

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**SHASKIYA MAHAPRABHU VALLABHACHARYA
SNATKOTTAR MAHA VIDYALAYA MAHASAMUND**

COLLECTORIATE ROAD, MACHEWA-MAHASAMUND

493445

www.mvpgcollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

September 2017

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

This institution was established in 1965 by Bagbahra Education Society and was taken over by the state government of Madhya Pradesh on 11th September 1981. It is affiliated to Pt. Ravishankar Shukla University Raipur (C.G.). Initially, this college was known as Mahasamund Mahavidyalaya Mahasamund. By the order no- F-5-65/2007/38 dated 13.06.2008 deptt. of Higher Education Chhattisgarh, it was renamed as Shaskiya Mahaprabhu Vallabhacharya Snatkottar Mahavidyalaya, Mahasamund, Chhattisgarh. This institution is a compliant of 12B and 2 (f) of UGC.

This institution of higher education is the lead college of the district. It is situated at a distance of 55 km. from Raipur. It is approachable by road and also by train. The college possesses two buildings Old building situated in the heart of the city, in the opposite direction of the road of Mahasamund tehsil and a new buildings is situated at Macheva at a distance of 03 km from the main city of Mahasamund. UG and PG Courses in the three branches (Humanity, Science and Commerce) are run in this college. This institution runs PGs in 10 subjects, namely Hindi, English, Sociology, History, Economic, Political Science, Commerce, chemistry, Mathematics and Botany. DCA and PGDCA courses are also running under self-financing scheme. NCC, NSS (Girls' and Boys' Unit), Red-cross, Sports and library facilities are available in our institution.

Vision

The vision of the college is manifested in the old epigram "Vidya Dharmen Shobhate" which means education allied with piety and righteousness is sublime. The institution intends to provide ample opportunity to gain latest Knowledge and wisdom to the students, true representative of society, for their holistic development, inculcate social, human, cultural values in students to develop them as ideal and responsible citizens of the nation, uplift academic standard of the regional youths, make students self-reliant through employment oriented education and foster and ensure a sense of discipline and commitment to national values.

Mission

The mission of the college is to provide value based quality education in humanities, Science and commerce to the students of the institution. The college intends to serve the regional youth by providing them easy access to higher education and enabling them for emerging job markets. The institution strives to develop integrated personality of students with special attention.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strengths :-

1. Increasing numbers of students of the college.
2. Better result every year.
3. Proceeding opportunities for student's to explore their strength through seminars, Lectures ,Kavya goshti, story & poem-writing and educational tours.
4. Lectures by subject experts.
5. Pleasant relationship among the members of college staff, students and parents.
6. Student Centred teaching.
7. Optimum utilization of resources.
8. Student-friendly environment.
9. Qualified teaching faculty.
10. Gender friendly campus.

11. High success rates in examination.
12. Dedicated students.
13. Dedicated staff.

Institutional Weakness

Weakness:-

1. Limitation of infrastructure.
2. Weak economic background of students.
3. Lack of English Communication skill of students.
4. Lacking of regular staff.

Institutional Opportunity

Opportunities:-

1. Vocational advantages for strengthening academic and vocational linkage.
2. Better opportunities for competitive exams.
3. The institution may provide quality education to the poor but talented students of rural areas.

Institutional Challenge

Challenges:-

1. Keeping pace with the rapid change in higher education.
2. Providing resources for marginalized students.
3. The institution has no sufficient space to cope with gradually increasing enrollment of students per session.

1.3 CRITERIA WISE SUMMARY

Institutional Values and Best Practices

There is a green audit committee in the college which supervises plants and saplings planted inside the campus. There is a herbal garden in the campus. Students are made aware of energy conservation and preservation of plants. The institution is working for carbon-neutrality. Students are encouraged to come to college by bicycles. College staff are instructed to come college through pooling their vehicles. The campus is plastics and polythene free zone. Everyday at 11:00 A.M. the national song is sung by students and staff of the college. In the evening, college song is sung. On birthdays, staff and students plant saplings in the college campus. Everyday quotable lines are spoken by students and selected one is pasted on the notice board. An oxizone has been developed in the Baronda Bazaar by the active participation of college staff and students sponsored by district administration.

Research, Innovations and Extension

The College has infrastructure, laboratories and library with internet connection. There is a functional research advisory committee. Some of teachers are research guides for the degree of Ph.D. guest lectures, seminar have been organised in different departments of the college. The institutions does not have separate budget for research but teachers are encouraged to participate in seminars and workshops organised in other academic institutions. Their are wi-fi and internet facilities available in this college. Some faculty members have research publications and many of teachers have been awarded for there achievements. The head of the institution has filed and obtained patent for his research work. Faculty members publish their publications in books and research journals. The institution is conscious of its social obligations.

Through NCC, NSS and redcross society activities, blood donation, cleanliness programme, health, hygiene, legal literacy are conducted in near-by localities.

Governance, Leadership and Management

The management works on its ambitious plan through its faculty members and other available resources for the benefit of students. The quality, policy and plans are implemented by collective administrative plan which includes the principal, head of departments, IQAC Coordinator and members. The principal is open to novel ideas concerning the development of the college. There is a close interaction between principal, head of departments and other bodies concerning the institutional problem and issues. The staff council of the college meets twice in a year to invite suggestions on developmental issues. The institution has a perspective plan for institutional development. The institution has a mechanism to get students and staffs feedbacks. There is also a system to analyse feedbacks. Teaching and Non-teaching staff of the college are encouraged to take part in seminars and workshops. There is an internal quality assurance cell working in the college. There is an academic audit mechanism in operation in the college. The institution remains in touch with guardians apprising them about the performance of their wards.

Student Support and Progression

Every year, the institution publishes its prospectus and makes it available to all students and also upload it on institutional website which gives institutional informations, guidelines for admission, fee detail, scholarship, code of conduct and other relevant details. Admissions are given on merit basis and in compliance with the reservation policy of state government. Students are given concessions and scholarships as per government policy. Support services are available for S.C./S.T/OBC, economically deprived section and physically handicapped. The institution is friendly to physically challenged. There is ramp, wheel chair and toilet-friendly for physically challenged. The NCC, N.S.S and Red-Cross society organise different activities for students' awareness, involvement and empowerment. Various programmes are running in the college for the betterment of the students such as computer literacy programme, spoken English, PSC Coaching Cell (Free of cost), grievance redressal cell, career guidance cell, anti-ragging cell, IQAC cell, RTI Cell, culture, sports, alumni cell and other activities cell. Students actively take part in plantation and green movement in the campus.

