20	2018-19	2017-18	2016-17	201	201	246	229	229
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1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>13</td> <td>13</td> <td>11</td> <td>11</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>12</td> <td>12</td> <td>11</td> <td>11</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	13	13	13	11	11	2020-21	2019-20	2018-19	2017-18	2016-17	12	12	12	11	11
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