SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GOVERNMENT MAHAMAYA COLLEGE, RATANPUR

CHAPORA ROAD, RATANPUR DISTRICT- BILASPUR
495442
gmcratanpur.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Spread across a sprawling lush green campus in the holy, ancient and revered town of Ratanpur, Government Mahamaya College is a higher educational institution affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur, Chhattisgarh. Ratanpur is famous as a seat of '*Shakti-Peeth*' of Goddess *Mahamaya* in the state and even outside. Mahamaya Temple is one of the 58 'State Protected Monuments' recognized by the Archaeological Survey of India in Chhattisgarh. The whole site around Ratanpur and surrounding Ratanpur Fort is officially recognised as a 'Monument of National Importance'. Thus, the atmosphere provides students an understanding and appreciation of unique cultural and historical heritage of the state.

A UGC- recognised and NAAC accredited Grade 'B' in 2011, Government Mahamaya College has expanded since its inception in 1989, when it functioned in the building of Government Higher Secondary School, Ratanpur. After shifting to the current building in 1996, which is now known as Old building, two more new buildings Main building and RUSA building were constructed in 2010 and 2018 respectively. At the curriculum level as well, it has expanded from offering courses only in humanities at undergraduate level to courses in Arts, Commerce and Science and adding Postgraduate courses in Sociology, Political science, and History. Recently in the session 2020-21, DCA, PGDCA and M. Com. Courses have been started. It provides an appropriate mix of academics, co-curricular activities, and sports.

The college nurtures an inclusive socio-economic environment as about 80-90% students enrolled come primarily from rural background, from village and forest areas as far away as 30 km, via walking or cycling or using public transport. On a similar vein, enrolment of girls far exceeds boys' enrolment.

One of the core value and functions of a Higher Education Institution, that is, serving the cause of social justice, ensuring equity and increasing access to higher education, can truly be seen to be served by this institution, as more than 90% enrolled students belongs to SC, ST and OBC. With further resources and support, the other goal of Quality education can be served better by the college.

Vision

To provide quality education, while equipping students with knowledge and skills in their chosen stream, inculcate values, identify hidden talent, provide opportunities for students, to realize their full potential and thus shape them into future leaders, entrepreneur and above all good human being.

Mission

Strive for quality education in keeping with the motto of the college "**Gyanmev Shaktih** (Knowledge is Strength)" and prepare young minds for imbibing knowledge, skill and sensitivity.

- Impart education of the highest standard through value based holistic teaching and learning by integrating traditional and innovative practices
- Equip students with the skill needed to adapt better to the changing global scenario and gain access to

multi carrier opportunities.

- Create platform for students for exploring their creative potential and nurturing the spirit of entrepreneurship and critical thinking
- Inculcate a strong believe in hard work and core values of gender equality, human rights and ecology in order to make them socially responsible citizens.
- Provide inclusive education by making it accessible to all sections of society to maintain and promote quality, transparency, compliance, and sustainability in governance.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The only government college in a distance of 15 to 70 kilometres around Ratanpur.
2. The college located at holy town Ratanpur at a moderate distance of 25 kilometres from university and district headquarters.
3. An institution with natural greenery surrounded by hill, forest and fields.
4. Consistently growing student enrolment, expansion in UG and PG courses and job-oriented courses offered to students through functional MoU with TISS, Mumbai.
5. More than 80% students are benefitted by scholarship provided by the government.
6. Number of girls students admitted exceeds boys students.
7. Qualified teaching faculty with many years of experience in the field.
8. Adequate infrastructure and physical facilities for teaching-learning viz., classrooms, furniture, laboratories, library, cultural activities, sports, games, gymnasium, yoga centre, canteen, photocopy facility to students etc.
9. Adequate ICT infrastructure viz. Functional NRC centre, Computers, wi-fi, digital teaching device, interactive boards, LCD projectors, e-content, language lab software, ILMS, subscription of NLIST, internet connection through optical fibre and relatively good student-computer ratio i.e., 15.
10. Consistent emphasis on Green and Clean Campus with regular plantation and cleanliness drives, provision of compost pit, rain water harvest and borewell recharge.
11. Catering to extra-curricular development of students via active sports, literary and cultural activities.
12. Active NSS (Boys and Girls), Red Cross, Red-Ribbon, Science club, and EBSB unit
13. Use of ICT in admission, examination, administration, and salary/ bill payment process
14. Proper facilities with RO water filter, CCTVs, clean toilets and generator for power supply in emergency situation
15. Teamwork, dedication and harmony among teaching and non-teaching staff
16. No reported case of ragging and harassment (of any type) in last five years.

Institutional Weakness

1. Lack of boys' hostel, auditorium and boundary wall, incomplete girls' hostel.
2. Limited land available for further expansion of buildings.
3. Interrupted power supply due to electrical connectivity of rural network.
4. Lack of PG courses in science stream.
5. Lack of research environment.

6. Higher students- teachers ratio.
7. Lack of sanctioned posts, unfilled sanctioned posts of teaching and non-teaching staff.
8. Weak communication skills and lack of modern communicative language in students.
9. Lack of awareness of students in using available facilities.
10. Presence and participation of students in extra-curricular activities depends on public transport system as majority of them using this.
11. Due to abundance of natural resources, monkeys often come, beehives are often found, and occasionally snakes and scorpions are also found in the campus.

Institutional Opportunity

1. Introduction of more PG courses to enhance student progression. Skill-based courses can be further expanded.
2. Attempts can be made to establish dedicated transportation system for students under PPP model.
3. Guidance for competitive examinations.
4. Scope to further strengthen cultural, literary talent.
5. Sports facilities have huge potential to tap sports talent in the college.
6. Campus infrastructure is continuously expanding and becoming better with scope for further improvement.
7. Large student enrolment given the rural background- can be tapped to develop a learned and aware society in this area.

Institutional Challenge

1. To complete remaining construction of girls' hostel
2. To prepare infrastructure for further expansion in enrolment of students.
3. To develop a culture of learning in students and to improve learning standards.
4. To develop fundamental knowledge of English language and communication skills in students.
5. To develop employability skill, and entrepreneurial spirit in students.
6. Motivating faculty for research work and orientation of students towards research.
7. Continuous need to use and acquire updated resources and technology for faculty and students.
8. Maintenance of buildings, laboratories, gardens and other facilities with limited supporting staff.
9. Challenges related to Covid 19 pandemic are also ahead.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Government Mahamaya College, Ratanpur, Bilaspur is affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur, Chhattisgarh, previously known as Bilaspur University. The College adheres to curriculum prescribed by the affiliating University for its UG/PG degree and diploma courses. The guidelines issued time to time by University and Department of Higher Education; Government of Chhattisgarh are followed. Teachers and various committee members plan their activities as per the college calendar prepared in tune of Academic

calendar provided by University. Admission process is properly planned by Central Admission Committee of the college.

Induction programs are arranged for newly admitted students. Academic calendar of the college and curriculum prescribed by university is made available to students and updated on the college website. Elective course system has been introduced in B. A., B. Com., B. Sc. and M. A. History. Certificate courses on Management and soft skills and Diploma in Banking and Finance is being run in college in collaboration of Tata Institute of Social Sciences (TISS), Mumbai, under the National University Students Skill Development (NUSSD) Programme.