Curricular Aspects

The institution follows university syllabus and prospectus. In implementing university syllabus, the institution has planned its implementation programme. For it, we conduct class tests, unit tests, quarterly exams, half yearly and pre-final exams to implement university syllabus. The teachers of different subjects examine answer books and declare results. Teachers in class rooms show answer books to students and resolve their doubts and confusions. Results are announced regularly. At times, lectures, seminars, workshops, quiz- contests are also conducted for the benefit of students. For the enrichment of curriculum, a new chapter has been added in the first year syllabus. Students of first year visit local areas to collect data and first hand information. The institution has introduced students feedback system from the current session (2017-18) For this purpose, a questionnaire has been given to students and their feedback have been collected and analysed. The questions raised are being resolved so that a healthy academic environment could be created for empowerment of the students and the institution.

Teaching-learning and Evaluation

The College, being the oldest and lead college of the district, 12th passout students of arts, Science and Commerce aspire to get admission. The college feels pressure in admitting all applicants for admissions. Students from local areas come to get admission in this college. Students of all categories, SC, ST, OBC and women come to take admission in this college. Though some posts are vacant, the institution appoints guest lecturers to compensate vacancy of teachers. Teachers of the college are engaged in upliftment of educational environment of the college. They engage their classes regularly. Teachers are engaged in academic activities. Some of teachers have book publications, publications in journals, magazines. They participate in seminars and workshops. Some of teachers are members of board of studies and subject experts and research guides. Students are involved in academic and extra-curricular activities of the college. Remedial Classes, doubt removal classes are conducted in the college by all departments. Attendance of students is properly maintained. There is an IQAC which functions properly. Programmes like alumni association, computer literacy

programme, NCC and NSS activities are conducted properly in the college. Cross cutting issues like health awareness, gender sensitivity, environmental issues are taken for the benefit of the students. Achievements of students in academic and extra-curricular activities are recognised by the college. Career-guidance cell operates in the college which gives informations about availability job opportunities in the current sceneriao.

Infrastructure and Learning Resources

The College has own building situated at Macheva and another one at Kachahari Chowk Mahasamund. The building at kachahari chowk is crumbling and it is being demolished by PWD with permission of the district admintrastion. Enrollement of student in this college in increasing, therefore, more infrastructures are required. With the financial aid of state government and RUSA, six and eight class rooms are being constructed. There are ten teaching class rooms in science college building. There are separate laboratories for Physics, Chemistry, Zoology, Botany, Maths and Psychology. There is a computer lab for DCA and PGDCA having 70 computers. The college has various amenities such as seminar hall, auditorium, girls hostel, botanical garden, cafeteria, sports facility and equipments, play ground, library facility, computer lab. The building and campus are maintented regularly. Different committees are working to look after facilities and infrastructure of the college. Clean water supply is ensured and cleanliness is specially taken care of. Water harvesting is functional. Toilets and bathrooms are cleaned regularly.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Shaskiya Mahaprabhu Vallabhacharya Snatkottar Mahavidyalaya Mahasamund
Address	COLLECTORIATE ROAD, MACHEWA-MAHASAMUND
City	Mahasamund
State	Chhattisgarh
Pin	493445
Website	www.mvpgcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	ANIL KUMAR KHARE	07723-222027	9826550085	07723-222048	pgcollege.mahasamund@gmail.com
IQAC Coordinator	VAISHALI GAUTAM HIRWAY	07723-7723222027	9893045932	07723-772322048	vaishalhirway@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-07-1965

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	University name	Document
Chhattisgarh	Pt. Ravishankar Shukla University	View Document

Details of UGC recognition	
Under Section	Date
2f of UGC	31-12-1983
12B of UGC	31-12-1983

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	COLLECTORIATE ROAD, MACHEWA-MAHASAMUND	Urban	26	36421.7

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BSc,Zoology	36	Twelfth	Hindi	275	275
UG	BA,Economics	36	Twelfth	Hindi	100	80
UG	BA,English	36	Twelfth	English	60	40
UG	BSc,Botany	36	Twelfth	Hindi	275	275
UG	BA,Political Science	36	Twelfth	Hindi	120	100
UG	BSc,Physics	36	Twelfth	Hindi	160	109
UG	BA,Hindi	36	Twelfth	Hindi	440	384
UG	BA,Psychology	36	Twelfth	Hindi	60	55
UG	BA,Sociology	36	Twelfth	Hindi	120	100
UG	BA,History	36	Twelfth	Hindi	80	60
UG	BSc,Mathematics	36	Twelfth	Hindi	160	109
UG	BSc,Chemistry	36	Twelfth	Hindi	435	384
UG	BCom,Commerce	36	Twelfth	Hindi	225	196
PG	MA,Hindi	24	Graduation	Hindi	50	16
PG	MCom,Commerce	24	Graduation	Hindi	60	39
PG	MA,Political Science	24	Graduation	Hindi	50	32
PG	MSc,Botany	24	Graduation	English	40	40
PG	MA,English	24	Graduation	English	50	50
PG	MA,History	24	Graduation	Hindi	50	19
PG	MA,Sociology	24	Graduation	Hindi	45	30
PG	MA,Economics	24	Graduation	Hindi	50	20
PG	MSc,Chemistry	24	Graduation	English	60	60
PG	MSc,Mathematics	24	Graduation	English	40	33

Self Study Report of Shaskiya Mahaprabhu Vallabhacharya Snatkottar Mahavidyalaya Mahasamund

PG Diploma recognised by statutory authority including university	PGDCA, Computer	12	Graduation	English	120	120
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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	8				0				29			
Recruited	5	3	0	8	0	0	0	0	12	13	0	25
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				2			
Recruited	0	0	0	0	0	0	0	0	2	0	0	2
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	18	0	0	18
Recruited	12	0	0	12
Yet to Recruit	6	0	0	6
Sanctioned by the Management/Society or Other Authorized Bodies	11	0	0	11
Recruited	11	0	0	11
Yet to Recruit	0	0	0	0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	10	0	0	10
Recruited	8	2	0	10
Yet to Recruit	0	0	0	0
Sanctioned by the Management/Society or Other Authorized Bodies	0	0	0	0
Recruited	0	0	0	0
Yet to Recruit	0	0	0	0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	1	0	1
Ph.D.	0	0	0	0	0	0	5	8	0	13
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	4	3	0	7

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	8	3	0	11

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	Others	Total
		9		4	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
PG	Male	203	0	0	0	203
	Female	133	0	0	0	133
	Others	0	0	0	0	0
UG	Male	1180	0	0	0	1180
	Female	1177	0	0	0	1177
	Others	0	0	0	0	0
Diploma	Male	50	0	0	0	50
	Female	32	0	0	0	32
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	46	0	0	0	46
	Female	74	0	0	0	74
	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	175	209	247	250
	Female	182	195	201	233
	Others	0	0	0	0
ST	Male	185	246	241	231
	Female	177	239	267	238
	Others	0	0	0	0
OBC	Male	717	853	898	801
	Female	680	856	930	901
	Others	0	0	0	0
General	Male	79	70	94	81
	Female	150	134	144	142
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2345	2802	3022	2877

3. Extended Profile

3.1 Programme

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

Response : 23

Number of self-financed Programmes offered by college

Response : 02

Number of new programmes introduced in the college during last five years

Response : 02

3.2 Student

Number of students year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2877	2988	2842	2345	1881

