



# **SELF STUDY REPORT**

**FOR**

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

## **LATE SHRI DEVI PRASAD JI CHOUBEY GOVERNMENT COLLEGE ,GANDAI**

LATE SHRI DEVI PRASAD JI CHOUBEY GOVERNMENT COLLEGE, GANDAI ,  
KAWARDHA - RAJNANDGAON ROAD , DIST- RAJNANDGAON 491888  
CHHATTISGARH

491888

[www.govtcollegegandai.in](http://www.govtcollegegandai.in)

**SSR SUBMITTED DATE: 21-02-2022**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2022**

NAAC

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### Response :-

Late Shri Devi Prasad Ji Choubey Government college, Gandai is situated 72 kms away in rural area from Distt. Headquarters Rajnandgaon and it is at a distance of 93 kms. from capital city Raipur. Nearby colleges are also about 25 kms away from this college. There are a number of Higher Secondary Schools situated in and around village of Gandai, so in the year 1989 State Government of Madhya Pradesh started Government College here with Undergraduate Arts Faculty only. The college was then affiliated to Pt. Ravishankar Shukla University, Raipur. Currently it is affiliated to Hemchand Yadav University which was established in the year 2016-17 bifurcating Pt. Ravishankar Shukla University, Raipur. In the beginning year there were 05 students only. Voyage of our college is here to look at :-

**COLLEGE AT A GLANCE :-** AISHE code:- C-21816

Website :- [www.govtcollegegandai.in](http://www.govtcollegegandai.in)

E Mail ID :- [ppgandaicollege@gmail.com](mailto:ppgandaicollege@gmail.com)

- In the year 1989-90- Arts faculty (B.A.) program started.
- In the year 1997-98 - Postgraduate M.A. (Hindi) program was started.
- In the year 2003-04 - the college was named "Late Shri Devi Prasad Ji Choubey Government College, Gandai District. Rajnandgaon (C.G.).
- In the year 2006-07 - new faculty Commerce- (B.Com.) program started.
- In the year 2009-10 - the college shifted in its own building which is built in the allotted land area of 14.18 acre.
- In the year 2012-13 - in Science faculty B.Sc. (Mathematics) program started.
- In the year 2016-17 - this area much needed B.Sc. (Bio) started.
- In the year 2017-18 - B.Sc. (Computer .science) started.
- In the year 2020-21 - Postgraduate M.A.(Political Science) program started.
- In the year 2020-21 - in B.A. program two additional subjects History and English Literature added.
- As with the time new program/courses started the number of total enrolled students also increased and this year in 2020-21 the total no. of students is 1056.

Presently the College has one Professor who is Principal-In-Charge, 02 Assistant Professors , One Sports Officer and 14 Guest Lecturers Apart from this we have 07 Official Staffs to run the administrative work. The College is running Traditional courses in Arts, Commerce and Science faculty with mainly State government grants and fund collected in Jan Bhagidari Accounts.

In keeping with the government policy we are committed, in our capacity, to be the best institution to full fill the dreams of our students. IQAC of the college is functioning well. In every academic year administration is carried out with various committees formed at the beginning of the session at the end of session Annual Examination is conducted in a very transparent way. Till now no serious grievance is reported .Thus we hope for better in future.

## **Vision**

### **Response :-**

"The vision of our institution is to provide quality education to students of rural, socio- economically weaker section of society and thereby making them mentally and morally strong to participate in nation building endeavor."

## **Mission**

### **Response :-**

To impart knowledge and skill through higher education.

To pursue and disseminate knowledge with commitment to all sections of society.

To empower rural youth with quality education.

To enhance the employability compliance of the students.

To make the students aware of their social responsibilities.

To enable the students to inculcate patriotism and sense of sacrifice for the country.

To provide surrounding where more students participate in Sports at State and National level.

To motivate the students coming mostly from under privileged section of society SC, ST and OBC making them responsible citizens of the country.

To develop an institutional data base and documentation of various activities leading to quality improvement.

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

### **Institutional Strength**

#### **Response :-**

- The college has own land area of 14.18 acre.
- The College has its own building with 18 rooms and one additional building of 8 rooms.
- The College has adequate furniture to accommodate all regular students.

- In college Library there are sufficient text books available.
- Though the college is located in rural area the climate is salubrious and very peaceful.
- Increasing good performance of students.
- There is no case of ragging in our college.
- CCTV Camera is fitted to monitor the security of college.
- Provision of scholarship for students every year.
- Transparency in various functions of college.
- Availability of all basic amenities like, transport, water cooler with RO facility is available,

### **Institutional Weakness**

#### **Response :-**

- Library- lack of reference books and research materials.
- Limited academic research publication of faculty members.
- Hostel facility for boys and girls are not available.
- No residential quarters for teachers and staff.
- Lack of quality laboratories, technical staff.
- Lack of class rooms, smart class rooms, ICT enabled class rooms. Dearth of conference hall and auditorium.
- Lack of regular teachers.
- The rural background and familial responsibilities of female students lead to student dropout.
- The female students in the college have a tendency of leaving the campus soon after the study hours. Consequently many co-curricular activities cannot be scheduled after the study hours.

### **Institutional Opportunity**

#### **Response :-**

- This institute is in rural area which covers a large group of young (18-23 years) students mostly comes from socio-economically weaker section of society.
- Modernization of classroom for enhancing the usage of ICT in teaching-learning process can be undertaken.
- It is the need of the hour for the institute to upgrade technical and digital infrastructure.
- Coaching for various competitive exams making result oriented.
- Introduction of skill based course would make students progressive and ultimately result in more employment..
- Scope to strengthening cultural and sports talents.
- Being a college in the rural area and run by the government, it has a potential for growing into a center of excellence in any branch of study.

### **Institutional Challenge**

**Response :-**

- Mostly guest faculty teachers are teaching, it's difficult to maintain academic quality.
- Library - Vacant of librarian post since the inception of college.
- Absence of skilled courses for students.
- As the college is in rural area electricity supply in very poor.
- To accommodate the increasing strength of students existing college building is in sufficient.
- The stability of administrative head and supporting staff is very crucial for the steady growth of any institution. Being a Government college stability is less here.
- Shortage of non teaching staff.
- Improving employability of out going graduation of every faculty.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

**Response :-**

Late Shri Devi Prasad Ji Choubey Government College, Gandai is affiliated to Hemchand Yadav University, Durg. The Curriculum of all Program/Courses are designed by the University and time-to-time revised by the university itself. The college doesn't have the privilege to design the curriculum of program/courses running in the college. The college does not offer any certificate/diploma/skill development courses on its own. The college follows academic calendar prepared by Higher Education Department, Chhattisgarh government and endorsed to colleges by the University to which college is affiliated in which we find admission duration, total number of teaching days, dates of important. extra- curricular activities and internal assessment, vacations in the academic year. Every teacher is expected to follow the academic calendar. At college level every faculty prepares own time table and every teacher makes monthly teaching plan dividing the syllabus of each subject. Syllabus of the subjects, monthly teaching plan and assessment method are explained to the students class wise by every faculty member. Every teacher has to maintain daily diary and attendance register and make proper entry of classes taken by them as per time table

. Faculty members are examination question paper setter and examiner of answer-sheet at university level. One of faculty members was member of Board of Studies in university and is now Dean faculty of commerce in university to which college is affiliated.

For inculcating a value system in students, the college conducts program as a part of syllabus to address the cross cutting issues on gender, environment, human values and professional ethics. In every faculty there are elective subjects, the students have choice to elect the subject. Academic excellence in given prime importance by the college IQAC.

Feedback form on syllabus and its transaction and overall facilities given by the college is taken from students, teachers and alumni. Feedback collected, analyzed and action is taken.

### **Teaching-learning and Evaluation**

**Response :-**

The college strictly follows the rules and guidelines of the Department of higher Education, Govt. of Chhattisgarh and Hemchand Yadav University, Durg to which college is affiliated. Admissions are given to students on merit basis in a very transparent way at UG and PG level as per State Government reservation Rules for SC/ST/OBC (Non creamy layer)/PWD/Sons and daughters of freedom fighters. At the very beginning of the session Time-Table is prepared by every faculty's time-table committee. During the induction program students are familiarized with objectives ,curricular and co-curricular activities and outcomes, mode of internal and university examination system and regarding facilities available in the college. The head of institution Principal-in-charge gives the direction to assess the learning level of students and accordingly plan to give equal opportunity to slow learner to improve as good as advance learner. As per instruction every teacher provides extra time to slow learner to ask doubts. The college also has an effective mentor-mentee system for counseling. Students are also motivated to participate in co-curricular activities field trips and industrial visits their activities are experiential learning.

Blended teaching learning methods that employ both ICT and traditional classroom practices make learning more effective. The COVID-19 pandemic threw up a new aspect of online teaching-learning, though the quality suffered a lot, teacher and taught gained a new experience. Being the college in rural area we are suffering from many problems of online teaching.

The college maintains internal assessment mechanism to monitor the progress of students as per norms laid down in academic calendar. Students internal examination related grievances met out by subject teachers in a transparent way, common program out comes are knowledge enhancement and personality development of students. For students' satisfaction survey college gets information through feedback and with personal of interaction. This way every session ends

**Research, Innovations and Extension**

**Response :-**

At present college is having Arts, Commerce and Science faculty. It is affiliated to Hemchand Yadav University, Durg. The college does not have recognized as research center in any subjects. It's a fact that any college can become a center of excellence only when a research culture exists and proliferates among faculty and students. In fact college is running with guest faculty lectures. Most of them are having post-graduate degree in their subject only with teaching experience of 2-5 years'.At graduation level students are taught about the tools which are used in research work including collection of data and analyzing it. During the educational field trips students are encourage to collect data and to analysis it this way they learn practical application of it. Projects works are submitted for environment studies, geography and science courses. The college has organized 02 webinars in commerce faculty during COVID-19 pandemic Many students of every faculty of the college have participated actively in webinar asking questions and discussing with subject experts. The extension activities of college are monitored by in charge faculty member of NSS. Every college students are encouraged to actively participate in extension activities issuing notices of the program well before it's taking place. The college organizes many program every year, awareness program, carrier guidance workshop, program like cleanliness, tree plantation , health awareness, AIDS awareness,COVID-19 pandemic related awareness program other value added lectures are organized.

As the college is situated in rural area linkages and MoU with a limited organization is available. The college has signed one MoU in the year 2019 with Government Nehru Post-graduate college, Dongargarh District: Rajnandgaon (C.G.). The main purpose of MoU is to develop academic and educational collaboration this would be done through faculty and student exchange (Guest lecture/workshop) to exchange new knowledge and technology and which will also be useful for research purposes.

## **Infrastructure and Learning Resources**

### **Response :-**

The college has own land and building the total area of land is 14.18 Acre. Build up area of new building is sq meter. In which is well furnished principal room, office and staff room is there. There are 12 class rooms out of which one is smart classroom equipped with LCD projector in front of college we are having old building of 08 rooms there science labs are being run.

The college has a well furnished library having facility of computer reading room with books and Journals.

The college has a big undeveloped land area for play ground. Sports are very important component in our college. The College in having a dynamic lady sports officer. Every year college student participate in all event of sports calendar and excel. Its a matter of pride for the college that our many students participated in resent past years in State and National level tournament representing the Division and State respectively. For drinking water RO water filter machine in available for students and staff.

The college has CCTV Camera to ensure the safety and security and to maintain discipline within the campus. Various cultural activities and event are also organized throughout the year and at end of the session annual function is also organized. Expenditure is incurred on maintains of infrastructure by grants provided by State government in budget. The college has rain water harvesting system, well built cycle parking place for students, 2 photocopy machines, Green boards in classrooms, adequate furniture for students in classrooms, computer room with 16 computers, 04 water coolers, one set sound system. The college has ramp facility for PwD students. As the college is located in rural area due to electricity non-availability office work suffers so the has purchased Inverter Batteries. As per budget allotment items of infrastructure and learning resources purchased every year,

## **Student Support and Progression**

### **Response :-**

The colleges extend maximum support to all students in their education and progression scholarship and fees concession, free of cost books and stationery are provided to eligible students as per State government guidelines. For smooth function of college various cells and committees like career counseling cell, Anti Ragging committee, and Anti Sexual Harassment committee are formed. Whereas student Union function in the college to provide necessary assistance to the students for their well being. There is a grievance redressal cell to clear the grievances raised by the students. In sports many milestones have been set by students. Every year students participates in sector level, State and National level. The college is having one unit of NSS of 100 students which performs social services. The college also celebrates local and national day to develop

understanding a spirit of patriotism.

Students are the most important stakeholder of any academic institution. Class room teaching guidelines also provided by career and counseling cell. After graduation some opt for placement in private organization whereas most of them peruse post graduation.