Teachers follow innovative and effective techniques for teaching-learning process. Each department of the college sees to the effective implementation of the prescribed curriculum of its course(s). The curriculum is delivered through a well-planned and documented process. Attendance record of students and daily diary is maintained by each teacher. Internal examinations are organized by Internal Examination Committee of the college.

The College curriculum enriches crosscutting issues relevant to enhanced professional competencies and aim to inculcate general competencies like Human Values, Gender, Environment and Sustainability etc. Senior faculty members of the college are actively involved in the curriculum development of affiliating university and nearby autonomous colleges as a member of BOS/ Academic council. Most of the teachers are paper setter and examiner of affiliating university. Feedback is collected from students and teachers, analysed by feedback committee and proper action is taken. Year-wise feedback is updated and uploaded on website. Faculty is encouraged to undertake FDP from time to time.

Teaching-learning and Evaluation

Effective teaching learning and evaluation process is visible through enrollment, which has increased from 944 to 1390 in the last five years. All seats of reserved categories are filled as per the reservation policy of state government, in which, the unfilled reserved seats of a particular category are to be filled by available candidate of other reserved category, before opening these to unreserved category.

Slow learners and fast learners are identified through their performance in previous examination, class tests, and internal tests. Special programs are arranged accordingly. Various student centric methods such as group discussion, seminars, assignment, project, field visits of nearby areas of historical and archaeological sites are arranged for enhancing learning experience. Floral diversity of more than 350 trees, herbs, shrubs, and more than 200 pots; three tanks of NADEP for converting garden waste into organic fertilizer; and provision of rain water harvesting and borewell recharge, provides an open green lab in the campus.

The college has significantly upgraded the ICT infrastructure in last five years by adding more computers, digital teaching device, software and expansion of Wi-Fi and LAN facilities. Students as well as teachers make maximum use of it in teaching- learning through interactive videos, PowerPoint presentations, visual and audio-visual aids. Internal assessment mechanism is transparent and robust. Weightage for internal examination is 10% and 20% in UG and PG program, respectively. Dates of internal tests are informed to students in advance. Answer sheets are shown to students after evaluation. Internal exam related grievance redressal mechanism is transparent and resolved in a timely manner at the level of respective departments and by the Internal Examination Committee while external examination related grievances are directed to be resolved as per procedure laid out by the affiliating university. Professionally qualified teachers see to maintaining teaching

quality.

The Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students. Attainment of programme outcomes and course outcomes is monitored by the college in terms of result, student progression and other metrics.

Research, Innovations and Extension

The institution has created an excellent ecosystem for innovations and several initiatives has been created and implemented for transfer of knowledge, these are- Strengthening ICT infrastructure by adding computers, teaching devices, software, Carrier counselling and skill development by organising programmes under MYSY and NUSSD, Creative writing skill development by wall magazine, thought of the day board and regularly publishing college annual magazine, Green Lab by development of bio diversity in the campus, Literary and cultural activities, and Extension activities by NSS, Red cross, Red ribbon, and SVEEP units.

Presently 03 teachers of the college are recognized as research guide by affiliating university. Research papers are presented in conferences and published by teachers. Chapters are also edited and books are published by them, however, due to change in affiliating university and legal obstacle in registration of research scholars, research work has been interrupted.

The college actively promotes extension activities among its students to foster the spirit of social responsibility through NSS. A multitude of environment related activities like plantation and cleanliness are carried out each year in adopted village Ghansipur and in Mahamaya temple premises. Various awareness programs are also organized in Ghasipur, Ranibachhali and Kalmitar villages such as *Narva, Ghurava and Badi, Old age Pension Scheme, Jandhan Yojna, Post Office Saving Scheme, Beti Bachao Beti Padhao, Sukanya Samriddhi Yojna, Nashamukti, Swachh Bharat, AIDS awareness* etc. Every year, during Navaratri, NSS volunteers provide assistance to the local Police administration in crowd and traffic management, as thousands of devotees visit the Mahamaya temple in these days. SVEEP unit of the institution organizes various extension activities in the neighbourhood community to sensitize students and community about Voters' awareness and participation. The college received recognitions for extension activities from various bodies such as Atal Bihari Vajpeyee Vishwavidyalaya, Shri Mahamaya Devi Temple trust, CG state youth commission, Health and Family Welfare Department, Police Department, Forest Department and Gram Panchayat of Ranibachhali and Kalmitar village.

The college has also signed MoU with Tata Institute of Social Sciences, Mumbai for conducting job-oriented Certificate and Diploma courses under NUSSD program.

Infrastructure and Learning Resources

The Government Mahamaya College, Ratanpur has adequate infrastructure for teaching- learning. The college campus is spread in across 10 acres land. There are 3 buildings (old, main and RUSA), a large playground and well-maintained gardens in college premise. B.Sc. classes are held in Main building, post-graduate classes in old building, while B.A. and B. Com. classes are held in the third, newest wing constructed by using RUSA grant. In total 18 class rooms, 7 laboratories, 3 ICT equipped class room/ hall, 2 Girls common rooms are

available. For smooth functioning, separate rooms are also allotted to various teaching departments. 3 NADEP composting tanks, Soak pits to recharge ground water is present. Main building and RUSA building have rain water harvesting system. Laboratories are well equipped.

The College focuses on extra-curricular development of students on an equal level. The college has a concrete stage in the main building for organizing cultural events. College boasts of a huge playground for outdoor games. Badminton, Basketball and Volleyball courts are also available. Indoor sports facilities include Chess, Table Tennis and Carom. A dedicated multi-gymnasium with modern fitness equipments and Meditation Room as well as a dedicated room for NSS and Red cross are present.

ICT facilities in the college have been significantly upgraded in tune with newer modes of learning. There are 03 ICT enabled class room/ hall, one in each building, 1 portable battery-operated LCD projector, 93 Computers (Desktop, Laptop, All-in-one), biometric system, bulk messaging facility, and Wi-Fi availability across campus. About 35 computers with internet facility is available in the Network Resource Centre (NRC) established with the assistance of UGC. 10 user English Language Lab software have been installed. Any regular student can use these facilities. The library of the college is facilitated with NLIST and SOUL 2.0 ILMS Software. The library contains more than 23000 books. The college has a relatively good student-computer ratio, i.e., 15.

The college has adopted de-centralized system and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Student Support and Progression

Being a rural college, the institution takes great care in ensuring student support and progression mechanisms. More than 80% students are benefitted by scholarships and free ships provided by government. Cash prize are also given to topper students of the college by Jan Bhagidari Samiti.

Capacity building and skill enhancement initiatives are taken by the institution. For inculcating ICT/computing skills, soft skills and Language and communication skills, courses are run under the 'NUSSD programme' and placement drives are organized. Students are actively encouraged by teachers to make maximum use of available resources. For enhancement of employability skill, tests and workshops are also organized through Mukhya Mantri Swavalamban Yojana (MYSY). 193 tablets and 1049 smart phones were distributed to students in 2017 and 2018 respectively. Capacity building and skills enhancement initiatives are also taken up by the institution by SVEEP unit. Personality development initiatives are undertaken through Literary- Cultural Committee (*Sanskritik Sahityik Samiti*). Life skills such as Yoga, physical fitness, health and hygiene are a priority for the college which boasts of able Yoga and sports teacher combined in one. Career guidance for competitive and other examinations and career counselling is taken care of by career guidance committee which organizes workshops from time to time. In spite of rural background, about 38% students have progressed to higher education during the last five years.