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

2016-17	2015-16	2014-15	2013-14	2012-13
2654	2784	2588	2116	1673

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

2016-17	2015-16	2014-15	2013-14	2012-13
604	667	521	492	376

Total number of outgoing / final year students

Response : 2660

3.3 Academic

Number of teachers year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
36	37	35	35	35

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

2016-17	2015-16	2014-15	2013-14	2012-13
39	39	39	37	37

Number of sanctioned posts year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
39	39	39	37	37

Total experience of full-time teachers

Response : 2390

Number of teachers recognized as guides during last five years

Response : 06

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

Response : 194

3.4 Institution

Total number of classrooms and seminar halls

Response : 12

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

2016-17	2015-16	2014-15	2013-14	2012-13
19.5	121	91.53	47.07	14.16

Number of computers

Response : 70

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.32487

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.2436

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The syllabus of the institution is set by the concerned university. The institution ensures its implementation. For effective curriculum delivery, the institution has adopted an examination programme. In the last session 2016-17 the institution set an examination programme and implemented it properly. The programme is given below- Class Tests Examination - Monthly, 25 to 27 October, 2016 Quarterly Examination - September, 2016 Sixth Monthly Examination - December, 2016 Pre Final Examination - January, 2017 In Compliance of the exam schedule all departments' conducted class tests every month and students are kept informed of their performance. On scheduled programme, quarterly, sixth monthly and pre-final exams are conducted. Students are given their progress report. Their weaknesses were pointed out. Suggestions were given how to improve performance. All answer books were preserved and documented. In the current academic year 2017-18, the last year scheme has been again introduced. (The schedule of institutional examination is uploaded on website.). The internal evaluation exams at college level for session 2017-18 has been scheduled as below- 1st Unit Tests - 01.08.2017 2nd Unit Tests - 31.08.2017 1st Session Tests - 26,27 and 28 September, 2017- Quarterly exam 3rd Unit Tests - 03.11.2017 2nd Session Test - 27, 28 and 29, November, 2017- Half-yearly exam 4th Unit tests - 09.12.2017 Pre final Tests - 22,23 and 24, January 2018 Every enrolled student will have to appear in above five exams out of seven exams mentioned above.

File Description	Document
additional information	View Document

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 4.27

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	0	01	05	01

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

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 8.7

1.2.1.1 How many new courses are introduced within the last five years

Response: 02

File Description	Document
Details of the new courses introduced	View Document

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

Response: 0

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

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

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

Response: 6.7

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

2016-17	2015-16	2014-15	2013-14	2012-13
193	163	179	179	139

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

1.3 Curriculum Enrichment

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

Response:

Core Courses – 1 B.A. 2 B.Com. 3 B.Sc. 4 M.Com. 5 M.A. Hindi 6 M.A. English 7 M.A. History 8 M.A. Economics 9 M.A. Political Science 10 M.A. Sociology 11 M.Sc. Chemistry 12 M.Sc. Maths 13 M.Sc. Botany 14 DCA 15 PGDCA A description of courses which address Gender, Environment and Sustainability, Human Values and Professional Ethics. The institution does not run courses on above mentioned topics but we conduct different activities relating gender issues, Environment and Sustainability, Human Values and Professional Ethics. Some photos, news paper cuttings are being produced below.

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

Response: 0

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

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 13.42

1.3.3.1 Number of students undertaking field projects or internships

Response: 386

File Description	Document
Any additional information	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrolment and Profile

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

2.1.2 Average Enrolment percentage (Average of last five years)

Response: 64.68

2.1.2.1 Number of students admitted year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2875	3022	2841	2345	1881

2.1.2.2 Number of sanctioned seats year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4020	4020	4020	3990	3980

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 78.67

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

2016-17	2015-16	2014-15	2013-14	2012-13
2653	2757	2588	1062	739

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

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

Response:

The Institution takes special care to identify the advanced learners and slow learners. Before the commencement of the programme a counselling session is held by the faculty members to make the students aware of their strengths and weaknesses. Awareness programmes equip them regarding their goals and objectives, code of conduct, attendance requirement, curriculum structure and evaluation pattern etc. When they attend their classes, first few lectures are organized to make them acquainted with the subjects so that they start understanding the subjects. Advanced learners are provided with additional notes. The college has introduced a student talent incentive scheme for meritorious students. In this scheme some of the faculty members have donated a lump sum amount which has been kept in fixed deposit. The interest obtained from this amount is used to give prizes to meritorious students. On the other hand slow learners are also taken care of. Special remedial classes and doubt removal classes are organized regularly. Personal attention is paid and if needed counselling is provided to weaker students.

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

2.2.2 Student - Full time teacher ratio

Response: 77.76

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.67

2.2.3.1 Number of differently abled students on rolls

Response: 48

File Description	Document
Institutional data in prescribed format	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:

The college strictly follows the academic calendar issued by the Department of Higher Education and Pandit Ravishankar Shukla University Raipur. The teaching plan is designed and executed under the guidance of the Principal and IQAC committee. The course work is allotted unit wise to faculty members. Regular evaluation of the students through unit tests is an integral part of the teaching program. The head of the institution reviews the teachers daily diaries maintained by faculty members. The IQAC continuously monitors the academic activities of the institution, obtains feedback from students, teachers, and non teaching staff of the institution and analyzes and executes them. The quest and aspirations of the students are explored to nurture and inculcate a passion for learning. An interactive and collaborative approach is made to enhance the learning environment of the institution. Various extra-curricular activities are conducted to sharpen the skills of the students. Educational tours, Industrial visits, classroom workshops and seminars are part and parcel of enrichment programme. To inculcate and invoke critical thinking in students, every year senior and active students of UG/PG classes are nominated as Presidents, Vice-Presidents, Secretaries and Joint-Secretaries of various councils of the departments. Under the supervision of faculty members, lectures of eminent scholars and persons are organised. Members of educational society organize group-discussions, debates, paper presentation, seminars, lectures and quiz -competitions among themselves. Special programmes are conducted to develop analytical ability, emotional quotient (EQ), high self-esteem, scientific temper and decision-making ability in the students. To explore the creativity we have a College magazine "Richa", which is inclusive of literary, social, scientific and cultural expression of the students as well as the faculty members. The wall papers and newsletters are actively maintained by the students which provide an opportunity of expression to students. The objective of these programmes is to use knowledge as a tool and create a globalised-vision to transform them into lifelong learners and innovators. Various methods such as models, illustrations coupled with audio visual tools are adopted for effective teaching. Outdoor educational tours and activities are organized for wider exposure. A proposal for e-class room/smart class and e-library are in pipeline .