The college has an active alumni association which supports in the form of free books to library, free tree guards for plantation, free led bulbs, free planted flowerpot, free cemented chairs to sit on in garden, free steel chairs (a set of three persons sitting ), free water cooler. Meetings of alumni is organized in college every year as and when needed.

## **Governance, Leadership and Management**

### **Response :-**

As it in a government college at college level head of institution is Principal-in-charge. He looks in to the governance, leadership and arrangement of the college decentralizing the power by making various committees and cells. Admission committee, Discipline committee, Students Union Cell, Anti Ragging committee, Anti Sexual Harassment cell, Grievances redressal cell, IQAC, Jan Bhagidari Samiti, Alumni organization, Internal audit committee, Physical verification and Write -off committee, Purchase committee, UGC Cell, AISHE Cell, RTI Cell, etc. The efforts are taken by the principal-in-charge to develop the culture of excellence and efficient governance though inspired leadership, IQAC works with all faculty members and supporting staff to ensure the smooth function of college .IQAC helps in effective planning and implementation of institution's policies. All grants are received from State govt. only some amount in collected in Jan Bhagidari fund. Training program is also organized for non-teaching staff of college. All regular teaching staff has completed their orientation and refresher courses. Ultimately the IQAC of college assures the stakeholders that the quality is maintained in the institution.

The college believes in financial transparency and accountability. Internal as well as external audit is conducted. Cash book is maintained by office staff on day-to-day basis. Service books, personal files and all related documents and records are well maintained in office. The welfare measure for the teaching and non-teaching staff are availed according to state government directives. The performance appraisal for teaching and non-teaching staff is submitted to department of higher education every year after opinion marked by head of institution. The college has systematic organizational structure to manage the function of the college.

## **Institutional Values and Best Practices**

### **Response :-**

The college in mainly focusing on spreading environmental awareness among students and faculty members. Students of the college are sensitized towards energy conservation. Our college is using energy efficient gadget like LED bulbs, LCD screen, Computers, Laptop etc. awareness drive has also been conducted for students and staff. Moreover, the college has committee against sexual harassment, Anti-Ragging committee to look after different gender related issues. On the occasion of Great Indian Personalities Birthday and Anniversary we organize program to remember them. Some of them are Father of the Nation - Mahatma Gandhi, Ironman - Sardar Vallav Bhai Patel, Educationist - Sarva Palli Radha Krishnan, Ideal for Youth -

Swami Vivekananda. The college organizes many co-curricular and extra-curricular activities with well planned way. In the field of sports and games with the special efforts of energetic sports officer students performed excellent. The College has the necessary eco-friendly system of rain water harvesting. We are also trying our best to make our college campus area plastic/polythene free in this regard action has been started to aware students and staff putting sign board not to use this items inside campus.

The two best practices of the college are :-

(1) One of the best practices adopted by college is

"Personality development through Co-curricular & Extra- curricular activities and Sports and Games."

(2) Every year, selected and specially trained students (group 4 students) go to nearby Higher Secondary school to encourage the students for Higher education and its implication in life.

"Motivational program for school students"

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	LATE SHRI DEVI PRASAD JI CHOUBEY GOVERNMENT COLLEGE ,GANDAI
Address	LATE SHRI DEVI PRASAD JI CHOUBEY GOVERNMENT COLLEGE, GANDAI , KAWARDHA - RAJNANDGAON ROAD , DIST- RAJNANDGAON 491888 CHHATTISGARH
City	GANDAI
State	Chhattisgarh
Pin	491888
Website	<a href="http://www.govtcolleg Gandai.in">www.govtcolleg Gandai.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Narad Singh Verma	07743-260534	9424136325	-	ppgandaicollege@gmail.com
IQAC / CIQA coordinator	Ajay Kumar Shrivastava	-	9425560280	-	hrishiraj.ajay@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	01-01-1989
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**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Chhattisgarh	Hemchand Yadav University Durg	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	19-09-2017	<a href="#">View Document</a>
12B of UGC	19-09-2017	<a href="#">View Document</a>

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	LATE SHRI DEVI PRASAD JI CHOUBEY GOVERNMENT COLLEGE, GANDAI , KAWARDHA - RAJNANDGAON ROAD , DIST- RAJNANDGAON 491888 CHHATTISGARH	Rural	14.18	1370.58

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/ Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,Com marce	36	HIGHER SE CONDARY PASS	Hindi	60	42
UG	BA,B A Hindi Lang English Lang Econ Hindi Lit Pol Science Sociology Geography History English Lit	36	HIGHER SE CCONDARY PASS	Hindi	180	179
UG	BSc,B Sc Hindi Lang English Lang Mathematics Physics Chemistry Computer Science	36	HIGHER SE CONDARY PASS	Hindi	50	14
UG	BSc,B Sc Hindi Lang English Lang Botany Zoology Chemistry	36	HIGHER SE CONDARY PASS	Hindi	80	80
PG	MA,Political Science	24	GRADUUA TE PASS	Hindi	20	20
PG	MA,Hindi	24	GRADUAT E PASS	Hindi	30	30

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				17			
Recruited	0	0	0	0	0	0	0	0	3	0	0	3
Yet to Recruit	0				0				14			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				8
Recruited	2	2	0	4
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				8
Recruited	3	0	0	3
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

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

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD	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	1	0	0	1
PG	0	0	0	0	0	0	7	6	0	13

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD	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	1	1	0	2

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	473	0	0	0	473
	Female	507	0	0	0	507
	Others	0	0	0	0	0
PG	Male	40	0	0	0	40
	Female	36	0	0	0	36
	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	25	38	41	55
	Female	42	37	44	46
	Others	0	0	0	0
ST	Male	33	49	45	49
	Female	20	56	64	56
	Others	0	0	0	0
OBC	Male	262	296	279	307
	Female	186	286	285	311
	Others	0	0	0	0
General	Male	19	15	23	21
	Female	26	30	27	24
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		613	807	808	869

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	Multidisciplinary.
2. Academic bank of credits (ABC):	NIL
3. Skill development:	Add-On course for skill development.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	This is Hindi Medium college, so teaching in Hindi medium is done.
5. Focus on Outcome based education (OBE):	Outcome of course is mentioned in SSR.
6. Distance education/online education:	Class room teaching and during COVID - 19 Pandemic online education is carried out.

NAAC

## Extended Profile

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### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
121	106	101	90	85
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

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

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1056	869	808	807	613
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
841	811	794	724	657

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

### 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
319	235	209	199	95

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

## 3 Teachers

### 3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
17	14	14	13	13

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

### 3.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
17	14	14	13	13

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

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 26**

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
4.14	0.899	2.57	1.54	4.52

**4.3**

**Number of Computers**

**Response: 22**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

**Response:**

**Response:-**

Late Shri Devi Prasad Ji Choubey Government College, Gandai is affiliated to Hemchand Yadav University, Durg. The curriculum of all the program/courses of this college is approved by The Board of Studies of the University and provided to us at the beginning of the academic session every year. The college has no right to amend the syllabus at its own level. So all the departments have to implement the syllabus as prescribed by the University. For the effective implementation of curriculum Principal-In-Charge--the head of the institution conducts a meeting of all teaching staff and gives proper guidelines & advises to all faculty members that it is required to discuss about the syllabus in introductory class in details including monthly division of teaching plan.

At the beginning of each session, the faculty members in the respective departments make a plan and strategies to the delivery of the respective course. Annual teaching plan is made dividing the syllabus month wise. Reference books are selected and study materials provided if required. and guest lecturers are appointed especially in the month of August every academic year as per the order of department of higher education of State Government.

Every session begins with an introduction program to make students familiar with the syllabus and they are shared with the planning of the session. Faculty members generally follow conventional teaching methods of class room teaching with the use of chalk/duster and green boards, the lecture method of teaching in the class is also followed, but efforts are made to satisfy the average and below average students as per their needs. Besides the conventional method of teaching faculties make interactive session too with students in the class room. Faculty members identify the slow learner students while teaching in classes and extra efforts are made, remedial classes are taken to make them understand the topic. The college has only one smart class room where special lectures are organized by departments inviting resource persons to have a better understanding of contemporary issues of their respective subjects.

Students are encouraged to visit the library regularly for reading, taking notes and borrowing books, teachers also go to the library and guide about text/reference books, journals, magazines as well as newspapers. A record of the students and teaching staff using the library facilities is maintained in Library. For the assessment of the students progress Internal examination are carried out as per academic calendar schedule and it is also discussed in Parent-Teacher meeting. The teachers maintain records of their all activities in a daily diary and students' attendance in attendance register. The Principal-In-Charge of the college occasionally meets with the faculty members and inquires and also interact with them regarding the classes attended by students as well as the status and progress of the students. Faculty members every year take care to complete the syllabus of the subjects well before the schedule of commencement of Annual

Examination. IQAC Coordinator also contributes his valuable remarks and ideas on the implementation of the curriculum.

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

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

**Response:**

**Response:-**

At the beginning of the session in most probably in the Month of June every year college receives an academic calendar issued by the Department of Higher Education, Government of Chhattishgarh. Every college has to follow the academic calendar and according to it college has to make its plan. Soon after the completion of admission of students all departments of the college start their regular classes as per the time-table prepared by the faculty. All undergraduate teaching are done on annual basis whereas all postgraduates teaching are done on semester basis ( 2 semesters in a year.) As per the university guidelines internal exams are held in the college from time to time and these are held strictly following the academic calendar. Notices regarding internal exams are displayed on the notice board.

The salient features of the Academic calendar for colleges are :-

- Process of admission, generally in the month of June, July every year
- Commencement of regular classes.
- Student Union Activities. Including election process and oath taking dates.
- Sports and Cultural activities. Duration of organization at every level.
- NSS and Other activities. Including Tree plantation program, Regular activities, Camps, Annual function at college level.
- Details of Vacations. Dusshera, Deepawali, Winter and Summer vacations.
- Internal Examination Program. With details of unit tests sessional exams and pre final exam.
- Annual Examination Program including Annual practical exams.
- Detail direction for semester classes.
- Directions for teachers and their duties.

Internal examinations are conducted by college as per the guidelines given in academic calendar.

1. A Notice is issued by the college Principal-In-Charge for the Internal examination well before its

commencement.

2. Unit tests are carried out in classes asking questions orally.
3. The question papers of these exams are made by subject teachers of the concerned departments.
4. The examination committee of the college conducts the examinations by employing all the teachers of the college as invigilators.
5. The evaluation of these examinations is done by the college teachers themselves.
6. The marks obtained by the students are fed on University's website using college ID and password provided by the University to college.
7. Generally the final examination is conducted in the month of March - April and May the dates of these examinations are declared by the affiliating university.

Plantation Program is carried out in the month of July/August, Student Union is formed as per the guidelines given by the Department of Higher Education for the concern year, Sports and Cultural activities are also organized as per plans of the year, at the ending of the session Annual function is organized after this we proceed towards Annual practical examination and Annual Written examination. This way the session ends.

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

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

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response: 20****1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

Response: 1

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

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

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

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

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

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

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>

**1.3 Curriculum Enrichment**

### **1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum**

**Response:**

**Response:-**

Our college is affiliated to the Hemchand Yadav University, Durg and follows the program and courses as designed by the university, the college offers the program and courses which are allowed by Department of Higher Education to run for the upcoming students of this area to higher study. The compulsory and elective courses offered to sensitize the students towards Gender, Environment and Sustainability, Human values and Professional ethics by interweaving these issues in various topics. Our college has functional women empowerment cell headed by lady Sports Officer. Anti-sexual harassment committee and Grievance redressal cell are also working. Our College has Anti Ragging cell to ensure ragging free environment.

#### **Environmental sustainability**

The syllabi framed by the University are prescribed for all the UG students to create awareness on the issues related to environment and sustainability. The topics covered by Environmental Science are;

- Natural resources-sustainable conservation and Eco-system concepts.
- Biodiversity and its conservation
- Pollution, Causes, Effects and Control measures
- Waste management, Disaster management.
- Environmental Ethics and Environmental Protection Act.
- At U.G. level Subjects are as under :-

In I year (B.A., B.Sc., B.Com.)- Environmental Studies and Human Rights is a compulsory paper.. The paper deals with environmental issues, like a scope and importance of natural resources,concept,structure and function of an ecosystem, Biodiversity and its conservation, environment pollution and it's management.

In I year B.Com. Business Environment

In II year B,Com.Company Law --Human Values.

In II year B.A. Geography paper 1 about economic and resource geography.

In III year B.A. paper I is resources and environment it deals with environment of different Geographical areas.

In III year B.A. Political Science Paper - I International Politics- Environment

In III year B.Sc. Botany , a paper in course deals with ecology and utilization of plant it gives students ancient knowledge of herbs and medicinal value of plant.

In III year B.Sc. Zoology Paper I Ecology, Environment Biology.