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. However, in the last five years not a single complaint has been received. Various administrative, cocurricular and extracurricular activities follow duly established processes and norms prescribed by affiliating university such as for student council elections/ nominations. Students are represented

in various important committees alongside faculty members, such as IQAC, AF/ Development Committee, RUSA monitoring cell etc. Various NSS, Red cross, Red ribbon, SVEEP, Sports, Cultural and Literary activities are organized with active involvements of students. Due to Covid-19 pandemic the Alumni Association has not been duly registered so far but their direct and indirect support is always available.

Governance, Leadership and Management

Government Mahamaya College, Ratanpur has always prepared strategic plan as per need and changing scenario. Various achievements made by the institution during last five years such as increase in enrolment of students, starting of new courses, conducting employability skill development programs, prize to exam toppers, construction of new class rooms, expansion of ICT facilities including language lab and ILMS software, augmentation of laboratories and sports facilities, establishment of multi-Gym etc., clearly indicate that governance of the institution is in tune with mission and vision of the college.

Effective leadership is visible in various institutional practices such as decentralization and participative management in the college. For smooth functioning and proper implementation of various development programs several committees are formed at college level. Participative management is ensured by action on feedback and inclusion of students, alumni and parents in important committees like IQAC, AF/ Development, RUSA monitoring and Janbhagidari samiti.

Recruitment of teaching and non-teaching staff is done by Department of Higher Education, Government of Chhattisgarh. Guest lecturers and self-finance teachers are recruited as per norms prescribed by state governments. The service rules and promotion for teaching and non-teaching staff is applicable as per the rules and regulation laid down by competent authorities like UGC and Government of Chhattisgarh. Being a government institution, it has effective welfare measures for teaching and non-teaching staff. Systematic performance appraisal system is in force.

The college receives funds/ grants from various sources and is utilized for the specific purpose for which it has been obtained. Principal (DDO) ensures mobilization of funds as per requirement. Internal financial audit is done by internal audit committee. External audit of Government and non-Government funds is done by Department of Higher Education and Accountant General of CG office from time to time. Jan Bhagidari, Self-finance, UGC and RUSA accounts are audited by CA.

Internal Quality Assurance Cell (IQAC) is one of the major policies making and implementing committee in our institution. It monitors teaching, learning, evaluation and promotion of research and extra-curricular activities in the college and suggests various initiatives to improve these.

Institutional Values and Best Practices

The college is aware of the role it can play in promoting gender equity and gender sensitization and strives to work towards it. Topics such as women empowerment, dowry, domestic violence, live-in relationship, prostitution, cyber-crime, role of judiciary etc. are taught in the curriculum of UG and PG classes. Being a co-educational institution, various activities and special programs are held from time to time to make our girl students informed about their legal rights and safety measures meant for protection of women.

Ecological sustainability is another thrust drive of the college. Conventional bulbs and tubes are being replaced

by LEDs. Rain water harvesting and borewell recharge systems are employed in the campus. Green campus initiatives have been taken. Green, energy and water audits have been undertaken. There is provision of ramps in each building.

Various programs like celebration of constitution day, workshop on Cyber-crime, GST, awareness test on legal awareness etc. are also organized to make students and staff aware of the importance of constitution, discharge of constitutional obligations and make them aware and active in constitutional rights. The college also makes tremendous efforts in celebrating the national and international days, events and festivals throughout the year, for building strong cultural belief system among students.

Two best practices of college are (i) Green campus (ii) Free ICT training to weaker and marginalized students.The floral diversity of the campus includes more than 350 trees, herbs and shrubs and plants in about 200 pots. Each and every effort is made to sustain and grow this reserve. Free ICT training to weaker and marginalized students gives them opportunity to expand their horizons to learn skills they would not have the opportunity to acquire due to various challenges.

The motto of our college, i.e. *Gyan Mev Shakti* is one area distinctive to its priority and thrust. It is the duty of the college to provide all tools at its disposal to enhance knowledge base of our students. In the last five years, college has endeavoured to widen and strengthen various sources of knowledge in the institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT MAHAMAYA COLLEGE, RATANPUR
Address	Chapora Road, Ratanpur District- Bilaspur
City	Ratanpur
State	Chhattisgarh
Pin	495442
Website	gmcratanpur.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rajiv Shankar Kher	07753-255490	8962311524	-	gmc_ratanpur@rediffmail.com
IQAC / CIQA coordinator	Seema Sinha	91999-3893225	7974720970	-	seema.sinha86@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-07-1989

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Chhattisgarh	Atal Bihari Vajpayee Vishwavidyalaya	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	26-05-1998	View Document
12B of UGC	26-05-1998	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Chapora Road, Ratanpur District- Bilaspur	Semi-urban	10	4263

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Zoology	36	Higher Secondary	English,Hindi	210	203
UG	BSc,Mathematics	36	Higher Secondary	English,Hindi	180	94
UG	BSc,Computer Science	36	Higher Secondary	English,Hindi	60	51
UG	BCom,Commerce	36	Higher Secondary	English,Hindi	240	136
UG	BA,Arts	36	Higher Secondary	English,Hindi	840	739
PG	MCom,Commerce	24	Graduation	English,Hindi	20	0
PG	MA,History	24	Graduation	English,Hindi	80	61
PG	MA,Political Science	24	Graduation	English,Hindi	80	46
PG	MA,Sociology	24	Graduation	English,Hindi	80	60
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	24	Graduation	English,Hindi	40	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				18
Recruited	0	0	0	0	0	0	0	0	9	9	0	18
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				1
Recruited	0	0	0	0	0	0	0	0	1	0	0	1
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				17
Recruited	8	1	0	9
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	4	0	8
M.Phil.	0	0	0	0	0	0	3	3	0	6
PG	0	0	0	0	0	0	0	1	0	1

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

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	526	0	0	0	526
	Female	697	0	0	0	697
	Others	0	0	0	0	0
PG	Male	79	0	0	0	79
	Female	88	0	0	0	88
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	128	121	119	106
	Female	121	116	84	70
	Others	0	0	0	0
ST	Male	145	128	149	144
	Female	235	213	191	147
	Others	0	0	0	0
OBC	Male	279	245	249	211
	Female	374	345	294	200
	Others	0	0	0	0
General	Male	53	49	50	32
	Female	55	44	43	34
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1390	1261	1179	944

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
173	173	173	173	173

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
06	06	06	06	06

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1390	1262	1179	944	944

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
447	447	447	397	397

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
427	340	368	221	228

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
18	15	14	12	11

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

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

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 20

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
34.99	66.2	112.21	15.62	93.71

4.3

Number of Computers

Response: 93

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:

Every new session start with new hope and new enthusiasm.The session generally starts for faculty members at least 10-15 days earlier than for students. During this, faculty members update themselves about the changes made by university in curriculum. New syllabi are collected, analyzed and availability of new texts and reference books are checked by them. New books are immediately purchased, if needed. College website is also updated and new syllabus of the university is properly linked. In the meantime, suitable time table is prepared by time table committee with considering the feedback of students and faculty members and distributed to faculty members and pasted on notice board and college website. The teachers also plan their activities as per the college calendar which is designed on the basis of university and calendar issued by the department of higher education, Government of Chhattisgarh.