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

2.3.2 Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 16.22

2.3.2.1 Number of teachers using ICT

Response: 6

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

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

Response: 79.92

2.3.3.1 Number of mentors

Response: 36

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The following innovative practices have been introduced and implemented for quality sustenance, enhancement and student learning : 1. Educational tours to historical and industrial centres are given priority. 2. Teachers are encouraged to enrich and update their knowledge through refresher and orientation courses organized by academic staff colleges. They are also availed opportunities for attending workshops, conferences and seminars. 3. For participative learning teachers are advised to organize class workshops, seminars and paper presentations. 4. Project works and extra-curricular activities are emphasized to enhance cultural, moral and aesthetic perception. 5. Inter-faculty interaction and participation in various programmes is organized to broaden the vista of knowledge. 6. An extra unit has been added to the syllabus of all subjects prescribed by the university to enhance the curriculum.

File Description	Document
Any additional information	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: 100

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

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

Response: 41.94

2.4.2.1 Number of full time teachers with Ph.D. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	16	16	16	17

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Average teaching experience of full time teachers in number of years

Response: 64.59

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 6.29

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	1	2	3	2

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

2.5 Evaluation Process and Reforms

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

Response:

The college takes following measures to make internal evaluation :-

- 1- Different committees have been formed to supervise and look after activities of the college.
- 2- Feedback from students and staff (teaching and non teaching) are taken, evaluated and actions are taken.
- 3- On academic fronts class tests, unit tests, quarterly, half yearly and pre-final exams are taken, answer books are evaluated and results are prepared.
- 4- Quiz tests, objective tests, seminars and workshops, essay writing and G.K. competitions are organized.
- 5- Remedial and doubt removal class are conducted.

File Description	Document
Any additional information	View Document

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

Response:

For internal assessment, the institution takes class tests, unit tests, and monthly tests of the students. The programme of these internal valuation tests is designed by the Higher Education Department of the state and

the institution follows it strictly. All the departments accordingly conduct all these tests. In addition to this, the departments organize departmental seminars workshops and paper presentation activities to assess the students' attainment and progression. According to scheduled programme, quarterly, sixth monthly and pre-final exams are conducted. Students are given their progress report. Their weaknesses are pointed out. Suggestions are given how to improve performance. All answer books are preserved and documented. In the current academic year 2017-18, the internal evaluation examination at college level for session 2017-18 has been scheduled as below-

1st Unit Tests	- 01.08.2017	2nd Unit Tests	- 31.08.2017	1st Session Tests	- 26,27 and 28 September, 2017	3rd Unit Tests	- 03.11.2017	2nd Session Test	- 27, 28 and 29, November, 2017	4th Unit tests	- 09.12.2017	Pre final Tests	- 22,23 and 24, January 2018
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Every enrolled student has to appear in any above five exams out of seven exams mentioned above.

File Description	Document
Any additional information	View Document

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

Response:

The institution takes the following measures to resolve grievances transparently and fairly. The students against whom U.F.M. cases are registered in the final examinations are dealt with justifiably. Materials of cheating are confiscated and their records are maintained. The students are given opportunity to clarify their positions. The university constitutes a committee to look into the matter and appropriate measures are taken judicially, transparently and within the time limit. There is a provision for revaluation of the answer sheets. The students who are not satisfied with the marks given can apply for revaluation. If the students are not satisfied even with the revaluation, they can get the photocopies of their answer copies by depositing the stipulated fee and they can have their answer sheets valued on their own and find out the actual position.

File Description	Document
Any additional information	View Document

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

Response:

1. The institution strictly adheres to academic calendar for the conduct of CIE. 2. Unit tests, class tests, quarterly tests, half yearly and pre-final exams are conducted as per the schedule. 3. In the beginning of the session the Principal and the staff prepare the academic calendar and implement it passionately and properly. 4. Faculty wise results are prepared. 5. Answer books are given to students to look into the mistakes. 6. Instructions are given by the teachers to improve the writing skills. 7. Various departments organize classroom seminars, workshops and paper presentation activities to evaluate the students' attainment. These evaluations make the students improve themselves before the final exams.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

The Programmes offered by the institution are uploaded in the institutional website. The Syllabus of each

programme prepared by the affiliating university is communicated to the students by the teachers. The teachers also introduce the students to the specific areas of which they are going to gain knowledge. The teachers of every department instruct the student that at the end of each programme, what they are supposed to obtain. The program outcomes of all the subjects are clearly made known to the students. In this regard the students' doubts and confusions are clarified by the teachers. Throughout the programme duration through various tests and examinations their attainment is assessed and suggestions for improvement are given.

File Description	Document
Any additional information	View Document

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

Response:

The institution uses test and examination method to measure the attainment of program outcome and course outcomes. Unit tests, monthly tests, quarterly, half yearly and pre final examinations are taken according to the schedule set by the university is strictly followed by the institution the answer books of these examinations and tests are shown to the students and they are made known of their shortcomings and irrelevant potations in their answers. They are advised as to how they can improve their answers to any questions. The answer books of the students are valued and marks are given. Finally the year end examination conducted by the affiliating university reflects the attainment gained by the students.

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

2.6.3 Average pass percentage of Students

Response: 70.69

2.6.3.1 Total number of final year students who passed the university examination

Response: 2660

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

Response: 3763

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 16.22

3.1.2.1 Number of teachers recognised as research guides

Response: 06

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

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

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

Herbal Garden The institution has created a herbal garden to create an eco-system in the college campus. Students, teaching staff and non-teaching staff have planted some herbal plants in a selected area in the college campus. Tulsi (Holy Basil), Bel, sadabahar, sankhapushi, awala, allovera, Bryophlam, Sandal , Aloes,

Indian Gooseberry, Emblic Myrobalan, Indian Gum Arabic, Indian Pennywort, Liquorice have been planted. These herbal plants are useful in headache, cough, kidney problem, indigestion, in sugar and BP abnormality. These herbs are easy to grow, look good, taste and smell amazing and many of them are magnets for bees and butterflies. Some herbs are used to neutralize the acid produced by the stomach. They serve as antacids. The healthy gastric acid needed for proper digestion is retained by such herbs. Certain medicinal herbs have disinfectant property, which destroys disease causing germs. They also inhibit the growth of pathogenic microbes that cause communicable diseases. All planted plants are taken care of by students, teaching staff and non-teaching staff of the college. When developed, this garden will prove medically beneficial to the needy of the locality.

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

Response: 5

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

2016-17	2015-16	2014-15	2013-14	2012-13
04	01	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Any additional information	View Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.17

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 01

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

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

Response: 0.46

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

2016-17	2015-16	2014-15	2013-14	2012-13
09	25	19	18	17

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

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.11

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	11	8	1	0

File Description	Document
Any additional information	View Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The institution conducts multiple Extension activities in nearby locality and the college. These activities have sensitized students to social issues and help in total development of personalities of students and indirectly society as whole. The NSS and NCC conduct various activities related to leadership and personality

development. NSS parades and stage Programme develop their personalities. The NSS conducted SWEEP plan of Central government to make students and Villagers aware of voting. For these, the college has conducted different stage programmes in nearby 5 to 8 villages for the benefit of people. In the skill development programme, legal literacy, computer literacy, English spoken classes have been conducted. The NSS has conducted programmes on baking, cooking, malnutrition, health and hygiene in nearby villages and locality. Cleanliness, environment awareness, cashless movement, blood donation, sickle cell syndrome, dairy milk products making programme have been conducted beneficial to students and local villagers. College adopted nearby village, Baronda Bazar for its multi- sided development. Various training programmes to eradicate malnutrition, self- employment, cleanliness etc. have been organized under Unnat Bharat Abhiyan with Collaboration of C.G.K.V. (Chhattishgarh Kamdhenu Vishvavidhyalya, Raipur), college of dairy Science and food technology, Raipur.