### Human values and Professional Ethics:-

At undergraduate levels (B.A., B.Sc., B.Com.)- Environmental Studies and Human Rights is a compulsory paper and students have to pass in this subject till the last third year exams of program. In this paper meaning and protection of human rights under the UNO charter is covered. Students learn about human rights and fundamental rights and duties under Indian constitution. Students get knowledge about Protection of human rights act 1993-national human rights commission, state human rights commission and human rights court in India. In the first year In B.A. course sociology – topics of social interest and social concerns are included in the course which gives them knowledge of Indian society its values, reformations of society against social evils, a social movement in tribal.

Professional Ethics is included as a necessary component in the syllabus for the program which are applicable. The College also strives at inculcating professional ethics in the students. The courses included EDP, Income Tax, Business Environment, Indirect Taxation. The activities of NSS also inculcates values like national integrity, patriotism, equality, peace and brotherhood.

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

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

Response: 2.02

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

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

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

<b>1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b>	
<b>Response:</b> 32.1	
<b>1.3.3.1 Number of students undertaking project work/field work / internships</b>	
Response: 339	
File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>

## 1.4 Feedback System

<b>1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni</b>	
<b>Response:</b> B. Any 3 of the above	
File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>

<b>1.4.2 Feedback process of the Institution may be classified as follows: Options:</b>	
<ol style="list-style-type: none"> <li>1. Feedback collected, analysed and action taken and feedback available on website</li> <li>2. Feedback collected, analysed and action has been taken</li> <li>3. Feedback collected and analysed</li> <li>4. Feedback collected</li> <li>5. Feedback not collected</li> </ol>	
<b>Response:</b> B. Feedback collected, analysed and action has been taken	
File Description	Document
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 71.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
1056	869	808	807	613

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

2020-21	2019-20	2018-19	2017-18	2016-17
1265	1280	1175	1090	990

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

**Response:** 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
841	811	794	724	657

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

#### Response:

#### Response:-

From the very beginning of the each academic session, the learning assessment of students begins by each faculty member of the college. The prime objective of any educational institute striving to achieve excellence is to identify respective learning levels of the students. Students from the diverse socio-cultural, economical and educational background are admitted to the college. Therefore, it becomes necessary to identify slow learners and advanced learners at the entry level. The Institution assesses the learning levels of students after their admission. Our college has a fair system of admission. The students are admitted in the institution as per government norms

After the completion of admission process, the regular classes commence as per the academic calendar and the college time table. The college adopts a process to identify the slow and advanced learners. The teachers observe that whether the students easily understand the lesson or not and they are also recognized as per their responses in the unit tests. Their knowledge is tested through oral communication during class teaching. thus it is noticed as the first indicator for assessing the learning levels of students. The students are identified as slow and advanced learners on the basis of class tests (and an overall performance in the various Curricular and Co-curricular activities) At UG level the slow learners of first year, second year and third year are identified at the beginning of the academic session. The improvement in their learning levels is checked at the end of each academic year. At PG level the slow learners are identified in the first semester and the improvement of their learning levels at the end of semester.

#### 1. Slow learners :-

Following activates are done by teachers for students. Remedial classes are arranged for slow learners. They are taught during extra hours, their doubts are cleared. Teachers provide them with notes and books. Advanced learners are motivated to help the slow learners in understanding and learning through group discussion after the class is over. In our college most of the students are from economically and socially weaker section, most of them are from rural areas, they are also encouraged to participate in NSS, Sports and other co-curricular and extra-curricular activities.

#### 2. Advance learner :-

Advanced learners are motivated to read more books, refer e-resources apart from other reference books they are suggested to prepare for competitive exams and books available in college library for their preparations are provided. . Students are encouraged to participate and present papers in various Seminars/Conferences/Workshops/Inter-Collegiate Competitions organized by other colleges. They are also involved in college's "Motivational Program for School Students." Apart from this, departments hold special lectures and invite subject experts for both slow and advanced learners. After organizing special program for advance learners, these students have shown better performance in the university examination as well as in competitive examinations. Individual teachers also assigned the task

of mentoring advance learner students by guiding them in their studies.

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

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

**Response:** 62:1

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

## 2.3 Teaching- Learning Process

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

**Response:**

**Response:-**

The College has taken initiatives in using student centric methods in teaching learning process as per the direction of Principal-In-Charge and IQAC. By adopting Experiential learning, Participative learning and Problem solving methods we enable the students to take active participation in teaching learning process. The college endeavors to develop the learning levels of the students by adopting various teaching, learning and pedagogical methods. The departments adopt these following strategies to make learning more effective in Student Centric. The College promotes an Experimental Method. The main objectives of this method is to enhance experimental learning approach among the Students. Basically Science Departments like Chemistry, Botany, Zoology, and Physics are using this method in Teaching Learning process to facilitate the ability of the students. Some student centric methods are given below.

#### **Experiential Learning:-**

1. Field visits have been organized by department of Geography. As it provides unparalleled opportunity to study the real world.

2. The students of UG and PG (Political Science 4th Semester) accomplish project – works. They get acquainted with real life circumstances.

3. Science students indulge in various experiments in the laboratories. It exposes them to the world of practical knowledge using their skills and abilities.

4. In this competitive and challenging world scenario, to enhance the capabilities and knowledge of the students, the institute organizes expert's lectures corresponding to various institutions' subject experts.

### Participative Learning:-

- 1.Students get involved in various co–curricular activities viz.Planting of sapling program, Independence day World AdiwasI day,Teacher’s Day celebration, Mahatma Gandhi Jayanti,National Unity Day, World Aids day,Youth day Festivals, Republic Day. Through all such activities managerial skills of the students are developed.
- 2.Students involve in creative writing by composing poems, writing articles essays and stories and slogans on the occasion of various program organized by the college. In this way, their thought process is developed.
3. N.S.S and many literary activities encourage participative learning which makes the students learn from each other by introducing assignments, group work, promote students to participate actively in all events such as debates, group discussions. Group Discussions among students are conducted by different Departments of the Institution as a part of Participative Learning as and when found required. It helps students to understand a concept deeply. It is also improve Communication Skills as it encourages students to become more confident in speaking and asking questions

### Problem Solving:-

- 1.Choosing various spheres of problems and issues, students of P.G. courses are encouraged to involve in dissertation writing. In this way they come across the practical solutions pertaining to the problems and enhance their ability..
2. Whenever extra curricular activities are organized in college, students groups are made and responsibility is assigned to them. This approach fulfills the purpose of making students leader, they do this work in an interesting way.
- 3.During the tenure of last five years N.S.S.has organized program on various themes such as Plantation Program, Health Awareness, Cleanliness, Gandhi Jayanti, National Unity Day, World AIDS Day,National Youth Day,, etc. The students participate in these activities and learn skills of facing and solving problems.

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

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

#### Response:

#### Response:-

The Institute follows ICT enabled teaching in addition to the traditional classroom education. The ICT facility is very limited in this college. In reality ICT deeply impact students learning level when teachers are digitally literate and understand how to integrate it into curriculum. Most of the faculty members use interactive methods and ICT enabled tools such PPT, Video lectures, Audio system, online sources, to expose the students for advanced knowledge and practical learning. Use of ICT helps in teaching and learning ICT helps teachers to interact with students. It helps in effectiveness of classroom teaching.

The major emphasis is on classroom interaction in terms of group discussions, assignments, quiz/tests/viva and laboratory work. Specialized computer laboratory with an internet connection has been provided to promote independent learning. The campus is partially Wi-Fi, providing internet facility on individual laptop and mobile devices.

Teachers in this college use 3 types of ICT Tools

1. **PPTS :-** Teachers use PPTs to motivate students to remember and recollect subject. Some, not all, teacher prepared PPTS required for classes. During COVID-19 pandemic online classes the teachers who prepared PPTs and taught lessons online. PPTS make students remember lesson in more effective way. Other teachers also realized the fact and committed to prepare for that.
2. **Projectors :-** Our college has 1 projector , this projector is used to teach classes to students. Lecturers who prepare classes in PPTs or any other electronic media mode they can use projectors to make classes more comfortable and more memorable. Projectors are highly useful for theory classes where almost all units are prepared in Electronic mode with audio and video and shown to students. Whenever college needs to address entire strength projectors are effectively used. Projectors are mainly used for career counseling workshop, guest lecturer by subject experts of other college, Any kind of celebration in college, generally program where entire college students are involved.
3. **Virtual Class Rooms :-** Virtual class rooms are more different than PPTS and Projectors. in virtual class rooms teacher from any college in our Durg Division Area can teach and students from our college listen, ask doubts and communicate with teachers. This practice is carried out in time of COVID-19 online classes when in vacant posts guest subject teachers were not appointed.

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

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

**Response:** 62:1

#### 2.3.3.1 Number of mentors

**Response:** 17

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

## 2.4 Teacher Profile and Quality

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

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
<b>Response:</b> 18.87				
2.4.2.1 Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years				
2020-21	2019-20	2018-19	2017-18	2016-17
01	04	03	02	03
File Description	Document			
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>			
Any additional information	<a href="#">View Document</a>			

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

**Response:** 4.76

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

Response: 81

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

## 2.5 Evaluation Process and Reforms

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

**Response:**

**Response:-**

The College prepares Internal assessment tests/exams action plan as per schedule given by The Department of Higher Education in academic calendar. Internal Assessment time table is prepared and informed to the students well in advance. They are also informed from which Unit, test is to be conducted. The College ensures that all the students are aware of the evaluation process so that students may appear with preparation and perform well. The induction program held at the beginning of every academic year appraises the students of the evaluation process and the schedule.

There is a standard process of internal examination in the college according to the academic calendar a student has to appear in 4-unit tests, 2 sessional exams and one half yearly exam i.e. pre-final exam. these all exams. are speak out as internal examinations. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. According to the academic calendar, a teacher has to take unit tests and sessional exams which may be in the form of written or oral tests black- board presentation, power-point presentation, quiz on subject or by other methods, which the subject teacher decides.

The marks of unit test are shown in the classroom and each student can ask about its performance. Record of obtained mark is written in register. The answer copy of every subject of half yearly exam is shown to students for their satisfaction. If any kind of discrepancy about the marks obtained by the students is brought to the notice of teacher and if the teacher satisfy it is immediately corrected. Some teachers analyze the solution and method of solving the paper in the class- rooms, especially in all numerical subjects.. Further, the test copy of one student is allowed to inter-change to other students for observation, at the time of distribution of the answer- sheet in the class rooms. The mark of half yearly examination is sent to the university. The 10% internal mark of each subject in the half yearly examination is sent. In addition to this practical exams are also conducted in the subjects in which it's a part of annual examination. It is used for making final results of students by the university.

- 1. Written assessment:-** Written examinations are conducted for the internal assessments this helps the students to improve their writing skills, logical thinking, communication skill, composition skill, etc This method is very useful for personality development of students. After showing the

answer sheet to students, the answer copies are kept in Internal-examination-Section of college. It helps students to prepare for Annual Examination.

2. **Oral assessments:** - Oral examinations are also part of internal assessments and used extensively during classroom teaching. This develops communication skills, confidence, and personality among the students. This method releases shyness of a students and develop the self confidence in him/her.

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

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

#### Response:

#### Response:-

The college has a mechanism to deal with the internal examination related grievances. First of all, college tries that there should not be any grievance regarding internal examination.

There are two types of examination conducted in the college viz. internal examination organized by the college and external examination or annual/semester exams also called as university examination organized by the university, further; there are two types of internal examination, first for the undergraduate course. In the under graduate course program, there are internal examination, out of which 4 are unit tests, 2 are sessional exams and one half yearly exam. In postgraduate program the internal examination are based on project/ presentation and written test, while the external examination is the semester examination. The undergraduate course program is of annual pattern. Similarly, in the postgraduate course there are 4 or 5 internal examinations projects and/or presentation according to their syllabus.

All the discrepancies regarding examination are first reported by the students to the college. Some are resolved at college level for which university delegates power to college to resolve whereas others, for which university has not delegated power to college, are immediately brought to the notice of the controller of examination of the university for corrections,

#### In brief, the grievances are resolved in the following manner:-

- **Before examination:** - Common grievances of students before the examination are late application form filling, non- receipt of admit card of examination or wrong entries in the same. In either case. Grievances are communicated to university examination section and resolved at the earliest. College exam cell helps the student for filling the application form.
- **During examination :-**

1. **Internal examination :-** During internal examinations, if any student finds discrepancy in question paper e.g. given answer options are not correct, data given in question is insufficient or options

are repeated, student may report it to concern subject teacher and suitable amendment is done then and their.