During the admission process newly admitted students are advised to visit the college website so that they may know about the basic details about the college in a better way.

In the beginning of every session, induction programs are organised for newly admitted students. In this, students are introduced to vision and mission of the institution. They are also made aware about their time table, course curriculum and outcome, code of conduct of the college, process of scholarship, university enrollment, examinations and about availing library, sports and other facilities of the college.

Theory and practical classes are arranged as per time table. Apart from the conventional chalk and talk method, curriculum is delivered with the help of ICT tools, class seminars, field projects etc. Students are also encouraged to utilize free internet facility of NRC center of the college for exploring e-contents of their curriculum. Teachers well plan and execute their lesson and record of the same in their daily diary. Daily diary is frequently cross checked by HOD, academic audit committee and Principal. For effective implementation of the curriculum all possible efforts are jointly made by faculty and staff of the college. Some examples are:

- Teachers visit library and also use internet regularly.
- Slow learners and fast learners are identified through various tests.
- Special classes are arranged for slow and fast learners.
- Attendance record and daily diary are maintained regularly.
- Syllabus guidelines and previous years questions papers are also made available at college Library. Link of student section of university website is also provided in college website.
- The college provides special attention to those students who could not attend their classes due to NSS camp, participation in sports events or engaged in other activities of the college.
- Teachers follows different innovative and effective techniques of teaching & learning.
- Teachers are encouraged for participation in orientation, refresher courses and in various FDP programs.

- FDP programs are also arranged in the college as and when required.
- Principal and HODs frequently conduct internal meetings and takes necessary decisions for implementation of effective curriculum delivery
- Feedback from various stake holders collected, analyzed and proposed before BOS for strengthening curriculum planning and development.

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

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

Response:

Government Mahamaya College, Ratanpur is run by the Department of higher education, Government of Chhattisgarh and academic and other activities are followed by the academic calendar issued by affiliating Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur. The college prepares it's own calender in tune with the calender of university. Various committees (admission, internal examination, student union, sports, NSS, Library advisory etc.) are formed to execute effectively various activities as prescribed in the calendar within specified period of time. In order to adhere with the academic calendar, several steps are followed, as:

- Academic calender is made available to faculty members and staff and also uploaded in college website.
- The admission process is properly planned by central admission committee and completed within stipulated time.
- Every effort is made by HODs and faculty members to start and complete the teaching-learning process (theory, practical classes and assignment/ project work, etc.) in prescribed time schedule.
- Students Union committee formulate the election/ nomination process of office bearers and other class representatives of Student Union, and further activities are arranged as per schedule.
- Sports officer with the help of sports advisory committee formulate various processes like practice, training, selection and participation of students in sector, state and national level sport events.
- NSS officers and NSS advisory committee formulate various activities like registration of volunteers, preparation and implementation of weekly work plan, awareness programs, field visits to adopted village and other community areas, organization of one day and special camp etc.These tasks are completed in due time schedule.
- Internal examinations are organized by examination committee of the college and suitable dates are declared with consulting faculty members and students. Students are made aware of the marks obtained by them in internal assessment by concerned teachers. Performance of students are also reviewed in staff meeting and necessary steps are taken for effective implementation of curriculum

delivery.
- Cultural and literary programs are regularly arranged time to time for students.

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

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

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

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 66.67

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

Response: 04

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

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

Response: 3

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

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

File Description	Document
List of Add on /Certificate programs	[View Document]
Brochure or any other document relating to Add on /Certificate programs	[View Document]

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: 3.79

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

2019-20	2018-19	2017-18	2016-17	2015-16
33	102	100	0	0

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

1.3 Curriculum Enrichment

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

Response:

The College follows the curriculum of affiliating University, which enriches issues relevant to enhanced professional competencies and aim to inculcate general competencies like Human Values, Environment

Sensitivity etc.

Professional Ethics-

Professional ethics are the principles that govern the behavior of a person or a group in a Business environment. Several topics related to it, like Market Structure, Cost Determination, Production Function, International Trade, Advertising and Sales Promotion, e-Business and e-Marketing, Business Ethics and Corporate Social Responsibility, Organizational Behavior, Marketing Management, Business Environment, Corporate Governance, Contemporary Indian Scenario, Auditing, Financial Management, Business Law, Entrepreneurial Development, Indian Government and Politics etc. are included and taught in Economics, Political science and Commerce streams. Topics like Social Group Work, Counselling Theory and Practice, Community Organization and Social Action are included in the certificate courses under NUSSD.

Crosscutting issues relevant to Gender-

Gender issues include all its aspects concerning men and women in the society. Several topics like Social Institutions, Society in India, Broad Demographic Features, Population Problem and Growth Pattern etc. are included in the curriculum of Sociology and Economics. Considering the importance of issues related to Gender Equity and Sensitization, various components related to it are taught in the curriculum of Sociology in UG and PG classes, as follows:

1. Women in Indian Society, Strengthening Women Empowerment, Marriages and Changing Dimensions, Dowry, Domestic Violence, Divorce, Problem of Surrogate Motherhood, Live-in Relationships, Indian Social Problems, Alcoholism and Drug Addiction etc. are taught in B. A. Part-I and Part-II classes respectively.
2. Problems of Urbanization, Prostitution, Cyber-Crime, Diversity related to Marriage, Family and Kinship, Crime against Women, Women Labour, Collective Bargaining, Role of Police and Judiciary in India, etc. are taught in M. A. Sociology classes.

Crosscutting issues relevant to Human Values-

The University curriculum is effectively integrated in crosscutting issues relevant to Human Values in courses of Economics, Commerce, Political science and classes run under NUSSD.

Various topics i.e., Consumer Behavior, Welfare Economics, Poverty, Inequality, Unemployment, Human Development Index, Economic Development Theories, Human Resource Management and Development, Human Rights Problems, Social Institutions, Sociology of Tribal Society, Rural Sociology etc. are taught in the college. Lessons in Hindi Literature also impart Human Values in students. Topics like Meaning, Definition and Protection of Human Rights, Convention on the Elimination of all forms of Discrimination against Women, Convention on the Rights of a Child, Impact of Human Rights Norms in India, Human Rights under the Constitution of India, Fundamental Rights under the Constitution of India, and Enforcement of Human Rights in India, etc. are also included in the curriculum of Environmental Studies and Human Rights and also in English Language, as a compulsory paper for all streams at undergraduate level.

Crosscutting issues relevant to Environment and Sustainability-

Environmental studies and Human Rights is a compulsory course paper of undergraduate first year classes in all streams. Topics related with Renewable and non-renewable resources, concept, structure and function of Eco-system, Bio-diversity and its conservation, Environmental Pollution and Environment Management are included in this paper.