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

Response: 5

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

2016-17	2015-16	2014-15	2013-14	2012-13
01	0	01	01	02

File Description	Document
Number of awards for extension activities in last 5 years	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 26

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

2016-17	2015-16	2014-15	2013-14	2012-13
06	06	09	03	02

File Description	Document
Any additional information	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids

Awareness, Gender Issue, etc. during the last five years**Response:** 0.12

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

2016-17	2015-16	2014-15	2013-14	2012-13
04	02	05	04	01

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 linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years****Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institution has almost adequate facilities for teaching and learning. It has two buildings. The first building is situated at the heart of Mahasamund city and it is known as old building. There are four newly constructed rooms adjacent to it. This old building is very badly damaged and not being used now. Only a few rooms and the four new rooms of this campus are being used for official works related to student activities like scholarship, distribution of marksheets, management of Pt. Sundarlal Sharma (Open) University's study centre and post graduate study centre during annual examinations etc. While the building at Machewa is used for conducting annual examinations. Major activities of the institute are organized at machewa campus. The infrastructure available in this campus are as follows: 1. Class rooms - 10 2. Laboratories -07 3. Library -02 4. Office & departmental rooms -09 5. Girls' Hostel -01 Presently, the available infrastructure is not sufficient to meet the ever-increasing number of students enrolled in the college. The college has recently received financial aid of Rs 1 crore and 1.40 Crore from the State Government Rashtriya Uchattar Shiksha Abhiyan scheme respectively. From this financial aid 06 and 08 classrooms with toilet facilities for boys and girls separately are being constructed. When the construction work of these two buildings are completed, it will nearly meet the growing need of classrooms in this institution.

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

Response:

The institute has its own stadium. It is a unique feature of our institute many students have represented the college at state level, inter university level and national level tournaments. The college has a regular post of sports officer. Besides sports officer, there are part time instructors for GYM, Yoga and athletics. Class four employees are available to assist sports activities. The Institutions has the following sports facilities : Badminton court Table Tennis Room Hand ball court Seminar Hall cum Auditorium HOD/Sports Officer Chamber Yoga & Meditation Room Hockey ground Football ground Basket ball court Ball badminton court Cricket ground The institute provides ample opportunities for sports and extra curricular activities. The college has sufficient equipments for athletics. The college organizes cultural programmes, debates and quiz contests through which the students are given opportunities for expressing their inherent creativity. The departmental association hold various programmes to motivate the students for public speaking and to develop their communication skills. The sports department, N.C.C. and N.S.S. cater not only to the physical health but also work for the mental well being by organizing and inviting yoga expert and psychologists to deal with psychological issues. There are outdoor games facilities available in the institution. There is a very healthy atmosphere of games and sports in the college. Every year many boys and girls represent the college in state and university level sports competitions. The institution has red cross society which conducts activities related to health and hygiene. The N.S.S. unites of boys and girls perform cultural activities on various occasions and participate in the activities organized to propagate the government schemes like swachha bharat abhiyan, sweep plan, aids awareness program, unnat bharat abhiyan, Tree plantation, blood donation, financial inclusion etc. N.S.S unit has organized a skill development programme for the benefit of the students sponsored by MHRD New Delhi and implemented by Tata Institute of social sciences, Mumbai in collaboration with Pt. Ravishankar Shukla University Raipur C.G..

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

Response: 41.67

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

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

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

Response: 23.62

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

2016-17	2015-16	2014-15	2013-14	2012-13
19	24.98	0	0	0

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

4.2 Library as a Learning Resource

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

Response:

The library of the college has a valuable collection of books on diverse subjects. Library has a reading room open for students and the staff. Some departments of the college has a separate department library having access to the PG/Research students. Books, journals and magazines on various subjects have been subscribed. Librarian and other library staff help students to get reading material of their choice. The information regarding new arrivals is publicized on the notice board.

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

Response:

The college has a central library and two departmental libraries. The library has a good collection of books. In addition to this, according to the scheme of state government allotment is granted for purchase of books for the students of SC, ST category and the students belonging to BPL category. As this college is situated in economically backward area, many students are can not afford to buy books. They completely depend on the college library for their studies. The books purchased under state government scheme for students of ST, SC and BPL categories are given to this students for complete academic year and this is of great help to these students. A few rare books available in the library are as mentioned below : Complete set of Encyclopaedia Britannica. Complete Set of Pt. Shriram Acharya Vangmay. (42 Volumes) The History and culture of Indian People. (10 Volumes) Published by Bhartiya Vidya Bhawan Mumbai.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu

3.Shodhganga Membership**4.e-books****5.Databases****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** E. None of the above

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

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)**Response:** 3.22

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

2016-17	2015-16	2014-15	2013-14	2012-13
2.86	3.90	3.26	2.99	3.09

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

4.2.5 Availability of remote access to e-resources of the library**Response:** No

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 3.09

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

Response: 90

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has a broadband connection of 4 mbps capacity from BSNL. In the college campus three repeaters have been installed and the campus is wi-fi enabled. The students and the teachers can avail the facility of wi-fi. The college has been provided with 10 mbps capacity of internet connection under NME scheme of the central govt. Through this internet connection all the science laboratories ,computer lab, and IQAC cell of the college are connected through LAN/ WI-FI. These facilities of the college are regularly maintained and the college ensures that the benefit of the facility is available to all the students enrolled and the staff members of the college.