2. **Theory examination:** - College instant report to university examination section, if are any grievances regarding question paper including question asked is out of syllabus or any type of errors in question paper is reported by the students,

- **After result declaration:-** After result declaration by the university if any student has grievance with result, he/she comes to college to meet Principal-In-Charge and report his/her grievance. Principal-in-charge tries his level best to solve the problem but If students are not satisfied about their marks The Head of the Institution forwards the application to University authority. In other case like absents in exam. case, the application of student is forwarded to university for corrective action. Grievances of students after declaration of their results pertaining to semester at PG level and Annual examination at UG level are recorded in college register and duly forwarded by the Principal-in-charge to the University examination section for necessary action.

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

## 2.6 Student Performance and Learning Outcomes

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

**Response:**

**Response:**

The college offers 03UG and 02 PG level program all of which have well defined program outcomes and course outcomes. Since all program are designed by the respective Board of Studies of Hemchand Yadav University Durg to which our college is affiliated, they design the syllabus and formulate program and course outcomes. These are clearly stated in the respective syllabi, and University website. The college has the following mechanism to appraise the students and faculty members of the Program outcomes and Course Outcomes

1. **College website:** The college website (<https://govt college gandai.in>) provides an overview of each program and detailed description of program outcomes and course outcomes.
2. **Induction Program:** At the beginning of each academic year the college conducts induction program, in which a special session is devoted to describe program outcomes of each program.
3. **Display Boards:** Display Boards in the departments provide a brief overview of the program.
4. **Calendar:** The college calendar provides brief outline of each program.

- **Program outcomes of Bachelor of Arts :-**

1. **Knowledge and understanding of arts field:** - To develop detailed knowledge and disciplines in

humanities social science and languages.

2. **Reading and writing skills:** - Students will develop an awareness and confidence in their own voice as a writer and analyze complex social and natural problems with the help of their degree specialization.
3. **Critical approaches:** - Students will develop an ability to read works of literary, develop idea with the help of their specialization that they will express their of own approach compares to variety of critical and theoretical approaches.
4. **Environment awareness:-** Understand the issues and problems of environmental context and develop environmental awareness in the mind.

• **Program outcomes of Bachelor of Science:-**

1. **Understand the methods of science:** - To understand the methods of science and can explain why scientific knowledge is both contestable testable by future inquiry.
2. **Apply appropriate methods to solve the problem:** - Students can apply appropriate methods to solve problem in science. Mathematic technology including the planning and conduct of a significant project problem or investigation.
3. **Articulate the relationship between different branches of science:-** Bachelor of Science can apply appropriate methods to solve problems of mathematics, physics, chemistry and computer science technology and the contributions to their development that have been made by people with diverse perspectives culture and backgrounds.

• **Program outcomes of Bachelor Commerce**

1. **To apply basic mathematical and statistical skills:** - Students can apply basic mathematical operations and statistical skills necessary. This is necessary for analysis of a range of problems in economics actuarial studies accounting, marketing, management and finance etc.
2. **Sound knowledge of commercial economical and taxation laws:** - impact on changes of taxation, economical and commercial law to various areas of economy and practices.
3. **Environment awareness:-** Understand the issues and problems of environmental context and develop environmental awareness in the mind.
4. **Consumer movement:-** Make people aware about consumer movement, rights & duties, laws relating to consumers.
5. **Analysis of organizational problems:** - A bachelor can analyze and understand the balance between real and sustainable economical development.

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

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

**Response:**

**Response:-**

The college understands that the most important yardstick of academic achievement is the attainment of the program outcomes and course outcomes. All other achievements of the college pale into insignificance if these are not achieved. The college has skillfully adopted various methods of measuring program outcomes and course outcomes of the students.

- **Internal Evaluation System:-** The college has a very effective internal evaluation system, of which a major component is written tests. The performance of each student in the internal examinations is a true reflection of the achievement and progress of the student. Besides it gives rooms to faculty to take remedial measures if required.
- **Assignments/ Debates :-** Various classroom activities like presentations, debates discussions, role plays, etc. help the faculty to evaluate the students and to gauge the level of achievement in terms of course outcomes.
- **University Examinations:** Performance of the students in the university examinations is a clear indication of the attainment of program outcomes/ course outcomes. The college regularly maintains a pass percentage of 50 and above in all program. Our college maintains Examination Result Analysis register.
- **Result Analysis:-** Each department regularly conducts Result Analysis both Semester exams and Annual exams. every year. This helps the college to understand the attainment of program outcomes/course outcomes and take immediate corrective measures if required.
- **Project work and Viva-Voce:-** The project work in various subjects at UG and PG level submitted by individual students and also Viva-voce in practical exams. are reflective of the totality of all the skills they acquired during the course of program. These include skills of comprehension, analysis, interpretation, application of various tools, etc.
- **Special lecturers:-** The college organizes special lecturers for students, which covers subjects related to their syllabus and many issues beyond the syllabus too. This also definitely helps us to improve our program outcomes and course outcomes.
- **Feedback :-** The college regularly collects and analyses feedbacks from students, alumni and teachers. This feedback system helps us to evaluate the attainment of program outcomes.
- **Jobs /Higher study :-** Students passed out from the college at UG level take admission in the master degree program and many of them opt for self employment and join to work in various private jobs as per their suitability. Admission to higher studies and getting jobs are clear indicators of the attainment of program outcomes and course outcomes. Some of our alumni are already successfully employed both in private and government sectors.
- **Alumni and Social Service :-** Some of our alumni are active in the field of social services and elected in the local level elections. They are serving the society and having good reputation.

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

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

**Response:** 79.52

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

2020-21	2019-20	2018-19	2017-18	2016-17
308	230	161	77	63

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

2020-21	2019-20	2018-19	2017-18	2016-17
308	230	192	173	91

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>

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

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

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

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

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

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

**Response:** 0

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

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

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

**Response:** 0

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

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

**3.1.3.2 Number of departments offering academic programmes**

2020-21	2019-20	2018-19	2017-18	2016-17
05	04	04	04	04

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

**Response:**

**Response:**

The college envisions that the primary requirement of an educational institution for result oriented, effective and successful implementation of its programs is to create a suitable ecosystem. Keeping this in mind, the college, over the years, has planned and implemented several activities maximally utilizing the resources available. Our richest resource is enthusiastic and dedicated students from the rural population with their inestimable work potential. The college has been able to plan and carry out diverse extra-curricular events and initiatives tapping successfully this possibility. The success of most of them has been a result of the whole-hearted support of the general public in the catchment area too.

In spite of having the limited resources and paucity of fund, the college has adopted practical approach in the recent years to keep the teaching staff and the students updated with the latest knowledge in their respective fields of study and the institution has created and ecosystem for innovation some of the steps include the following:

- One classroom/Hall is equipped with LCD projectors to enhance the learning of the students. It is also used for guest lecture by subject experts.
- External resource persons are also at times invited to share their learning with the staff and students. These lectures spark off the creativity of the students and sharpen their innovative ness.
- The students of the 4th Semester of PG classes are encouraged to undertake project works related to existing societal problems/ local issues under the supervision of the faculty members. They use survey method, case study and other descriptive research methods to find answers to their research questions and thus they are encouraged and motivated for innovation.
- Students who are interested in creative writing are encouraged by the language teachers to write in magazines, journals, and newsletters. Lush green natural environment surrounded trees create the perfect ambience for innovation in the institution.
- The science labs provide the students to get a hand on experience and experiment their ideas.
- The college takes students to field visits/ industrial visits, etc to expose them to get practical

knowledge.

- The faculty members are encouraged to write innovative research papers, publish them as chapters, books and in journals with ISBN and ISSN respectively
- One the faculty member is PhD holders and rest two are pursuing it. Most of faculty members are working as guest teacher with postgraduates only.
- One faculty member was in BoS/Academic Council and now Dean, faculty of commerce of the University.

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

**Response:** 0

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

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

File Description	Document
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

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

**Response:** 0

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

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

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

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

**Response: 0**

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

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

**File Description**

**Document**

List of research papers by title, author, department, name and year of publication

[View Document](#)

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

**Response: 0**

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

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

**File Description**

**Document**

List books and chapters edited volumes/ books published

[View Document](#)

### 3.4 Extension Activities

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

**Response:**

**Response:-**

The college envisions that education will complete only if it is integrated with the societal needs and requirements. This will be facilitated only if the college has very strong bond with the neighboring community, by health and hygiene issues or any other awareness program

The college carries out its extension activities through two- organs its departments and the NSS unit. The institute organizes a number of extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development. The students of our institute actively participate in social service activities leading to their overall developments. The students' council helps in carrying out these extension activities. This process allows the colleges to involve the students extensively in these activities. The students thus have gradually become aware of the social reality around them and by taking an active part in these activities learned the value of co- operations solidarity, and responsibility. These activities have also allowed the students to develop leadership ability and communicative competence.

The college has one registered NSS unit of 100 students. These units take the responsibility of community based activities. The institute effectively runs National Service Scheme (NSS) . Through this unit, the institute undertook various extension activities in the neighborhood community. NSS unit organizes program such as tree plantation, swachh- bharat abhiyan program, regular activities, cleanliness drive etc, Under the Swachhta Hi Sewa hai program the college students spreading the awareness about the causes, consequences and remedial measure for environmental pollution. No Plastic campaign launched. In the context of health and hygiene the AIDS awareness , vaccination, deaddiction ,malnutrition etc drive are launched. Every year planting of sapling are conducted. The college students carried out the SVEEP plan of Central government to make students and villagers aware of voting. For this college conducts various program.

Apart from NSS unit, all the departments of the institute are conscious about its responsibilities for shaping students into responsible citizens of the country. The departments organize various program In the context of health and hygiene the AIDS awareness , vaccination, deaddiction ,malnutrition etc drives are launched Road Safety, Musical Program at Annual function by students for the community, Cleanliness Drive, Plastic Free Campus, Yoga Day, Women's Day, Janani Suraksha Program on Female Feticide, Voters awareness ,Health Check-up camps are also organized. All the above mentioned activities have positive impact on the students and it developed student-community relationship, leadership skill and self-confidence of students. It also helped in cultivating hidden personality of students and created awareness among students.

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

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

**Response:** 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	00

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>

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

Response: 24

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	06	07	04	06

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

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

Response: 11.72

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

2020-21	2019-20	2018-19	2017-18	2016-17
15	185	118	61	84

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

### 3.5 Collaboration

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

Response: 0

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

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

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>

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

Response: 1

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

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

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

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

**Response:-**

The college was established in the year, 1989 with Arts faculty only in a temporary building of Govt.Higher Secondary School. Now it has been shifted in own campus in the year, 2009. The college premise is surrounded by boundary wall which was built recently. The entire campus is covered with greenery all around. The College has adequate facilities of teaching and learning. Since its inception, college making the every effort to upgrade and well maintained the infrastructure. The number of rooms in college building are not sufficient to run smoothly the existing academic program and administration. Though, cleanliness, light and ventilation facilities are maintained in the classroom and laboratories also.

1. **Main building:** – This building was handed over in 2009. There are 15 rooms in ground flowers and 02 rooms and 01,can say, hall at first flour. In ground floor consist of principal’s room. IQAC room, office room-account section, teaching staff/examination control room, Girls’ common room, Computer room and 10 class rooms. And first floor consists library, smart class/ seminar halls, B.Sc. 1st class room. There are separate washrooms for girls and boys.
2. **Old building:** - This building is having total 08 rooms which are used as Laboratories, Sports room and Class rooms. The college has five well equipped laboratories in Physics,Chemistry, Botany, Zoology and Geography and two rooms are used for classes of M.A. (Hindi Literature) and M.A.( political science) and one room is used by Sports Department.
3. **Library:-** The College has collection of books for regular use by all departments (both students and the faculty members) with a basic level of textbooks and few reference books. The college has subscribed to the N-LIST of the INFLIBNET. Through this we have a large number of e-resources in forms of e-books and e-journals in large numbers.
4. **Other facilities** - Besides the building, the college has spacious playground, though not well developed, for sports activities. The college has cultivated an atmosphere providing the importance to Extra Curricular and Support Services organized by Departments of Physical Education, Library, National Service Scheme. There are facilities for indoor and outdoor sports in our campus. In our college there is proper facility of water with its own bore well. There is an RO system for water purification by which students and staff members take pure and safe water. The college building has proper electric facility and it lights with energy saving electric equipment like LED bulbs, LED Tube lights etc. The college premises have an open cycle stand for students and visitors. The college has complaint boxes, notice boards. From the safety and security point of view the college has CCTV cameras installed and functioning well. LED TV is also available in the college with DTH connection.

So more classrooms are required for smooth running of various program/courses in this institution as well as well developed playground for Sports, an auditorium, separate Library building are the need of the hour for the college. A demand/proposal has been submitted to the higher authorities of the state government.