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

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

Response: 1.16

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

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

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

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

Response: 30.94

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

Response: 430

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

1.4 Feedback System

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

Response: E. None of the above

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

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

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

Response: E. Feedback not collected

File Description	Document
URL for feedback report	

14-01-2022 07:59:52

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 84.25

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

2019-20	2018-19	2017-18	2016-17	2015-16
564	571	511	448	448

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

2019-20	2018-19	2017-18	2016-17	2015-16
630	630	630	560	560

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

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

Response: 84.26

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

2019-20	2018-19	2017-18	2016-17	2015-16
400	405	362	318	318

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:

For proper catering to student divesity, it is important to identify the slow and fast learners. Various Class wise Admission Committees are formed which meticulously record details of the admitted students. The records are then shared with respective departments and subject faculties. Such records which indicate performance in previous examinations help to provides an initial assessment of learning potential of students.

The learning need of students is assessed over the session on a continuous observation basis after their admission in the college. Performance in the class is assessed by concerned teachers through interaction with students, class test, unit test, and assignments. Continuous interaction between faculty members and students helps in distinguishing the students based on their performance as advanced and slow learners.

Advanced and slow learners are also identified through their performance in internal examinations, participation in laboratory, their knowledge of concepts and fundamentals,comprehension and most importantly, ability to express themselves in a free and fair learning environment.

Programmes for Advanced Learners:

- Group discussions, tutorial, and field visits form an important part of learning of such students.
- Personal interest in curricular and co-curricular performance of such students is taken, which includes career guidance and suggesting reference books.
- They are motivated to attend state and national level quizzes, seminars and conferences also.
- Presentations are organized at post-graduate level whereby advanced learners are encouraged to prepare PowerPoint presentations (PPTs) and lead their groups.
- Advanced learners are also encouraged to prepare composition, poems, stories,important informations etc. and share their experience in '*wall magazine*' and Annual magazine. This encourages creative writing and articulation ability among students.
- Physical and digital learning resources like books, newspapers and journals are provided and encouraged through the Library and N-LIST.
- Skill development program and career counseling programs are run regularly through special programmes and cells in college (NUSSD, career guidance cell, etc).
- They are encouraged to use ICT facility via NRC rooms.

Programmes for Slow Learners:

- Special classes and doubt clearing sessions for slow learners are held on a regular basis to encourage them to become good learners of both theoretical and practical aspects.
- Extra classes in free hours are engaged by the subject teachers as and when required. Effective effort is made to give extra attention to such students by way of such tutorials and classes.

- Revision of the portions taught in previous classes through discussions and questions is done to consolidate hold over topics.
- To improve their learning capability, assignments and project work are also given to slow learners.
- Mentoring of slow students is done on a regular basis. Parent-mentor meet is organized from time to time in college.
- Feedbacks are collected from the students at end of the session to find out the problem areas regarding all subjects and departments. Sports and library facilities are also covered in the feedback.
- Feedback analysis is done and suggestions given by students are considerd and implemented in the coming sessions.

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

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

Response: 77.22

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

2.3 Teaching- Learning Process

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

Response:

Experiential learning involves learning from observation, hands-on experience and practical application of knowledge and skills to the real- world. 'Learning by doing', the central focus of experiential learning, can be seen in operation in college at various levels. Participative learning is also an important part of curricular efforts of the college.

The participatory learning methods adopted by the faculty are through Group Discussion, Field Work, Assignments, and Student Seminar. Field-visits to nearby areas of historical and archaeological importance, especially in subjects like history are taken up for new methods of participatory learning. It is important to note that Ratanpur town has been the capital of medieval age Kalchuri dynasty and hosts many small and big monuments of historical-cultural importance. Group Discussion involves exchange of ideas among students and evokes thinking. Seminars are part of evaluation of post-graduate students. Presentations develop ability amongst students to express themselves and participate.

Problem solving methodologies form an essential part of learning in science departments of the college. Students of Humanities too participate in such learning through various competitions organized in college during the session like '*Best from Waste*' competition before the Annual Function*,* where students collect items that have otherwise been discarded as waste and make them into useful objects of daily use/ decoration. Such items are prepared by using waste items at home and can be seen at the Principal's office. Experimental learning and demonstrative method is mainly followed in science subjects and in subjects like Geography (mapping, topography, etc in practical) in the college.

Educational trips and the yearly 7-10 day camp is organized by NSS unit of the college to small villages near college and field visits under NUSSD programs are also important educational experience in terms of experiential learning and problem solving methodology. During their stay at camp students construct a physical infrastructure, such as village sitting area (*chaupal*) or well or tank, teach and play with school students and stay and interact with villagers for a week. Students gain hands-on experience and contribute *shramdaan*, or labour for betterment of the village during their stay.

Various clubs, societies and programes that encourage hands-on understanding of knowledge in the college are :

- *Eco Club* promotes sensitivity towards biodiversity and nature.
- *Red Cross Society* and *Red Ribbon* encourages in understanding of health issues (blood donation camp, awareness about anemia, AIDS etc).
- *Sahityik-sanskritik samiti (*literary-cultural club) promotes cultural and literary awareness.
- An experiential learning of nature is encouraged among students by diversity of flora and fauna in and around the college. The college boasts more than 350 trees of different species which forms part of everyday learning.
- Kakapahar hill, farmlands enhances learning for biology students. Various species of reptiles and snakes are spotted frequently.
- Students are exposed to best practices such as compost unit and waste management.
- Students are exposed to water conservation efforts, such as Champi dam and Khutaghat Dam near Ratanpur.

Thus, a variety of methods are employed in the college to enhance new and interactive forms of learning.

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

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

Response:

The college has dedicated itself to improving the teaching-learning process using various Information and Communications Technology tools to the extent possible. In spite of being a rural college, it has all the

necessary ICT tools: Desktops (All-in-one), LCD Projector, digital teaching device, interactive board, digital camera and sound system etc. The college also has a handy & portable LCT projector which can be used in any class and even without electricity.as it is chargeable

College campus comprises 3 buildings, i.e., Old building, Main building and building constructed by RUSA grants. In each building, there is a separate ICT enabled class room/ seminar hall (Digital/Interactive). There are 'smart classrooms' and Wi-Fi enabled classrooms in all buildings of the college. High speed Internet coverage through optical fibre, Wi-Fi and LAN is available across the college campus. All-in-one desktops to make use of Wi-Fi facility is available in almost each department of the college. NRC, all departments,and office computers are also Wi-Fi/ LAN enabled.

To use the wide variety of ICT tools available in the college, teachers are constantly encouraged to use them for benefit of students. Training sessions for the use of ICT tools and NLIST facility have been held in college from time to time.

The classes are predominantly taken on lecture basis but ICT tools are also used to supplement and enhance teaching-learning experience. The teachers make use of PowerPoint presentations and educational videos for providing visual aid to teaching-learning process. The students are also assisted and directed by the teachers for making effective use of ICT tools for their learning in NRC center of the college. The college organizes online competitions which provide the students an experience of online activities. For instance, Commerce Wizard test, online quiz competitions by State Youth Commission, etc.

Under the National University Students' Skill Development Programme (NUSSD) run in college, enrolled students are given proper training in ICT tools to help them seek employment opportunities. Some students have even got campus placement offers as a result of such efforts.

Latest news and information about syllabus, time tables of exams, internal assessments activities and competitions in the college or university are updated and displayed on notice boards as well as on college website. In this way, students from rural backgrounds also learn to use ICT tools for learning as well as for keeping abreast of new developments. English language lab is a very helpfull facility provided to students and teachers which offers an exclusive result oriented and efficient way to enrich the English language learning process where students can access audio or audio visual materials.Teacher and students can acess N-LIST for e-books and journals.