4.3.2 Student - Computer ratio

Response: 41.1

File Description	Document
Student - Computer ratio	View Document

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

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 29.81

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

2016-17	2015-16	2014-15	2013-14	2012-13
8.10	18.97	3.56	12.22	8.78

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

The college has a building with 14 class rooms, 8 laboratories, 1 auditorium, cafeteria, principal chamber, staff room, office and library. The building has separate toilet facilities for boys and girls on ground floor and the first floor. The information regarding the facilities of sports N.S.S., N.C.C., youth red cross have been dealt with in detail in the prospectus of the institution uploaded in its web site. Student welfare schemes such as scholarships facility and information regarding reservation in the admission to any class are also mentioned prominently in the prospectus. For smooth functioning of the institution under the guidance of the head of the institution various committees have been formed to look after the various academic, cultural and literary activities.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 61.66

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

2016-17	2015-16	2014-15	2013-14	2012-13
1881	2143	1870	1304	937

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

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

Response: 0.25

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

2016-17	2015-16	2014-15	2013-14	2012-13
11	6	8	5	3

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

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

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

Response: 1.18

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

2016-17	2015-16	2014-15	2013-14	2012-13
170	0	0	0	0

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

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

Response: 3.02

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	252	52	113	0

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

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

Response: Yes

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

5.2 Student Progression

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

Response: 52.65

5.2.2.1 Number of outgoing students progressing to higher education

Response: 318

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

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 0.47

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	0	0	0	0

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

2016-17	2015-16	2014-15	2013-14	2012-13
215	196	170	141	120

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

5.3 Student Participation and Activities

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

Response: 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

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

Response:

As per the guidelines and instructions of state higher education department and the offilting university. Pt. Ravishankr shukla university Raipur every year student council in formed through election or nomination as the case may be. The student council and the student representatives take and active part in the academic and administrative committees. The Council very deligently Honestly and look after the academic and extra curricular needs of the students. They also take up the metals related with the development of the institution. The union follows up the demands of the students an ensures that the grievances of the students are redressed . Be it class teaching, academic activities, cultural activities, sports they work hard in hand in hand with the various officers incharge of the committees of the institution.

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

Response: 7

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

2016-17	2015-16	2014-15	2013-14	2012-13
13	10	8	3	1

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

5.4 Alumni Engagement

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

Response:

There is an alumni Association in the college. Though the institution is a bit late to introduce the alumni association, gradually, the association has started functioning but the institution has not been able to get the association registered yet. The institution intends to get it registered soon and make sure that the association contributes to the development of the institution to its best. At present, membership campaign is going on about six ex-students have already joined the association and some fifteen others have expressed their desire to join the association at this initial stage no monetary contribution has been received from these students. Hopefully, the association would play a significant role in the upliftment and quality enhancement of the institution.

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response:

File Description	Document
Alumni association audited statements	View Document

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

Response: 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Any additional information	View Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	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 an effective leadership in tune with the vision and mission of the institution

Response:

Vision – The vision of the college is manifested in the old epigram “Vidya Dharmen Shobhate” which means education allied with piety and righteousness is sublime. The institution intends to provide ample opportunity to gain latest Knowledge and wisdom to the students, true representative of society, for their holistic development, inculcate social, human, cultural values in students to develop them as ideal and responsible citizens of the nation, uplift academic standard of the regional youths, make students self-reliant through employment oriented education and foster and endure a sense of discipline and commitment to national values. Mission – The mission of the college is to provide value based quality education in humanities, Science and commerce to the students of the institution. The college intends to serve the regional youth by providing them easy access to higher education and enabling them for emerging job markets. The institution strives to develop integrated personality of students with special attention. The governance of the college is conducted with the spirit of mission and vision of the institute already mentioned. The head of institution, the principal works with staff council, heads of departments and IQAC. The institution works in keeping with the expectations of local youth of the region. Policies and programmes are chalked out in keeping with the needs of local students. In policy and programmes formulations, teaching staff of the college take part in different meetings/parleys convened by the college administration.

6.1.2 The institution practices decentralization and participative management

Response:

The institution practices decentralization and participative management- The Institution Practices decentralization and participative management. Every stake holder of the institution, teachers, non teaching staff and representatives of students take part in decision making. In staff council meetings, every participating staff is free to express his opinion freely. Every opinion and suggestions are taken into consideration while taking decision. A case study of decentralization and participative management- A decision had been taken by the cycle stand committee of the college to construct a new cycle stand in the college campus. For this purpose, a meeting was convened on 17-11-2016 in which members of cycle stand committee, purchase committee and representative of college students union participated. In this meeting, a decision was taken to construct a new cycle stand in the campus. (copy has been uploaded)

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

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

Response:

Perspective Plan of the Institution- To open PG courses in Physics, Zoology and Psychology. To start Diploma course in yoga and three year degree course in BCA. Extension of existing main building (2nd floor). To equip teaching class rooms with ICT facilities. To start UG courses in B.Sc. IT, B.Sc. CS and B.Com. Computer degree courses. Digitization of library. Enrichment of laboratories. To make a well developed counselling cell. To establish open gymnasium. To obtain autonomy for the college. To develop smrat classes in the college in near future. Strategic plan and deployment The global warming is the most stunning and mind boggling problem humanity faces. The institution is also concerned with this global problem. Therefore the institution has taken a decision and introduced “One Student One Plant Programme”. Students of college on their birth days plant a sapling and vow to take care of that plant as long as they study in the college. This mission has been

appreciated by all stake holders of the college. After some years, the college campus will turn into a hub of intensive plantations which will culminate into a center of oxizone in the locality. This has been mentioned in the activities in session 2016 – 17 in IQAC submitted to NAAC uploaded on website.

File Description	Document
Any additional information	View Document

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

Response:

1. ORGANOGRAM OF THE INSTITUTION

ACADEMIC STAFF	ADMINISTRATIVE STAFF	PRINCIPAL
FACULTY HEAD	HOSTEL SUPRINTENDENT	TECHNICAL STAFF
ASSISTANT PROFESSOR	ASSISTANT GRADE -1	DATA ENTRY OPERATOR
TECHNICIAN	ASSISTANT GRADE -2	LAB ATTENDANT
ASSISTANT	LAB ATTENDANT	OFFICE

2. Recruitment Procedure :- Recruitment of teaching and non teaching staff are done by the government through PSC and vyapam. 3. Promotion :- There is a promotional procedure determined by the government. 4. Grievance redressal mechanism :- There is a grievance redressal committee which resolves grievances of stake holders of the college.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

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

Response: C. Any 3 of the above

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

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

Response:

IQAC Meeting Minutes- The IQAC was formed on 01-12-2016 in this college. IQAC meeting was held on 30.12.2016 in the principal's chamber. Following members were present and attended the meeting- Dr. A.K.Khare - Principal Dr. A. Karim, - Member Smt. Karuna Dubey - Member Dr. Reeta Pandey - Member Shri. M.S. Verma - Member Shri S.R. Manndey - Member Dr. Vaishali Gautam Hirway - Member In this meeting, unit 6th was introduced. The principal instructed every IQAC member to help other teachers and students to develop unit 6th for enrichment of curriculum. With the help of this extra unit, students can develop