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

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

##### Response:

##### Response:-

The institute has commitment for all round personality development of students besides education. The institution has adequate facilities for cultural activities, sports, games (indoor- outdoor). Gym. and Yoga facilities are also available in the college. The institute plays a proactive and supportive role in grooming students in sports and cultural activities. The college recognizes the importance of sports and games as well as cultural activities. We feel very proud to say that many girls and some boys of our college have represented state at national level and university at all-India Inter-university level in recent past. We give its detail below :-

- **Sports facilities:** - The College encourages students to participate in sports and games round the year. To provide the students a place to organize these activities, the college has an open play ground and a room for indoor games. **Indoor games:** -Badminton, Table Tennis, Chess Chess, Carom board **Outdoor games:-** Athletics, Kho-kho, Kabaddi, Volleyball, Cricket and Football. The college also has facilities for the students in athletics - Shot-put, javelin, Hammer, Discus, High jump, long jump, obstacles.
- **Sports room facilities:** - There is a separate sports room in our college in old building in which there is facility of treadmill and high weight training exercise equipments. The sports officer handles it beautifully and carefully, there yoga and meditation are also carried out.
- **Cultural activities:** - To conduct cultural activities in the college there is a cultural committee formed every year. The committee organizes many cultural and literary program including various events. some interesting program organized by the committee are rangoli, mehndi, quiz, essay writing slogan writing, poem, competition etc. . The college strives at organizing cultural events round the year. The college celebrates Maa Saraswati puja on the occasion Basantpanchami and 10 days Lord Ganesh Utsava is also celebrated every year in which most of the students participate. The college also organizes various cultural activities under SWEEP. The NSS wing of the college sensitize the students towards society, country, environment, unity, selfless service, disaster management, health and hygiene etc. These wing propagate the government scheme e.g. Swachha Bharat Abhiyan, SVEEP plan, AIDS awareness campaign, tree plantation, blood donation(Under Red cross Society), etc through cultural activities on various occasions. From time to time college has been inviting expert related to different walk of life to sensitize the students like legal literacy, financial literacy, Domestic Violence etc. So in a nut shell the college has very healthy atmosphere for sports and cultural program. Students actively participate in various cultural

activities in the college when there is some celebration. The program in the college at Annual function include some songs, dances, recitation. Students also perform indigenous dances and songs in local language Chhattisgarhi during the college program with their traditional outfits.

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

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

**Response:** 7.69

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

Response: 02

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

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

**Response:** 427.81

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

2020-21	2019-20	2018-19	2017-18	2016-17
18.34	5.89	10.82	4.94	13.52

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

## 4.2 Library as a Learning Resource

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

**Response:**

**Response:-**

The college library started functioning since the inception of the college with a few number of books, which were directly related to syllabus. Since then every year a good amount of money has been sanctioned by the Government for purchasing books, journals and periodicals and stocking facilities. One post of librarian is sanctioned but no one was posted yet, the post is vacant since the very beginning. teachers took charge of running the library with the help of one book lifter only. Consequently it took time to systemized the functioning of the library.

Library is the power house that has various sources of information through which knowledge is expanded. Keeping in mind this fact the library of the college has been improving with increasing number of books, at present, it has a total of 16193 books, the college purchase books from time to time as per the funds given by the State Government. Some books are also donated to library by local NGO and alumni members. The library is used by both teachers and students.

The library is partially automated and it has N-List subscription. KOHA package includes modules for acquisition, circulation, cataloging, serials management, flexible reporting, label printing, offline circulation, etc. Currently library services and functions like adding to accession register, issuing books, returning books, and searching are done through this software. The members can locate any book using the search option in KOHA using the computers provided in the library. Every year at end of the academic session physical verification is done by physical verification committee. If the committee finds some books are not in good condition and not useable, it makes a list of those books and this list is placed before Writing-off committee. After carefully examination if the write-off committee also finds the same it recommends to dispose off.

The college library has also made a previous question bank. It is helpful to students from the examination point of view.

1. Maintaining the issue record of books to students and teachers separately.
2. Listing of books by author's name
3. Listing of books by price
4. Listing of books by subject wise
5. Receipt and billing records of books, journals and newspaper are maintained in office.

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

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

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

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

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

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

**Response:** 2.73

**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
4.14	0.899	2.57	1.54	4.52

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

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

**Response:** 0.47

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

Response: 5

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

## 4.3 IT Infrastructure

## 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:****Response:-**

The college has broadband connection of 06 mbps from BSNL (Bharat Sanchar Nigam Limited) this is used for office works only. Faculty members use their mobile data for strengthening the teaching and learning process. The campus is partially Wi-Fi enabled. The teachers and the students are allowed to use and can access Wi-Fi facility in the campus to get additional information and research related queries but in this area wi-fy network is very slow. The computer lab is equipped with required number of desk-top computers with required software.

There are different digital technological facilities available in the college. There is a smart class room and on digitally equipped conference hall and a digitally equipped library available in the college. A well equipped computer lab is also functioning in the college. The students of the college can access to the computer lab. The college has it's website it is updated periodically. Necessary information is uploaded in the website by college computer operator. Anyone can access our college website from anywhere and get detail information about college.

The college regularly maintains the IT facilities following are some basic facilities for updating:-

- Computer is formatted in regular basis.
- College itself formats the computers without any fees by computer operator.
- Antivirus is regularly installed in computer .All computer has anti-virus.
- WI-FI connectivity is available in principal chamber, office room, library and laboratories.
- CCTV is installed in our college to strengthen security and safety.
- College website is maintained by Ravi solutions, Durg. College pay by fees for maintains.

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

**4.3.2 Student - Computer ratio (Data for the latest completed academic year)****Response:** 48:1

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

**4.3.3 Bandwidth of internet connection in the Institution****Response:** D. 5 MBPS – 10 MBPS

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

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 106.42**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
5.24	0.899	2.57	1.54	4.77

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>

**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:**

**Response:-**

The Principal-In-Charge has full powers to maintain the infrastructure facilities in the College assisted by the faculty members. There are 4 sub staff for maintenance and up keeping of the infrastructure facilities. This includes lab technician, lab attendant and peons. The college follows a systematic procedure for maintaining and utilizing physical, academic and support facilities. It gives thrust to ensuring transparency, efficiency and accountability.

- **Sports facilities:** - The College provides sufficient sports facilities for boys and girls. The college has a playground which is used for conducting games, sports practice, coaching camps and recreation of staff and students. The college has badminton court that is used by staff and students. It has a stock room for storing sports equipments in which light weight training equipments is also available. The college can host a range of sports and games like football, cricket, volleyball etc. The college also has facility in door games like carom, table tennis, chess etc .The Sports Officer of our college takes care of all the facilities of sports and the players very sincerely.
- **Computer:** - The College has 22 computers for students to develop their computer skills and keep updating themselves with computer knowledge. All computers are updated and maintained regularly. 15 Computers are placed in computer Laboratory for students. The Department of Computer Science provides all the facilities for the benefit of the students and the faculty members. All the computers are upgraded or replaced with new ones as and when needed.
- **Class rooms :** - The College provides energy- efficient classrooms with adequate sitting arrangement, green boards, lecture-stand for teachers, students desks-chairs, LED light, fans etc. All the department are advised to deliver few lectures through smart class enabled classrooms in a month. The college also encourages the faculty to continuously develop skill and knowledge on the latest development in their respective field. The academic building is facilitated with clean purified drinking water for students and well maintained urinal point for girls and boys.
- **Library facility :-** The college library has 16193 books. Every year books are purchased for the utility of the students. There are back volumes, question papers and project works maintained in the library. There is an entry register at the entrance of the library. Every student is given 2 books at a time on showing identity card for their personal use. The borrowed books should be returned in 15 days and late return will be fined. At the end of every year the borrowed books should be returned promptly and no-dues must be taken from library.
- **Health Centre:-** There is no health center functioning in the campus. However, first aid facilities are available in the Physical education department. In case of emergency, the services of a Govt.hospital located one and half kilometer away from the college is utilized for medical assistance. Also, ambulance service can be availed dialing 108.
- **Scholarship Cell:-** The scholarship cell under a convener from the staff, coordinates the process of online application, and the students have to contact the convener or members of the cell for details of these scholarships.
- **College Website:-** To keep with latest developments in the IT field, college owns a website titled [www.govtcolleg Gandai.in](http://www.govtcolleg Gandai.in), which contains all the information regarding the college. College provides the facility an Email Id too - [ppgovtcolleg Gandai@gmail.com](mailto:ppgovtcolleg Gandai@gmail.com)
- **Electricity Supply :-** Sufficient electricity power supply has been regulated to provide uninterrupted power supply to the computer in the laboratories. If there is power failure to support the functioning of the systems, powerful generator facilities are available in a power room. UPS systems are established for all laboratories.
- **Other facilities :-** All the physical infrastructure like academic, sports, library, electricity and water supply etc are regularly maintained. Pure water is supplied to all the students. Bore-well is

also available in the campus for constant supply of water. Water is available all the time both for faculty and students and well maintained toilets for girls and boys separately inside building. The college conducts annual stock verification of all the items in the college like library, furniture, laboratories, computer and electronic equipment and sports equipment. Permanent and Consumable stock register is maintained. At the end of every academic year, various committees are assigned to conduct annual stock verification. The committee prepares a list of items that are damaged and beyond repair. The list of items that are damaged and beyond repair is placed before write-off committee of college and after carefully examination the committee recommends to disposed-off as per government policy. Damaged furniture that is repairable is repaired with either from the funds allotted by the Government or from Janbhagadari Fund: As per government policy, any damage in the infrastructural facilities is reported to Public Work Department, which prepares an estimate and forwards the same to the government for further action. Small repair work is immediately done by the Public Work Department. This way the college utilize and maintain it's physical, academic and support facilities.

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

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 76.54

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

2020-21	2019-20	2018-19	2017-18	2016-17
825	732	588	580	464

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

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

[View Document](#)

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

Response: 0

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

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

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

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

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

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

**Response:** 4.56

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	96	57	38	0

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

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

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

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

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

## 5.2 Student Progression

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

**Response:** 0.18

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

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

File Description	Document
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

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

**Response:** 57.37

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

**Response:** 183

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

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

**Response: 0**

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

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

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

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

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

### 5.3 Student Participation and Activities

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

**Response: 1**

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

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

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

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

**Response:**

**Response:-**

The students' council is formed every year after the notification of the government of Chhattisgarh. All the responsibility of the formation of students union is shouldered by a senior professor of the college who is appointed by the head of the institution as professor-in-charge student union. The student union-in-charge makes committees in direction of Principal-In-Charge to form student union every year. The committee follows the guidelines given by government of Chhattisgarh and monitors the entire process of student union formation. Till the academic year 2016-17 election took place. The student union has elected office bears comprising a president, voice-president, secretary, joint secretary and class representatives from different classes. In the academic year 2017-18 the Government of Chhattisgarh issued an order to form student union on the order of merit suspending election system of forming student union. Since then every year on the basis of merit student union is formed but in the year 2020-21 this act was suspended due to COVID-19 pandemic Oath taking ceremony is the first function of the students union. Elected members take an oath to maintain the dignity of the office and to function in the interest of the college. The College student union committee engages students to effectively participate in extra-curricular activities of the college and provide opportunities for the training as good citizens..The members of the student council actively participate in academic and administrative development activities of the college.The members of the student council conduct various curricular, co-curricular and extra-curricular activities. College provides a platform for the active participation of the students in the various academic and administrative bodies including other activities, which empower them in gaining leadership qualities, rules and regulations and execution skills.

**Student representatives on various academic and administrative bodies;**

The participatory mechanism facilitates the students representation in various academic and Administrative bodies/committees, these include;

- NSS Unit of Boys/Girls
- Anti Sexual Harassment Committee
- Student Council
- Cultural activity Committee
- Library advisory Committee
- Amalgamated Fund Committee.
- Youth Festival Committee
- Career guidance and Counseling Committee.

The college also celebrates, with participative preparation, Annual Function; All preparation of cultural program is done with the help of college student union, with Saraswati puja the function starts, in the various aspects this function provides opportunity to students. This leads to healthy interactions among students and teachers regarding academic, co- curricular and extracurricular activities of the college. Annual cultural and annual sports competitions are the important festival of the college. By organizing this student union gives a platform to show the talents of the students. On the annual function day distinguished guests are invited and the students present various cultural activities. Student secures highest marks in the class /faculty and winners of the sports and cultural competitions are facilitated in the prize distribution. The student council helps in maintaining discipline in the college campus by encouraging students to follow the rules of the college and instill environmental consciousness.

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

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

**Response:** 197.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
27	290	286	197	187

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

## 5.4 Alumni Engagement

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

**Response:**

**Response :-**

There is no specific Registered Alumni Association in the college. We have an unregistered body. Though the alumni association has started functioning but the college has not been able to get the association registered yet. The college intends to get it registered soon and make sure that association contributes to the development of the institution to its best. It cares for the development of the college and also for the students' growth.