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

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

Response: 77:1

2.3.3.1 Number of mentors

Response: 18

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

2.4 Teacher Profile and Quality

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

Response: 77.78

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

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

Response: 29.82

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	3	4	5

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

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

Response: 5.94

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

Response: 107

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

2.5 Evaluation Process and Reforms

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

Response:

Internal assessment is an important requirement for overall assessment of learning level of students and is also part of final assessment in university examinations. Weightage for Internal assessment is 10% in UG programmes and 20% for each paper in PG Semesters.

Internal assessment is done on a continuous basis, that is, from time to time and using various modes. Transparency in internal assessments plays an important role in improvement of students learning and writing styles.

Following steps are taken for effective internal assessment:

1. A uniform and transparent method is followed for internal assessment for all subjects in college. Despite various streams in college, the college tries to maintain uniformity in internal assessment process so that students are clear with rules and mode of internal assessment..
2. Meeting of all faculty members of the is organized by Internal Examination Committee to finalize details of internal exams. The schedule is decided at after discussions of all teachers.
3. After discussion and decisions the time-table is displayed and communicated clearly through college Whatsapp groups, notice boards and college website. Separate seating arrangements are made as per different classes.
4. Teachers inform students in classrooms to make sure that information reaches students in time. Syllabus for internal assessment is communicated to students well in advance.
5. Internal exams for UG and PG Semesters are conducted by college and marks uploaded on university portal as per guidelines of the affiliating university.
6. Assessment of internal examinations is done by respective departments and subject teachers and thus it falls under the ambit of subject teachers. Assessment is done keeping the stated course outcome in mind by faculty.
7. After internal assessment, answer sheets are shown to all students and the internal marks of the students are provided to the students to ensure transparency in evaluation. Students are encouraged

to look at evaluated copy in classroom during answer copy distribution or after the classes in case they are absent. Subject teachers brief students in the classroom about their performance in internal examinations.

8. Model answers are discussed with the students. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.

9. Test, Assignment, Seminar, Field visit in PG classes and UG project work in the environment science are given regularly, informed in advance and timely submission is ensured by the concerned teacher.

Thus, internal assessments are conducted in fair, fair and robust manner by the college.

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

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

Response:

An Internal Examination Committee is constituted every year to deal with internal evaluation related matters.

This committee maintains due register with steps taken for management of internal exams, including grievances of students, if any.The head of the department and the subject teachers redress grievances about evaluation, when brought to notice. Students' grievances are taken up on priority basis by respective subject teachers and departments and resolved on priority basis.

Thus grievances related to internals are mostly resolved at level of department itself, to student's satisfaction. In case student's grievance is not resolved by subject teacher, the student can approach the Head of department and/or Internal Examination Committee. It is interesting to note that since students' grievance were addressed by the department itself, none had approached the Internal Examination Committee so far since last 5 years. In case of absenteeism due to special reasons like participation in National and state level sports or illness etc. separate internal examination is conducted by the internal examination committee. The mechanism followed for External annual/semester Examination Grievance Redressal is-

- The students who want to have retotalling/revaluation done can get information regarding it from college office/Helpdesk/ any subject teacher. Portal- in charge at the college makes details of external exam related process available to students.
- The student is directed to apply online for retotalling/revaluation at the University portal after paying prescribed fee.
- Online form is submitted to university while a hard copy of the same form is submitted at the college by student.College office sends the form to the University.
- Retotaling result is decraed by the university as per following due procedure. For revaluation,

university send concerned answere sheet to two different examiners. An average of two nearest marks is considered, only If marks awarded by any one examiner in revaluation varies by more than 05% from original marks awarded.Then the result of revaluation is declared which can be checked at University website.If any student is not satisfied even after revaluation, he may ask university to provide photocopies of his/ her answer book, and there is also a provision of re-revaluation/ challenged evaluation process.

In this manner, Grievance related to the Annual/Semester university examinations are resolved by proper communication with the Controller of Examination, Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur(C.G). and grievance related to internal examination is thus resolved by the college.

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

2.6 Student Performance and Learning Outcomes

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

Response:

The college has clearly stated course content, Program Learning Outcome, scope and learning objectives of the Courses offered by it. These are in sync with the Course Outcomes and Learning Outcomes outlined by the affiliating university, i.e., Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur.

The Programme Outcomes (PO) and Course Outcomes (CO) are displayed on the college website clearly under the 'IQAC' tab and listed under relevant date under IQAC List. While the programme outcomes differ for each programme offered in college- B.A, B.Sc., B.Com., and M.A, course outcomes also vary as students choose different elective subject and are inclined to pursues different employment opportunities as per the course chosen for higher studies. A PGDCA course and M.Com. Course has recently been added to the Programmes offered by the college, from academic session 2020-21.

The college website displays all course outcomes and programme outcomes in its website. Proper access to syllabus and understanding course and programme structure is important for all students. It helps them to compare course structure with requirements of competitive examinations and prepare accordingly. It also helps them prepare for other job opportunities that match their skill set in job market.

Faculty and students are aware of the course structure and adhere to it meticulously. All attempts are made to complete the prescribed course in time and in detailed manner. At the very out set of the session, students are communicated and made aware of the course structure of the programme chosen by them. They are encouraged to inculcate reading habit and gather information relevant to their course during the completion of thesession. Under-graduate students are communicated verbally and in class-rooms about

the course structure and about their subject teacher. A photo copy is distributed in post-graduate semesters regarding course requirements.

The Programme Outcomes, units, and Learning objectives are mentioned by the affiliating university under the syllabus section about which students are informed of. Changes, if any, in syllabus, course and program objectives is communicated clearly at the beginning of session or during it. A 'Placement' tab is also listed on website of the University, which also helps to assess course outcomes of college students.

Some of the faculty members of the college are also a part of the prestigious 'Board of Studies', which helps design and develop course and programme requirements. Thus, the college also plays a part in outlining programme and course outcomes . The faculty is also encouraged to update their subject knowledge and keep pace with changing trends in teaching methodology and delivery by pursuing higher studies, participating in faculty development programmes and/or seminars. This too enhances effective attainment of POs and COs.

Thus, the college tries its level best to outline, communicate and thereafter achieve the programme, course and learning outcomes.

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

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

Response:

The attainment of programme outcomes and course outcome is evaluated in following ways:

- The performance of students in university examinations and internal examinations are important parameters of outcome assessment. Records of academic results and other achievements are maintained by the departments to check progress of students.

- Student progression is mapped.
- Record of undergraduate students who go on to do post-graduation from the college is maintained.
- Record of passed out students department-wise is kept.
- Record of number of students who qualified NET/SET or any entrance or eligibility test is kept.
- A record of number of pass-outs preparing for competitive and other examinations is under preparation stage.
- Recently, an initiative has been started to record details of all the alumni of college at one place for easy accessibility.

* Records of students' participating in extra-curricular activities are also kept by college.