their creativity and energy. This will enable students to develop their personality and commitment to learning and capacity- building. The 6th unit was introduced at degree level in three faculties. IQAC meeting was held 02.01.2017 in the principal's chamber regarding academic audit. Following members were present and attended the meeting. Dr. A.K.Khare, Principal Dr. Vaishali Gautam Hirway, IQAC In charge Dr. Anusuiya Agrawal, Faculty Head Arts Dr. A. Karim, Faculty Head Commerce Smt. Karuna Dubey, Faculty Head Science In this meeting principal and IQAC team discussed academic audit with all faculty heads. Academic audit at all level, degree and PG, were completed. Examinations (unit test, quarterly tests, half-yearly test and pre-annual tests) were conducted and their answer books were valued and result was announced. Cleanliness audit of the college was also conducted. IQAC meeting was held on 09.01.2017 in the principal's chamber regarding digital literacy. Following members attended the meeting. Mr. Mukesh Sinha, Asst. Prof. Computer Science Mr. Tikam Sahu, Asst. Prof. Computer Science Shri Chaman Lal Sahu, Lab Attendant Dr. Vaishali Gautam Hirway, in-charge IQAC. In this meeting members discussed about digital literacy. The principal instructed members to launch computer literacy for all academic and non-academic staff on priority basis so that everyone could get familiar with elementary knowledge of computer technology. He also instructed to create a batch system for academic and non academic staff for learning the basic knowledge of computer. The head of the institution also instructed members to make hundred percent computer literacy compulsory for every enrolled student of this college. For this purpose, different batches have been created. Students in batches attend computer laboratory at fixed time. IQAC meeting was held on 31.01.2017 in the principal's chamber regarding academic audit. Following members attended this meeting- Dr. Anusuiya Agrawal, Faculty Head Humanities. Dr. A. Karim, Faculty Head Commerce Smt. Karuna Dubey, Faculty Head Science In this meeting, the principal instructed all faculty heads for academic audit. This audit was divided into two phases from 16th June to 30th September and from 1st October to 31st January, 2017. This audit was related to completion of syllabus, proper use of period and percentage of attendance of students. The principal discussed about unit tests and half yearly examinations and suggested all faculty heads to make students aware of their merits and short-comings so that they could improve their performance in annual examinations. He instructed the IQAC in-charge to provide academic audit Performa to all faculty heads for assessment and evaluation of students' performance.

File Description	Document
Any additional information	View Document
Link for 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:

The institution has effective welfare measures for teaching and non-teaching staff 1. Welfare measures for teaching staff- Following welfare measures are available for teaching staff- i. There is a family benefit scheme for teaching staff in case of accident or demise of the staff holding the post. ii. There is a GIS scheme (Group Insurance Scheme) available for teaching staff. iii. Teaching staff can avail the facility of partial withdrawal from their GPF accounts in case of family needs like marriage purpose, education of their wards, construction of house, for medical need of family members. iv. There is a medical reimbursement policy available for teaching staff. 2. Welfare measures for non-teaching staff- i. There is a family benefit scheme for non-teaching staff in case of accident or demise of the staff holding the post. ii. There is a GIS scheme (Group Insurance Scheme) available for non-teaching staff. iii. Non-teaching staff can avail the facility of partial withdrawal from their GPF accounts in case of family need like marriage purpose, education of their wards, construction of house, for medical need of family and others. iv. There is a medical reimbursement policy available for non-teaching staff. v. There is a festival advance scheme for non-teaching staff. vi. There is washing allowance scheme for non-teaching staff. vii. Lab technicians and lab attendants get aprons and other staff get clothing and coats.

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 last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

Response: 0.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

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

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

Response: 11.19

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	4	5	10

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

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

Response:

1. Performance Appraisal of Teaching staff – There is a performance appraisal system for teaching staff of the college. Every regular teaching staff has to fill up and submit his/her C.R. (Confidential Report) every year. The principal of the institution checks every CR of the teaching staff, marks his opinion and sends them to the commissioner, department of higher education for further actions. Teachers also fill API forms and they are also forwarded to the commissioner, department of higher education. 2. Performance Appraisal of Non-teaching staff- There is a performance appraisal system for non-teaching staff of the college. Every regular non-teaching staff has to fill up and submit an C.R. (Confidential Report) every year. The principal of the institution checks every CR of the non-teaching staff, marks his opinion and sends them to the commissioner, department of higher education for further actions.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institution conducts internal and external financial audits regularly- The accounts of the institution are audited regularly. The visits of the departmental audit teams and their audit reports are innumerable as follows:- 1. Departmental audit dated 23/05/2015, period from June 2011 to March 2015. 2. Departmental audit dated 20/05/2016, period from July 2007 to September 2009. 3. Information Regarding audit objections in the audit report Accountant General of Chhattisgarh. 4. Audit report of the departmental audit dated 05/05/2015.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

Response:

The principal sources of funds for the college are : allotment from the state government, development grants received from U.G.C., development fees collected from the students and fees collected from the students enrolled in the courses run under self financing scheme. The funds received from the U.G.C. are clearly mentioned for which purposes they are granted. The allotments received from the state government are also under special heads and they are spent for the purposes they are meant. The institution has at its disposal the funds collected from the students and from the students of the self financing courses. These funds are made use of for the various needs that come up from time to time. The college does not get sufficient fund from the state government for the maintenance of the college therefore this fund is very useful for the college. The chief deficiency of the college is the non-fulfillment of the various teaching and non-teaching posts. Sanctioned

non-teaching posts also are insufficient. These posts are filled with the funds raised from students.

6.5 Internal Quality Assurance System

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

Response:

The IQAC cell of the institution is active and it has taken initiatives to institutionalise the quality assurance and developed strategies to contribute in empowerment of the institution. It has taken initiatives to evolve best practices in the college. i. The college has started a programme of one student one plant plantations to increase greenery in the college campus. Students on their birthdays plant a sapling in the college campus and take care of planted sapling religiously during their stay in the college. ii. As a 2nd practice, the institution sing National anthem at 11:00 A.M. on every working day in the presence of teaching and non-teaching staff. After end of singing national anthem, students are instructed to present thought of the day and best thought of the day is displayed on the notice board.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

On the initiative of IQAC, the institution reviews and implements teaching learning reforms. i. In curriculum enrichment, every teacher at degree level has added an extra unit in prescribed syllabus of the university. ii. Different departments of the college arrange educational tours for the benefit of students. iii. Seminars, workshops, guest lectures, debates are also arranged.

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

Response: 1.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
02	04	0	0	0

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Any additional information	View Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made for the preceding five years with regard to quality (*in case of first cycle*) and post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Incremental improvement in academic area during last five years

1. Result had improved gradually during last five years from 2012-2013 to 2016-2017.
2. Some students of college at UG and PG levels have come in the merit list of university examinations.
3. Botany and Mathematics have been included at PG level in the college programme.