**Non-Financial Activities**

- To Support in Sports and cultural activities for the students
- To conduct guest lectures and skill development program for the students
- To encourage and guide the students of the college on self employment to become entrepreneurs.
- To utilize their services in academy,co-curricular and extra-curricular Activities.

The alumni meets are organized once in a year. Alumni visit the institution as per their convenience throughout the year. Some books for library, LED bulbs, Tree gaurds, Seating chairs (set of 3 chairs), Flower pots with plants donated to college by alumni. Some members of alumni are very active they occassionally visit college and interact with Principal-In-Charge regarding college development. This Alumni Association brings outstanding people together on a single platform.

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

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

**Response:** E. <1 Lakhs

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

**Response:**

**Response :-**

The institution is under direct governance of the Department of Higher Education, Government of Chhattisgarh and therefore involves strict adherence to the government directives. The Principal/Office in-charge provides leadership to create a positive working environment in the college.

- The Principal-in-charge acts as the head of the institution who encourages all staff both teaching and non-teaching for the continuous development of college.
- The Principal-in-charge is empowered to form committees/sub-committees to carry out the administration during the session. He does the work at beginning of the session.
- The student union council also participate in overall development process of the college.
- The college authority strictly maintains service rules, norms, code of ethics in the college prescribed by the government.
- Any information asked by the higher authority is provided by the college within time limit expediently.
- All the information of the college is very transparent and easy accessible on college website.
- Any person can obtain the required information of the college under RTI following the rules and regulation.
- Financial transparency is maintained through Audit. For Govt.funds it is done by the Directorate, Higher Education and Accountant General of India as well, Non-Govt.Fund's audit is done by Chartered Accountant appointed by the committee in the meeting.
- All the administrative body of the college aimed at work with Core values ,Vision and Mission of the college.

**The governance of the college is reflective with Vision and Mission which are given here :-**

**VISION :-**

"The vision of our institution is to provide quality education to students of rural, socio-economically weaker section of society and thereby making them mentally and morally strong to participate in nation building endeavor."

**MISSION :-**

To impart knowledge and skill through higher education.

To enhance the employability compliance of the students.

To make the students aware of their social responsibilities.

To imbibe leadership quality among all students.

To provide surrounding where more students participation Sports at state and national level.

To motivate the students coming mostly from under privileged section of society SC, ST and OBC making them responsible citizens of the country.

To provide inclusive education by making it accessible to all section of society

The college administration takes decisions in such a way that our college becomes a step forward towards our vision and mission. In this context college has following achievement so far made:

- The college shifted to present own campus in the year 2009. The College building comprises office, classrooms, smart-classroom, computer lab, girls common room, IQAC, career guidance and counselling cell and open stage area.
- Initially from 05 students to currently 1056 students studying are in the college across all stream arts, science and commerce.
- The college library every year adding more books and it gets partially automated.
- All the classes have green boards.
- To enhance safety and security of college, the college is under CCTV surveillance.
- Every academic year college organizes sports and cultural fest.
- For holistic development of students NSS units is in function.

Thus college is consistently striving for excellence in higher education.

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

**Response:**

**Response:-**

Decentralization of the College administration is an important factor that contributes to the development of the institution. Our college was established by the State Government. Major subjects like finance, recruitment, creation of new posts, transfer and posting and introduction of new programs and courses are controlled and directed by Higher Education Department of Chhattisgarh Government. Directives regarding admission, curriculum of all faculties and semester and annual examination are issued by Hemchand Yadav University, Durg to which college is affiliated. Supervision and monitoring of all academic and administrative activities are carried out by the Principal with the help of various committees of the college. Committees are responsible for concerning subjects assigned to them. Administration of the college is decentralized and participative. There is a Janbhagidari Samiti in the college which helps to increase funds at local level. Minor works of infrastructural development are carried out by the Janbhagidari Samiti. Principal is secretary of Janbhagidari Samiti. President of this samiti is nominated by District Collector on the recommendation of In-charge Minister of district for 2 years.

Administration is fully transparent and participative, for instance purchasing system in the college is very transparent and decentralized. There are purchase rules of the Government of Chhattisgarh. College follows these rules. Principal is DDO. In our college all departments are single man department. Principal delegates his powers to head of departments with certain responsibilities. First of all requirements of all the departments are taken then principal, consulting purchase committee invites quotations for concerning requirements. Quotations are passed by the purchasing committee then order is placed. Purchase committee checks the quality of the material supplied by the firms. Then there is a process of stock entry. After stock entry of the items the payment is finalized. At the beginning of the session principal constitutes admission committee facultywise. The entire admission process is in the hands of admission committee. On the basis of merit students are admitted and reservation policy of the Government is strictly followed. Our college is the center of annual examination, supplementary examination and semester examination for both regular and private students. In the examination the Principal is Senior-Superintendent and there is a Superintendent for each shift with an Asst. Superintendent. Superintendent is completely responsible for his shift. It is to be noted that the invigilators come from other schools. Student Union is an excellent example of decentralization and participative management of the system of college practices. In some committees students are also members, they always participate actively.

We have so many committees and cells in our college. Admission committee, Internal examination committee, Purchase committee, Physical verification committee, Write-off committee, Discipline committee, Amalgamated fund committee, Anti ragging committee, Anti Sexual harassment committee, Grievance redressal cell, Career guidance and counseling cell. All these college committees and cells perform their works and report to the Principal-In-Charge. As a whole, the administration of the college is decentralized for all academic/administrative activities and this helps in establishing a strong binding between the administration and the stakeholders.

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

## 6.2 Strategy Development and Deployment

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

**Response:**

**Response:-**

The college has a perceptible strategic plan that anticipates future changes. It enables to plan the activities of the college to achieve in short term as well as in long term goals. It aids the institution to meet its increasing demands in the field of higher education. Apart from the new buildings which include classrooms, office room, Principal chamber and other related facilities, the college seeks to

augment its infrastructure to provide more facilities for student hailing from diverse regions. The college plans to provide facilities like Girls Hostel, Boys Hostel, Staff Quarters, separate Library building, Auditorium, Health Fitness club, Recreation Centre, Play Ground Expansion etc. For all these enough land area is available inside campus. The college has also requested for new generation courses which will open gateways of knowledge for students from the under developed lower income groups at affordable costs. In addition to the existing PG and UG departments, the college plans to add more departments to offer various new generation program to meet the demand of society. To provide greater exposure to students, field trips/ study tours are also organized.

### **Strategic plan and deployments**

#### **(A) Teaching and learning:**

1. Faculty members maintain a Daily Diary which consists of proposed syllabus for the month, date, and date wise the topic handled in class.
2. Faculty members also maintain Attendance Register in which they record attendance of students in class.
3. The teaching-time table is prepared by a committee. The teaching plan is prepared for each month, before the starting of the session.
4. Faculty members are also encouraged to attend faculty developing programs outside the college conducted by other institutions.

#### **(B) Community Engagement:**

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

#### **(C) Constructive Engagement**

1. Literature and Cultural understanding among students- It is developed in students by taking part in various programs organized by college.
2. Career guidance and counseling programs are organized time-to-time. Students put many queries before career counselor.
3. Motivational lecture of experts are organized here also students interact with subject experts.

Every academic year the Department of Geography conducts a study tour/ field trip for students. The students have to submit declaration form/consent form of their parents. A study report is prepared by the students who join tour/trip and submitted to the Head of Geography department. The development of this college is compared with the growth of other colleges started in the same period.

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

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

#### **Response:**

#### **Response:-**

Being a Government college of affiliated nature, the college belongs to the frameworks of the Government and the affiliated university. All basic policies regarding the administration and academic are based on the guidelines of the Directorate of Collegiate Education and the university. Adapting these guidelines in context of the college, the college ensures quality of the academic and administrative activities

The Department of Higher Education, Chhattisgarh issues regulations, policies, frameworks and directs the Principals of Government Colleges for compliance from time to time to carry out the administrative activities of the college as per the needs and requirements. Being governed by the Govt. of Chhattisgarh, the college has no direct recruitment, transfer and promotional policies. These are done at the

Government/ Directorate level. The affiliating university issues guidelines regarding student intake capacity, admission schedule, examination schedule, schedule of submission of internal assessment marks of the students of various classes and practical awards, date sheet of theory and practical exams, declaration of results and issuance of mark sheets and degrees. The college Principal frames the mechanism and policies for an effective functioning of the college. The college office staff always work in tune with the Principal-In-Charge and try their best to complete the work assigned to them within time limit. The college receives grants for Laboratory, Library, Infrastructure up gradation repairs and maintenance etc. and plans strategies for the desired outcome with the active cooperation of all the stakeholders. Academic calendar is designed at the onset of each academic session as per the directions of affiliating university. Activity calendar is prepared by the college administration in consultation with the Head of Departments. In the beginning of each session the college Principal asks every teacher to make his teaching plan, attendance register and daily diary. The college staff members are communicated with the service rules with amendments from time to time. The IQAC is leading all the activities related to formulating quality parameters and monitoring the academic and co-curricular activities to ensure high standards. The IQAC also suggests measures to the principal regarding improvement of the academic, infrastructural, games and sports, administrative and financial functioning of the college.

The college has Grievance Redressal Mechanism to deal with Admission, Internal assessment, Examination, academic related grievances, Anti Sexual harassment of students, teaching and non-teaching staff. The Internal Complaint and Students' Grievances Redressal Committee deals with the complaints and take remedial measures. To make the campus safe and secure, the college has installed CCTV surveillance inside building and outside around building. The college has a well-defined organizational structure.

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

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

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

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

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

**Response :-**

The various welfare measures for teaching and non-teaching staff in the institution are formulated as per the guidelines of the Department of Higher Education and the directions from the affiliating university. In our institution, staff-welfare schemes are availed as per Government rule, especially the leave, and financial benefits.. In all there are so many welfare schemes available for teaching and non-teaching staff in the college, these are stated below :-

Following are the main existing effective welfare measures for teaching staffs:

1. Rule of GPF/CPF/DPF benefits- for provident fund.
2. Rule of GIS benefits – for group insurance.
3. Medical leave and maternity leave, for eligible members.
4. Rule of E.L. [earn leave]
5. Rule of medical reimbursement, as per government rule.

6. Summer, winter and other gazette holidays.
7. Casual leave and optional leave rule.
8. Free internet and wi-fi facility to all non-teaching employees in the office; but not for their personal use in office time.
9. Combined tea-club with teaching staff.
10. Text- books, reference-books, GK-books, magazines, journals and literary books and novels to maintain reading habits in teachers.
11. Attending facility of refresher course, orientation course, seminar, workshop, conference, etc
12. Annual increments are given as per policy.
13. Healthy and hygiene environment.
14. Duty leave is given if applicable.
15. The sports facilities are provided to them available in the college.
16. They are covered under either statutory pension scheme or contributory pension scheme. Incumbents will get the benefit immediately after their retirement.
17. They are eligible to avail of TA and DA for official journeys, as per government norms.

Following are the main existing effective welfare measures for non-teaching staffs:

1. Rule of GPF/CPF/DPF benefits- for provident fund.
2. Rule of GIS benefits – for group insurance.
3. Medical leave and maternity leave, for eligible members.
4. Rule of E.L. [earn leave]
5. Advances for grocery
6. Summer, winter and other gazetted holidays
7. Casual leave and optional leave. There is a separate register for this purpose.
8. Uniform to class-IV employees
9. Free internet and wi-fi facility to all non-teaching employees in the office; but not for their personal use in office time.
10. Combined tea-club with teaching staff.
11. Free books, GK-books, literary books and novels to increase reading habits in non-teaching staff.
12. Annual increments are given as per policy.
13. Healthy and hygiene environment.
14. Duty leave is given if applicable.
15. They are covered under either statutory pension scheme or contributory pension scheme. Incumbents will get the benefit immediately after retirement.
16. They are eligible to avail of TA & DA for official journeys, as per government norms.

Thus the college has different welfare measures for teaching and non-teaching staff as per guidelines of State government.

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

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

**Response: 0****6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

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

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

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response: 0****6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

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

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

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response: 0****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

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

File Description	Document
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

#### Response:

#### Response:-

This institution has two types of Performance based evaluation. The first is called “PBAS [Performance Based Appraisal System]” and the second is called “Annual Secret-Report”. Performance Appraisal of the teachers of the college is on the basis of API based PBAS of UGC Regulations 2009. The PBAS provides a feedback of the faculty member. It helps them in understanding the changing needs of students. All regular teaching faculty members fill the prescribed format of PBAS for self-appraisal. This system encourages them to make excellent performance in teaching and learning ultimately resulting in the qualitative enhancement in students' performance and examination results.