PO evaluation is based on the performance of the students in terms of their progression to higher studies, qualification in competitive examinations and placement. PO/CO outcome attainment evaluation reveals the following pattern for college students:

* Higher studies – PhD – in private universities
* NET/SET/ Entrance exam preparation
* Competitive exams preparation
* Teachers in private schools
* *Sikshakarmi*
* Guru Ghasidas University/ Pt. Ravishankar Shukla University- Arts students go to for higher studies
* B.Sc. students go to Bilaspur for M.Sc.
* Government jobs preparation
* Army/ defence force
* Business at local level
* Main-belonging to farming background- they engage in farm work after completing education- can better contribute to it after higher studies.
* Community/social worker and outreach

Academic Audit Committee scrutinizes and oversees evaluation and mapping of programme and course outcomes by the faculty. All activities of faculties are in coordination with Academic Audit Committee and IQAC. Feedback is also taken regularly from students to analyze their perception of academic attainment by college.

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

2.6.3 Average pass percentage of Students during last five years

Response: 87.35

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

2019-20	2018-19	2017-18	2016-17	2015-16
319	312	347	146	153

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

the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
415	327	362	156	204

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View Document</u>
Upload any additional information	<u>View Document</u>

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response: 3.56

File Description	Document
Upload database of all currently enrolled students (Data Template)	<u>View Document</u>

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description	Document
List of endowments / projects with details of grants	[View Document](#)

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

Response: 0

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

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**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	00

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
13	13	13	13	13

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The institution has ceated an excellent ecosystem for innovations and several initiatives has been created and implemented for transfer of knowledge, some of these are:

1. **Strenghthening ICT infrastructure and use**

College use a diverse set of ICT tools to communicate, create, disseminate, store and manage information. Some of the efforts made by the college in last five years are as follows:

- 30 more computers added, 03 ICT enabled classrooms developed, access to LCD projector in each class room is ensured by portable and battery-operated device, TV sets are being used as multifunction device, workshops on Computer awareness were also organized.
- Inetrnet facility extended to Old and RUSA building and Wi-Fi facility extended in entire campus.
- Wi-Fi enabeled all-in-one PC provided to all departments.
- ICT facility in NRC enhanced, 10 (1+9) systems are dedicated for newly installed English Language Lab software.
- SOUL 2.0 software has been installed in Library and 05 PC installed in reading room for direct access of NLIST and other sources of information

2. **Carreer counselling & Skill developemnt**

For skill developemnt, trainings for enhancement of quantitative, reasoning, English language and ICT abilities were organized under MYSY scheme. MoU with Tata Institute of Social Science, Mumbai under NUSSD scheme enables us to successfully conduct certificate course in Management and Soft skill, diploma courses in (i) Banking and Finance (ii) Hospital and Service Management, and (iii) Retail Marketing.

3. **Creative writing skill development**

Apart from several competitions, college students are also encouraged to publish their creations in the college annual magazine "Srijan". They are also motivated to share their creation and valuable information

on "Wall magazine". A separate space is also provided at the main entrance of the main building where students share their instanteneous thought for the "Thought of the Day" board.

4. **Green Lab in the Campus**

Being a rural college, the college campus has a great variety of Fauna and Flora in and around more than 10 acre land of the college campus. Many varieties of trees, herbs and shrubs which provide an opportunity for field study and research. It further enables the students and faculty members to learn and develop their practical knowledge on the bio-diversity and local eco-sytem.

5**. Literary and Cultural activities**

Throughout the year the "Sanskratik and Sahityik Samiti" organises various literary and cultural competitions on plathora of subjects which enhances the knowledge base and overall personality of the students. Debate and group discussions provide a plateform to students to engage on important issues leading to creation and transfer of knowledge. Lectures of Experts are also organised on diverse subjects which help in the growth of overall personality development of students. This networking has provided an opportunity to our students and faculty members to move forward, think wider with enhanced vision.

6. **Extension & other activities**

Plethora of activities under NSS, Redcross, Red-ribbon, and SVEEP also motivates and encourage students to become more responsible citizen. It also develop leadership skill and awareness on various issues of social and national importance.

File Description	Document
Upload any additional information	View Document

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

Response: 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**

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

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

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	
Any additional information	

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.**

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

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

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: 0.5

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

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

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:

The college actively promotes extension activities among its students to foster the spirit of social responsibility. We aim to develop a network of lasting relationships with the neighborhood communities, thereby sensitizing our students to challenges faced by the society, by using various platforms:

National Service Scheme – NSS boys' and girls' unit of the college actively organizes various programs. A multitude of environment related activities like plantation and cleanliness are carried out each year in college, adopted village Ghansipur and in Mahamaya temple premises. We encourage our students to be conscious about giving back to the society. Hence, activities such as renovation of building and construction of platform (Chabutara) were carried out in village Ghansipur and Ranibachhali. Saplings of fruit bearing trees were distributed to farmers in Ghasipur. Various awareness programs on government schemes are also organized both at College and Ghasipur, such as *Narva, Ghurava and Badi, Old age Pension Scheme, Jandhan Yojna, Post Office Saving Scheme, Beti Bachao Beti Padhao, Sukanya Samriddhi Yojna,* etc. Every year, during Navaratri, NSS volunteers provide assistance to the local Police administration in crowd and traffic management, as thousands of devotees visit the Mahamaya temple in these days. The NSS volunteers have been awarded with certificates for their outstanding contribution.

We believe that charity begins at home. Hence, we are committed to maintaining a green and clean campus. Students contribute two hours every Saturday to maintain the campus. Tree-guards have been installed around saplings and 02 raised platform were built around tree in college premises so that students can sit there and enjoy the natural aeration of the garden. The NSS unit has also been organizing seven days 'camp in nearby villages, annually.

Red cross and Red ribbon - The Red Cross and Red Ribbon society of the College takes sincere measures in keeping students informed about healthcare by the way of organizing health camps and various health awareness programs. Activities like awareness programs on hazards of Tobacco consumption, Alcohol intoxication, AIDS and Vasectomy, etc. have been organized. Free distribution of medicines on account of World Creamy Eradication Day have been conducted. The College also conducts Eye tests and Blood tests for students. Various competitions such as poster making, essay writing, debate, elocution etc. are also organized on various health related issues to spread awareness.

Systematic Voters' Education and Electoral Participation Program SVEEP unit of the institution organizes various extension activities in the campus and in the neighborhood community to sensitize students and community about Voters' awareness and participation. The College has organized various awareness programs like Street Play, rally, formation of Human chain, Loktantra bandhan, display of EVM, group discussion, painting etc. A visit to 'Old-age home' and a 'Marathon' on Voters' awareness was also organized. Oath is administered by staff and students on National Voters' Day. An inclusion drive for students not enrolled in Voters' list was conducted by PPT presentation for guiding students in filling and submitting forms to concerned office.

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

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

Response: 9

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

2019-20	2018-19	2017-18	2016-17	2015-16
03	01	04	01	00

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

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

Response: 33

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

2019-20	2018-19	2017-18	2016-17	2015-16
7	8	7	5	6

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

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

Response: 27.03

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

2019-20	2018-19	2017-18	2016-17	2015-16
324	430	301	269	224

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

3.5 Collaboration

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

Response: 0

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

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

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)

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

Response: 3

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

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

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The Institution has adequate infrastructure for teaching- learning, viz. classroom, laboratories and computing equipments.