Incremental improvement in administrative area during last five years

1. The institution is working more effectively in co-ordination with teaching, non-teaching staff and students.
2. The staff council is more active and it meets two times in a year.
3. The IQAC has started functioning in co-ordination with staff members and students.
4. Grievances of staff and students are resolved properly and timely.
5. Infrastructural capacity of the institution is improving.
6. Botanical and herbal gardens have been established.
7. Rain water harvesting, different programmes on cleanliness have been launched.
8. Plantations, oxizone, initiatives of saving energy have been taken.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 4

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

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	02	0	0

File Description	Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

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

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

Response:

1. Safety and Security The institution gives highest priority to safety and security of students, staff and infrastructure of the college. Following steps have been taken by the college to look after safety and security of the college. i. The institution has installed CC (Close Circuit) cameras at different places inside the campus to supervise activities going on inside the campus. ii. A college committee has been formulated which is active and regularly looks after and supervises safety and security of the college. In this committee, teachers, non-teaching staff and representatives of students are members. iii. In staff council meetings safety and security of college is discussed. Opinions are sought by members of staff council regarding safety and security of the college. Their feedback about safety of the college is considered and action is taken in this connection. iv. In the meetings of IQAC there is a discussion about safety of the college. In this connection, necessary actions are taken. v. There is a night guard and a peon appointed for safety of vehicles, motorcycles of the college staff and students of the college. vi. The institution always remains in contact with the police administration and civil administration of the district, regarding safety measures of our students. 2. Counselling :- There is a functional counselling committee of the college which functions Properly. This committee occasionally sits with students and gives them information about personality development and present job opportunities in the present scenario. On occasions, motivational lectures are also conducted for the benefit and well-being of students. 3. Common Room Facilities:- There is a girls' common room available in the college with basic facilities.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (In Kilowatt)

7.1.3.2 Total annual power requirement (In Kilowatt)

Response: 5400

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0.02

7.1.4.1 Annual lighting power requirement met through LED bulbs (In Kilowatt)

Response: 1

7.1.4.2 Annual lighting power requirement (In Kilowatt)

Response: 5400

File Description	Document
Any additional information	View Document
Details of of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

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

Response:

1. Waste Management steps including: There is a cleanliness committee in the college which sees matter related to cleanliness and waste disposal. Solid waste management – Solid waste is kept in sparate containers. When the container is filled, it is kept in separate pit. The waste is left for decosition and then it is used as compost for tress and plants planted in the campus. Liquid waste management – Liquid waste is kept in sparate containers. When the container is filled, it is kept in separate pit. The waste is left for decomposition and then it is used as compost for tress and plants planted in the campus. E-waste management – There is no system of e-waste management in the college.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting structures and utilization- There exisits rain water harvesting structures in the college. In the existing college building and new constructions going on, the PWD has developed structures to harvest rain water. This rain harvesting system has maintained water level of college campus. Rainwater harvesting promotes self-sufficiency and fosters an appreciation for water as a resource. It also promotes water conservation. Rainwater harvesting also conserves energy as the energy input needed to operate a centralized water system is bypassed. Many systems require only a small pump to create water pressure in household

pipes. Rainwater is soft. It can significantly lower the quantity of detergents and soaps needed for cleaning. Soap scum and hardness deposits do not occur. There is no need for a water softener as there often is with well water. We hope that in near future, the institution will be in a position to collect rain water and utilise it for multiutility of the college's different stakeholders.

7.1.7 Green Practices

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

Response:

Students, staff using a) Bicycles – Students are encouraged to come to college bicycles. Maximum number of students used bicycles. b) Public Transport - The institution has urged the local administration to start public transportation system in the college area for the benefit of the college staff and students of the college. c) Pedestrian Friendly Roads Plastic free campus – The college is polythen free. We are trying to make it plastic free also. Paperless office – Though paper have been used, efforts the being made to work paperless work. Green landscaping with trees and plants – Trees and plants are the identities the college. We have developed botanical and herbal garden also.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Resources available in the institution:

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
01	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
01	0	0	0	0

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

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

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

Response: No

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

Response: Yes

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

Response: 09

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

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

Response:

The Institution has organised following activities relating to national festivals, birth/death anniversaries of the great Indian personalities

S. No.	Date	Title of the programme	Venue
1	31/10/2014	Sardar Vallabh Bhai Patel Jaynti	Vigyan Bhavan, Macheva
2	21/06/2015	International Yoga Day	Vigyan Bhavan, Macheva
3	06/09/2015	Teachers Day	Paricharcha Mahasamund College
4	14/09/2016	Hindi Diwas	Vigyan Bhavan, Macheva
5	02/10/2016	Mahatma Gandhi Jaynti- Sawachatta Jagrukta Raili	Vigyan Bhavan, Macheva
6	01/12/2016	Aids Diwas	Vigyan Bhavan, Macheva
7	02/01/2017	Swami Vivekanad 157th jayanti and Nari Samman essay contest	College Auditorium, Macheva
8	12/01/2017	Swami Vivekanad 157th jayanti	Vigyan Bhavan, Macheva
9	15/09/2017	125th Anniversary of Pt. Dindayal Upadhya-essay compitation and debate on his life and works	Vigyan Bhavan, Macheva

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

Response:

The institution maintains transparency in its financial, academic, administrative and auxiliary functions. There is proper system of expenditure audit system. every expenditure is audited by departmental auditor and CA. total transparency is maintained. There is system of academic audit in the college. There is a academic audit cell in the college which monitors every academic activity of the college. Auxiliary functions are conducted in a transparent way. For this purpose, decisions are taken in staff council meetings.

7.2 Best Practices

7.2.1 State at least two institutional best practices (as per NAAC template)

Response:

1. National Anthem- The college has started singing of the national anthem at 11:00 AM (daily) as one of practices. All teachers, non-teaching staff and students assemble in the ground of college building timely and sing the national anthem. After the national anthem, some students present thought of the day before the gathering. After the end of the programme, the best thought of the day is pasted on the notice board. This programme is conducted enthusiastically daily. 2. Planting Saplings- The institution has started a practice of planting a sapling in side the college campus. This is appreciated by students and other stakeholders of the institution.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

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

Response:

The purpose of the institution is the total personality development of students. For this purpose, the institution organizes defferent activities which have enhanced the character and depth of students' personality. For academic performance of students teachers take classes regularly on the basic of syllabus prescribed. On regular basis class tests, unit tests, quarterly tests, half-yearly tests and pre – final tests are conducted on scheduled time which has improved students' performance in university exams. On occasions, seminars, workshops, quiz-contests, essay contests are conducted. Guest lectures are also conducted. We have started "One Plant One Student" as a green programme in the college. This programme has inculcated an environmental sense and awareness among students. Green audit is in operation in the institution.

5. CONCLUSION

Additional Information :

There are qualified teachers and non-teaching staff in all subjects, but some posts are vacant. Student's enrollment is increasing every year. The institution requires some more infrastructural facilities and faculties for strengthening this institution. With the financial aid of the state government and RUSA scheme, two buildings, each of 6 class rooms and 08 class rooms are being constructed which will mitigate infrastructural deficiency to a great extent.

Concluding Remarks :

Despite many challenges before the college, enrollment of students are increasing day by day which creates infrastructural and staff deficiency. But with the construction work going on with the help of state government and RUSA, we will over come from infrastructural deficiency to a great extent. Through appointment of guest lecturers, the institution is solving deficiency of teaching staff. In near future, the college would be able to establish itself into a seat of learning in the district and be able to meet the aspirations of the youth of the locality and play a constructive role in making of the society and the nation.