Our college has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the regular faculty teachers on the basis of their academic, research and other extra-curricular activities. This format [PBAS] is filled by them in a given prescribed proforma, which includes all the above set related to points and sub-points. The format contains 4 main parts. Part-A: General Instruction, Part-B: Academic Performance, Part-C: Other related information [duly signed by the Principal], and Part-D: Comment on the self-assessment by the Higher-Education Department of Chhattisgarh Government.

The main part, i.e., Part-B consists of 4 categories. Category-I includes “Teaching-learning and evaluation related activities of total 125 marks. Category-II includes “Co-curricular, extra-curricular and professional development related activities of total 50 marks. Category-III includes “Research and academic contribution” having no boundary of marks. Category-IV includes “Summary of the API” to be filled by the teaching faculty.

Another type of evaluation is called the secret-report of the employee. The performance appraisal of non teaching staff is done through ACRs based on their performance on various parameters indicated in the ACR form. It Is filled by all non-teaching employees. It has two parts. The first part is filled by the employee. The last part is the evaluation by the Principal.

All filled ACR+PBAS of teaching staff and ACR of non-teaching staff are seal packed in envelope separately after remarks of the head of the institution and then sent to higher authority of the Department of Higher Education, Government of Chhattisgarh. This process is carried out for performance appraisal every year.

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

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

#### Response:-

Being a government college, all financial transactions and funds utilization of the college are strictly monitored and regularly audited by government agencies. The fund received by the college is from the government or non-governmental sources. Hence fund utilization and audit are done by following government procedures. There are two mechanisms for audit in the college:

- 1) External Audit
- 2) Internal Audit.

The college conducts both internal and external financial audits regularly.

**External Audit:** - External Audit is conducted by the following agency:-

Team of Higher education of Chhattisgarh

This team of auditors comes on the requisition letter sent to higher education department for audit by the Principal-In-Charge. It is constituted by the Department of Higher Education, Government of Chhattisgarh. When the audit visits the college, the Principal-In-Charge and all the office staff co-operates them to conduct the audit work in a very transparent way if any objections are remarked by the team there is a mechanism of solving audit objections in the college. The account section and Principal-In-Charge of the college review, assess and solve those audit objections and compliance report is sent to the Directorate of Higher Education or State AG whatever the case may be for final clearance of those audit objections.

#### **Internal Audit: -**

Internal audit is done by checking every bills and vouchers by a team of the college. Every year Principal constitutes this team, having one member from economics or from commerce. The cashier maintains the cashbook, receipt, bills and vouchers It is checked by the internal team of auditor.

#### **Audit by Chartered Accountant :-**

The college has not received any fund from the UGC or Central Govt. agencies, CA audit is compulsory for this fund. In our college there is a Jan bhagidari samiti working for the development of the college with extension of facilities with local funds. The college collect fund under non-govt. Jan bhagidari head. Audit of this fund is done every year by Chartered Accountant appointed in the meeting of Janbhagidari Samiti

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

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

**Response:** 0

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

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

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

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

**Response:**

**Response: -**

This College is a govt.-funded institution, therefore, a substantial part of our financial needs is met with the finances made available by the Department of Higher Education of Government of Chhattisgarh. Besides bearing the salary cost for the staff working here, the State Govt. also provides funds for library and laboratory purchases of books/journals, repair and maintenance of scientific instruments. The cost of maintenance of the College building is borne by the Public Works Department of the State Govt. minor work of repairing is immediately done by the PWD department in short notice.

The College is registered under the 2(f) and 12(B) sections of the UGC Act, 1956. We have not received any grants from the UGC under any heads. Besides the funds received from the state govt., the College mobilizes funds, under the Janbhagidari scheme. There is one more sources of funds, the fees charged from the students also form a portion of our finance. The College also receives funds occasionally from local public representatives like MLA and M.P.

**Utilization :-** As far as utilization of the received funds is concerned, we have a clear and transparent approach toward it. All the expenditures are incurred keeping in view with the academic and infrastructural requirements of the institution. The funds received from the state government are utilized strictly as per the instructions and conditions specified with the provision of funds. Likewise, the UGC

grants are utilized in accordance with the regulation and guidelines issued by the UGC. The RUSA funds are also utilized as per the concerned instructions. The Janbhagidari resources are utilized on the urgent needs of the academic and infrastructural development of the college for which proposal is placed and passed in the meeting of Jan bhagidari samiti. In a nutshell, all the funds are utilized keeping in view the enhancement of the academic quality and strengthening of the infrastructure of this institution.

## 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:**

**Response:-**

The college was established in the year 1989 with 05 students in Arts faculty only in a part of Government Boys Higher Secondary School premises, in Gandai. Later after along gape in the year 1997-98 Postgraduate M.A. in Hindi started and once again after a long gape in the year 2006-07 another faculty- Commerce started. In the year 2012-13 Science faculties started. In the year 2009 the college shifted in it's own building. Presently the college is providing higher education in all three faculties. The IQAC of this college was established on 1st of August, 2016. The college was recognized by UGC under section 2 (f) 12 (B) of UGC Act, 1956 n 19th of September, 2017.

The IQAC plays a vital role in improving the quality of education through teaching learning process and developing an overall personality of students through co-curricular and extra-curricular activities. The Cell has contributed significantly in all activities to enhance the quality. The IQAC of the college motivates the faculty members and students to participate actively in these areas. Since the establishment of the cell various meetings are organized on well defined agenda on different issues for the development of college and for the betterment of students every year. The following steps have been taken by the IQAC in this regard since it's establishment:-

- Uploading the data of the college in the AISHE portal.
- Enrichment of college website.
- Planning related Internal examinations.
- Organized Carrier Guidance related workshop for students.
- Infrastructure requirement it is to be brought in the notice of Principal-In-Charge.
- Organized Special Guest lectures on many subjects.
- Conducted ALUMNI meetings.

- Observed special days - Teachers day, Yoga day, AIDS day, Youth Day, Voters awareness day.
- Uploading of Question Bank in college website.
- Subscription of online journal (N-List) and making awareness for students about its uses.
- Regarding safety and security of college CCTV cameras installed.
- Established a Computer lab. Presently it's used by B.Sc. (Computer Science) students and also using for organizing ADD-on course in fundamentals of computers and information technology skills.

The college has an established Internal Quality Assurance Cell. The IQAC plays a pivotal role in providing opportunities for achieving academic and administrative excellence. To ensure that the high quality and standards are maintained and kept improving at all levels, the IQAC of the college has taken initiatives in:submitting proposals for development of infrastructure including construction of 1st floor in new building, development of playground, separate hostels for boys and girls.

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

**Response:**

**Response:-**

**Teaching learning process:-**

The IQAC plays an important role in improving the teaching learning environment of the college. In order to achieve this goal the following steps are taken by the IQAC.

1. Motivate teachers to adopt technology in their teaching which would ease the process of teaching and learning.
2. Obtain feedback on teachers and institution, based on which teaching learning environment is improved.
3. Motivate teachers and students to take up research activities.

**Structure:-**

The college's vision, mission, policy, objectives, quality system, procedures are defined well.

**Methodologies:-**

1. Annual exam result Analysis.
2. Student's feedback.
3. Alumni feedback.

4. Teacher's feedback.
5. Student's attendance.
6. Implementation of innovative teaching methodology

**Outcomes:-**

- Increasing the pass percentage
- Increasing the course completing rate
- Increasing quality education
- Producing responsible citizen of India
- Developing students skill for better employability.

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

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

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

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:**

**Response:-**

Our college is a co-education college. Both girls and boys study here in a common classroom. The college maintains the gender equity. The college ensures that there is fair and impartial treatment with students of both the genders. The college makes sure that the equality in treatment with students of both the genders is maintained. All the students get equal opportunities in all the activities of the college. The college is careful about maintaining and promoting the gender equity. The college takes care about the safety and security of all the students of the college. Both boys and girls are given equal opportunity to utilize the resource of the institution for their betterment. There is a help-desk facility available in the college that provides with all the required information and guidance to all the students of the college. If any student or any parent has any query, the help-desk official provides the required reply. This facility greatly helps the stake-holders. There are different committees in the college functioning for the development of all the students of the college. We treat all students as one by extending facilities to the needy irrespective of gender. Various committees such as Women Empowerment Cell, Internal Complaint Cell, Grievance redressal committee are constituted strictly adhering to the guidelines circulated by UGC and Affiliating University from time to time.

1. **Women Empowerment Cell:** - The College has an anti-harassment cell. The aim of this cell is to promote a culture of respect and equality for female gender and also to monitor the treatment with women in the college. The college forms an anti-harassment cell for the welfare of women as per the norms specified by the government bodies. There are different types of programs and activities organized in the college that promotes the gender equity.
2. **Internal Compliance Facility:** - The College has an internal Compliance facility system. Any student of the college may complain about any issue of discrimination. The college website also provides such facility to the students of the college. Any student may directly contact the Principal or the in-charge teacher of the college in case of any need.
3. **Separate Girls' Common room:** - The College has a common-room for girls. They may rest, relax and refresh there. The purpose of common room facility for girls is to create a stress-free environment.
4. **Safety and Security Measures:** - The College keeps the issue of safety and security of its students on the top of its priorities. At the beginning of the session Identity-Card is issued to all the students who have taken new admission and renewed of old students. The Identity-Cards of all the students of the college are checked at the main entrance of the college randomly and they are advised to keep the same when they come to college. It stops outsiders to enter the college building. There are many CCTV cameras installed in the college to monitor activities.

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

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

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

Response: D. 1 of the above

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

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

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

Response:

Response:-

There are different types of wastes disposed off in the college for which there is a proper system functioning. The following wastes are being disposed by the college:

- **Solid waste management-** The college has segregated waste collection system using color-coded bins: for bio degradable and non degradable waste. The college administration has provided the separate container for wet waste (Green colored) and dry waste (Blue colored). The College has a place on its campus where the solid wastes materials are disposed.
- **Liquid waste management-** The waste water is carried out through the pipelines. The only possible liquid waste in the college is from toilets and the chemistry laboratory. Toilets are attached with scientifically constructed septic tanks. There is a bore well which is water source on the campus

there is no possibility of these septic tanks contaminating water sources as the distance between these two is more than enough. Liquid waste of chemistry department is collected in a container and disposed off in a dug made outside the lab.for this purpose.

- **Biomedical Waste Management**-The college doesn't have any bio-medical waste. But in the COVID-19 scenario there is possibility of bio-medical waste in a minimal level. Such bio-medical waste is disposed safely using the special dustbin. There is no biomedical waste management system in the college.
- **E-waste management**- The college has an e-waste management policy in line with directions of the Directorate of Collegiate Education, Govt.of Chhattisgarh. The college uses various types of electronic gadgets like computers, printers, LCD, projectors etc. These products become outdated after few years due to advancements in technology. our Institute being aware of e-waste and its hazards take the initiative to dispose of e-waste in a proper way. E-waste is sold to scrap merchants for further processing. An inkjet cartridge is also used after refilling. This method also reduces the value of e-waste generation. Use of coal /wood/kerosene etc is strictly prohibited. In the department of chemistry .LPG gas burners are used instead of gas plant based on coal /wood/diesel/petrol etc thus reducing carbon emission.
- **Waste recycling system**- There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.
- In addition the college utilizes the possibility to recycle waste in the following ways:-

1) All used papers in the college office, departments etc. are collected, re used if possible and sold to the scrap dealers.

2) Plastic bottles are collected in the “plastic bottle collection corner” near the college gate.

- **Hazardous chemicals and radioactive waste management**- There is no Hazardous chemicals and radioactive waste management system in the college.

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

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

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

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

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

**7.1.5 Green campus initiatives include:**

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

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

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

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

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

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

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

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

**Response:** D.1 of the above

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

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

**Response:**

**Response:-**

**Tolerance and harmony : -**

The college is located in an area which has an exemplary history of communal harmony. The college continues to take efforts to maintain this harmony in all kinds of activities being held. The college community comprises people from different religions like Hindu, Muslim and Christian, belonging to different regions and different socio-economic strata of the society. The college advocates an inclusive culture by organizing the following: -

- Admission: The admission norms are framed in such a way that promotes inclusion of students across all segments like, religious groups, linguistic minorities, economically backward sections, SC/ST etc.
- Dressing: Students and teachers are free to wear any type of dress according to their choice provided they do not violate the general modesty of dressing.
- Inclusion in Committees/Cells : The college does not have any discrimination based on caste /gender/ religion/culture/ linguistic background while forming, electing or nominating members to any official or non official Committees/Cells
- Days Observance: Specific Days like Independence day, Republic day, National Unity day, World AIDS day, Constitution day, National Voters day, Hindi day etc. are observed with various activities
- Financial Assistance: The college arranges financial assistance to economically weak students apart from the scholarships they receive. Mainly at the time of admission some students do not have enough money to pay the fees, at that time the college staff help the needy students.
- The college teachers, staff and students jointly celebrate the cultural and religious festivals, New-year day, teachers' day, welcome and farewell program of students, Induction program of students.
- In this the way the institute efforts/initiatives in providing an inclusive environment.

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

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

#### Response:

#### Response:-

The College tries to Sensitize students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. Sensitization to constitutional values, rights and responsibilities of future generation is the academic responsibility of each and every educational institution. To materialize this, the college has organized a galaxy of program. Some of them are below:-

**Celebration :**The college organizes programs on constitution day. The aim of the program is to aware about constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. In this occasion.lecture of Principal and staff members are organized. In such a program, Principal stated that our constitution provides all citizens the values of human dignity, equality, Social justice, Human rights and freedom, rule of law. The oaths of saving constitutional values were taken. The lecture on to abide by the fundamental rights and fundamental duties are stated.

**National Days :** Every year on National day (The Independence Day and The Republic Day), the National flag of India is hoisted & saluted. National song is also sung on this occasion. On Republic day Principal, Teaching staff, Office staff & Students express their views on constitutional values, rights, duties, and above all the responsibility of citizen.

**General election :**In many elections Gram Panchayat, Nagar Panchayat, Nagar Nigam and Legislative Assembly and Parliamentary the college teaching staff are also engaged at various levels. One of the teaching staff member has worked as master trainer in all types of general elections.

**Displays:** The college displayed Constitutional Values, Fundamental Rights and Fundamental Duties.

**Days Observance :** The college regularly observes days like Independence Day, Republic Day, Human Rights Day, National Integration Day, Women's Day, Teacher's Day, Environment Day etc.

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

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

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

**Response:** D. 1 of the above

File Description	Document
Code of ethics policy document	<a href="#">View Document</a>

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

**Response:**

Response :-

The college organizes activities relating to national festivals, birth/death anniversaries of the great Indian personalities. Students actively participate in essay competition, rangoli, debate, quiz etc based on respective personalities. The institution organizes all national festivals to inspire the students to consume a spirit of nationalism and to acknowledge the contributions rendered by eminent persons of India, some program related to above as follows:

1. “Yoga day” is celebrated On the 21st June,
2. “Environment Day” is celebrated On the 5th June.
3. “Surgical Strike Day” is celebrated On the 5th June.
4. .Sadbhavana Diwas ( Late Rajiv Gandhi) -20 August
5. Teachers Day (Dr. Sarvepalli Radhakrishnan)- 05 September
6. Gandhi Jayanti ( Mohandas Gandhi) -02 October
7. Rashtriya Ekta Diwas ( Sardar Vallabhbhai Patel)- 31 October
8. Children Day (Pandit Jawahar Lal Nehru) - 14 November
9. .Constitution Day (Dr. Bhimrao Ranji ambedkar) - 26 November
10. “World AIDS Day” is celebrated. On 1st of December.
11. .National Youth Day (Swami Vivekananda) - 12 January
12. Subhash Chandra Bosh Jayanti -23 January

Our college celebrates Diwas, Jayanti and festivals in a healthy environment. Two national day, i.e., Independence day is celebrated on 15 August and Republic day is celebrated on 26 January every year. In this program all the freedom fighter are remembered.

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

## 7.2 Best Practices

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

**Response:**

**Response :**

### 1. Best practices : – I

1. Title of Practice:- " Personality development through Co-curricular and Extra-curricular activities, Sports and Games."

2. Objectives of the Practice –

- To provide opportunities to the students by engaging them in both recreational and competitive events.
- To develop physical and mental fitness of the students
- To offer scope to the students to take part in Inter College Sector level, Inter University level, Inter State level and National level competitions.
- To provide opportunity to opt sports as a career.

3. The Context –

- Sports and Games are the main activity,
- Much importance to co-curricular and extra-curricular activities as well as sports and games are given in the college campus and outside also to encourage and motivate the students.

## 4. The Practice :-

- The college organizes various competitions among students which are related to co-curricular and extra-curricular activities.
- The college arranges selection program for various Sports and Games to be organized at Sector level, Inter University level, Inter State level and National level competitions.
- There is a Volley ball court.
- Provision of indoor games like Carrom, Chess, Table-Tennis is there in the common room.
- Playground in the campus is not developed after some maintenance it is used for preparation of various sports and games below listed.
- Program Offered –

## (I) Co-curricular and extra-curricular program offered by the college are:

- Essay writing competition.
- Drawing competition.
- Rangoli competition.
- Mehendi competition
- Slogan writing competition.

## (II) Sports program offered are:

- Volley ball.
- Badminton.
- Kho-kho.
- Kabaddi.
- Cricket.
- Athletics

6. Evidence of Success :- In co-curricular and extra-curricular activities also all students are invited to participate. Many program are organized in college as per the direction of Department of Higher Education and Hemchand Yadav university, Durg. The Sports and Games department of the college prepares students in college campus selecting them in a very transparent way giving every student equal opportunity for all level tournament. Every year students participate and achieve their dreams they keep in mind. The success story is stated in the table below

s.no.	Session	Sector Level	University Level- Inter College	State Level	All India Level
1.	2016-17	75	07	10	01
2.	2017-18	97	16	11	02
3.	2018-19	98	12	14	03
4.	2019-20	61	18	06	01
5.	2020-21	00	00	00	00

Note- Due to COVID-19 Pandemic in the year 2020-21 All activities of Sports and Games suspended at all

level

6. Problems encountered and resources required – The college has no well developed playground though we have enough land and proposal in this regard, made by public work department, has been sent to Department of Higher Education sanction letter is yet awaited. As many of the students of college come far away from villages they leave college early as they have to reach home before sunset especially girl students. for this we have to make special arrangements. we have very limited resource we need extra funds.

## **2. Best practice :- II**

### **1. Title of the practice.**

“Motivational program for school students.

### **2. Objective of the practice**

- To motivate the students of rural area for higher education.
- To increase the possibility of employability.
- To develop the overall personality.

### **3. The context -**

Our college is situated in rural & backward area. Usually most of the students of Higher Secondary are not interested to take admission in college due to various circumstances. We explain them importance of higher education and persuade them to take admission in HEI.

### **4. The practice -**

The Sports Officer is In-charge of this program. Every Year during the academic session 4 students (2 Boys and 2 Girls) are selected according to their performance in academic and other activities for this purpose generally in the month of January/February this team goes to local and nearby higher secondary schools in well planned way with principals of schools. All the students of every school listen to the team very carefully and ask their queries. At the end we record in a register the opinion of the school principals.

### **5. Evidence of success-**

This practice is fruitful and can be seen from the data of increasing number of admission. In the year 2016-17 there were 613 students admitted whereas in current year 2020-21 there are 1056 students in our college.

### **6. Problems encountered and resource required –**

We try our level best to motivate them but due to poverty, unemployment and lack of awareness of

importance of higher education we could not get desired result. Even though we see some success in our program. We will continue it.

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

### 7.3 Institutional Distinctiveness

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

**Response:**

**Response:-**

The vision of our institute is to impart higher education to socially and economically deprived class living in rural and backward area of Gandai. Especially the rural girl students to pursue the higher education for their development and progress of the family. The girl students get an opportunity to participate in every co-curricular, extra-curricular and extension activities very actively. There was no facility of higher education in this area before the establishment of our institute. This opportunity is made available by The Department of Higher Education, Government of Madhya Pradesh. This institution was established on 17.11.1989 the aim of starting the college in this rural and backward area was to provide an opportunity of higher education to the rural students of this area. To fulfill the social needs, the college provides UG (Arts--B.A., Commerce--B.Com. and Science--B.Sc.{Maths},{Bio}.,{Computer Science}) program and PG (M.A.--Hindi and M.A.-- Political Science) program.

If one thinks for an ideal place of learning Late Shri Devi Prasad Ji Choubey Government College Gandai stands as a progressive institution where students of all categories avail abundant scope to expose their inherent qualities and passion for learning. Since inception (1989) the institution is striving to impart quality education with thrust on equality and access in fulfillment of the vision. The college is committed to provide higher education to the students in its vicinity giving equal opportunities to all, equip the students' community with academic, social, scientific and spiritual values and to enable them to have an insight into the spirit of individual dignity and universal brotherhood. We are very much aware of the responsibility to our students and do our best to provide a most friendly and growth oriented ambience for them. We do everything in our capacity to ensure excellent standards that would secure them leadership in tomorrow's challenging world. The vision behind the establishment of the college is to spread the light of knowledge and wisdom to kindle faith in themselves to become academically accomplished, emotionally balanced, morally upright, socially responsible, ecologically sensitive and professionally dedicated. The institution stands for humanity for tolerance, for reason, for the adventure of the ideas and for the search of the truth. The institution believes in the principle of inclusion and promotes the nation building qualities of equality justice and fraternity. Our motto is to remain at the forefront of the institutions of higher learning, teaching and research. The college ensures these values

through the work and conduct of its faculty, non-teaching staff, disciplined students and very able governing body that always keep striving to maintain academic charisma and beauty of the Alma-mater.

‘ The college is bent upon giving its students a clean and green environment, hygiene, good health, neat and clean lavatories, drinking water facilities, multiple intelligence and good education. Among all these diverse goals, one most important goal to be achieved is to render the student for employment-worthy. Developing a sense of social responsibility and service mindedness is one of the thrust areas of the institution.

In order to realize our vision and mission of college we are committed to provide quality education in this rural region in diverse immerging fields. The students get the meaning full education and develop their personality as a holistic way so that they could contribute to socio-economic progress of the nation, . After completing graduation in our college the students are placed in various jobs in government and private sectors. Many of them are self-employed - running their own business. We feel proud that we are successful to bring our vision and mission into reality. The college administration work enough hard for the infrastructure expansion despite the insufficient fund allocated by Department of Higher education Chhattisgarh. Every year our library keeps adding more books and now it becomes partially automated. The students are asked to be passionate in reading books and newspapers. We hope In the coming years the college will be in new scenario.

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

## 5. CONCLUSION

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### Additional Information :

#### Response :-

In addition to the information provided in SSR regarding our college we wish to add the following:-

1. Our College In-charge-Principal has additional charge of nearby college i.e. Govt. Naveen College, Salhewara which is 45 kms away from this college.
2. Though the college has its own building, due to increasing no. of program/courses year wise in the last Five years the number of students has increased, so at present the college needs additional class rooms, for this proposal prepared by Public Work Department has been sent to state government.
3. The college has adequate undeveloped land for playground, for this proposal prepared by Public Work Department has been sent to state Government.
4. Many students of this college come far away 15-20 kms from this college. They leave college early as they have to reach home before sun set specially Girls they come by Bus daily. In this context the colleges need Hostel facility both for Boys and Girls separately.
5. The college has adequate land for staff quarters which are included in our future plan.
6. The college needs an Auditorium for various purposes this is also included in our future plan.
7. The college has 17 sanctioned posts of Assistant Professor but at present only 03 Regular 01 Promoted Professor & 02 Assistant Professors are working. On remaining 14 posts Guest Assistant Professor are working. This also affects the performance of the college.
8. As the college is situated in rural area we have low Net-Connectivity problem very off and on and in the era of e activity we are falling behind.
9. In the coming years we have planned to start M.Sc.- Zoology, Botany, M.A.- Geography, Sociology.
10. Keeping in view the Vision of our college we would leave no efforts left to accelerate our Mission in future, because we strongly believe that progress is a continuous process.

### Concluding Remarks :

#### Response :-

This college was established in the year 1989 in Gandai, the rural area of Chhattisgarh State, the then Madhya Pradesh State, is providing it's magnificent service to the less privileged society. The students enrolled in this college mostly hail from socio-economically weaker section of society. It's quite evident that the students' strength of the college has remarkable growth from 613 in 2016-17 to 1056 in 2020-21 though the numbers of program/courses offered by the college also stand increased during the above period. This would definitely contribute to increase in the Gross Enrollment Ratio (GER).

The resources of this college are very limited. Since we shifted to own campus in the year 2007 the college administration is working hard for expansion of infrastructure and enrichment of library and laboratory year by year. Currently we have shortage of class rooms, conference hall, separate library building, regular teaching staff and non- teaching staff to meet the demands of the students. Despite the above facts the teachers and supporting staffs have well understood and relished the importance of creating a system in this institution to come with more strength to serve better. It is a matter of pride for us that in the area of Sports

many students of the college have represented State and University at National and Inter-University Tournaments in recent past.

This college is committed to progress by accepting and adopting the new methods and strategies envisaged in the manual by NAAC from time to time. The institution has taken long stride to get it assessed and accredited by the NAAC with greater functional difficulties and least resources available. The long lasting never-ending and incessant efforts of the faculty members, non-teaching staff has made this dream come true. The SSR of this college is now ready for your kind perusal.

At the end this college places it's sincere thanks to the NAAC for helping us to measure our self against different standard prescribed and to assess its potential as an HEI.

NAAC