The college campus is spread across 10 acres land. There are 3 buildings (Old, Main and RUSA), a large playground and well-maintained garden in college premise.

MAIN BUILDING

The main building comprises of the Principal chamber, Office, Science departments and laboratories. The labs are well-equipped with apparatuses needed for practical class as per course. Economics, Commerce, Hindi and English departments are present here, each enabled with net facility. Computer Science department with 30 Wi-Fi enabled computers is also located. Staff room(with attached washroom), 6 classrooms, Girls' common room (with washroom) and Boys' common room are present. A Seminar hall equipped with LCD projector and digital interactive board, a Network Resource Centre (NRC) is also present. Wi-Fi enabled computers are dedicated for 10 user English language lab software. The main building also has a Career Guidance cell and Red Cross unit. The Red Cross room has a bed, stretcher, wheel-chair, apparatus for measuring blood pressure, weighing machine and first-aid. Photo copy facility is made available for the students at nominal rates. A stage for cultural events and a Badminton court is also available in the Main building. A Vending machine for sanitary napkins and an Incinerator for safe disposal is installed for girls'. The Main building has Rain water harvesting system.

OLD BUILDING

The old building consists of all Post graduate departments -Political Science, Sociology & History. All departments are equipped with net enabled computer. It also has well ventilated classrooms, Library, Sports department, Canteen and one Girls' common room (with attached washroom). The Library is well equipped with latest ICT requirements like SOUL 2.0 and N-LIST. The sports department has a separate room dedicated for multi-gym facility, which has been setup with modern fitness machines. One room is dedicated for indoor games, such as Chess, Table-Tennis and Carom. We have one dedicated room for NSS, which is well equipped with essentials needed for outreach camps. Musical instruments like table, harmonium, electronic keyboard etc are kept here. We have a clean and hygienic Canteen.

RUSA BUILDING

6 classrooms and Geography department, along with lab is located here. The department is equipped with all-in-one computer and equipments for practical work. RUSA Building also has a Smart class room, equipped with modern audio-visual teaching devices. The building also has two separate washroom facility one each both boys and girls. It has one chamber for staff room.

Apart from the above, the institution has been able to maintain greenery in its campus. Rich natural landscape around the campus with biodiversity of flora and fauna can be found, with more than 350 trees/plants belonging to more than 50 different species. Impetus is given on local plants like Amla, Mango, Neem and Kadam. Each building has ramp facility for *Divyangjan*. Water purifiers are installed in each building. A compost pit for manure and Soak pits for water recharge are present. CCTVs help to monitor campus and there is adequate space for parking.

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

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

Response:

The college understand that a well-rounded education should enhance students' time and stress management skills, it encourages students to work in groups as cohesive teams and provide a sense of comaraderie amongst them, thereby improving overall productivity. Towards this end, it has always encouraged a variety of extra-curricular activities ranging from field sports to imbibing soft skills such as public-speaking, poetry recitation, extempore, etc.

- **Cultural activities:-** The institute is committed for all round personality development of students besides education. The college has a concrete stage in the main building, where various cultural programs, cultural competitions are organized. The Sanskritik Sahityik Samiti of the college regularly organizes various extra co-curricular activites like dance, singing, quiz, debate, essay writing, cooking, rangoli, alpna, mehndi, best from waste , salad etc. The NSS and SVEEP in-charge also organizes various competition for students throughout the year . Students actively participate in these events and also take part in various inter-college competitions . The institution is well equipped with latest sound system facility and musical instruments like harmonium, tabla, electronic keyboard etc to encourage the talent of students.
- **Outdoor Sports Facilities:-** The college has a very spacious playground including a Basketball court, Volleyball court, Badminton court, Practice pitch for cricket, Football ground and a large play field for athletics.
- **Indoor Sports facilities:-** A dedicated room for Chess, Table Tennis and Carom is available.
- A dedicated **multi-gymnasium** with all modern fitness equipments and a Meditation room is also available.
- The college has a dedicated room for NSS. There are two separate units for boys and girls. Each constitutes of 100 enthusiastic members, who are regularly involved in various outreach programs.
- Annual Cultural program and various Annual Cultural Competitions like Dance , Singing, Drama, Cooking, Rangoli, Alpana, Salad etc. are organized for the students. Annual Sports Competitions of various games are also organized in the college playground like Badminton, Volleyball ,Cricket, Kho-Kho, Chess, Table-Tennis, Carom, Kabaddi and athletics etc. The college also hosts inter-college competitions like Kabaddi , Kho-Kho, Basketball etc. Students have also honoured the institution by bringing laurels to it. Some students of the college are also selected in university team for participation in National level competitions.

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

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

Response: 15

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

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

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

Response: 48.88

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

2019-20	2018-19	2017-18	2016-17	2015-16
15.00	45.00	90.00	0	50.00

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

4.2 Library as a Learning Resource

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

Response:

SOUL 2.0 software has been purchased for Integrated Library Management System (ILMS). Due to Covid-19 epidemic proper training of Librarian and computer operator could not be arranged, however, data of almost all the books have been loaded in the software. N- LIST facility is also available for easy access of e-resources. Under this, National and international level journals, e-books and reference books are available online both for students and faculties and are utilized by them for collecting study material, assignment, and research work. The library contains nearly 23000 books.

- Name of ILMS software: SOUL 2.0
- Nature of automation (fully or partially): Partially
- Version :2.0
- Year of Automation: 2019-20

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

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

Response: B. Any 3 of the above

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

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

Response: 1.75

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.81	0.887	1.46	0.580	4.0

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

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

Response: 3.48

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

Response: 49

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College is well equipped with IT facilities . At present the institution has 03 classrooms well equipped with the latest ICT facilities. The institution has   interactive board/ LCD projector facility in each building . Digital teaching device with audio system is installed in the seminar room of RUSA building. The College has wi-fi enabled campus with high speed internet facility, provided by BSNL through optical fiber cables. Maximum computer facilities are made available to the faculty and also students as regards to computer aided teaching and learning process are concerned. The institution, with the assistance of UGC, established the Network Resource Centre (NRC), which is of much use to both teachers and students in teaching and learning activities. During the last five years the college has updated and upgraded in IT facilities. In the year 2015-16, the college had 61 computers, out of which 50 computers were net enabled. At present we have 93 computers. New biometric system was installed in 2018. The College has its own website displaying all its characteristic essentials. It is updated as and when required. In order to communicate any urgent information to the students, the college utilizes bulk messaging facility to promptly dispense important notices.

File Description	Document
Paste link for additional information	[View Document]

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

Response: 15:1

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

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 51.12

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

2019-20	2018-19	2017-18	2016-17	2015-16
19.99	21.20	22.21	15.62	43.71

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

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

Response:

The college has an adequate infrastructure spread in 3 building (Old, Main & RUSA) which consists of 18 class rooms, 7 laboratories, 3 ICT equipped class room/ hall and 2 Girls' common room. Sufficient rooms and spaces are used for Library, Sports (indoor & outdoor), NSS, Red Cross, Vehicle stand, Canteen, and other facilities, and for PG and other departments. Separate boys and Girls washrooms are available in each building. Rooms are equipped with proper furniture and other logistic facilities. Laboratories are equipped with modern experimental facilities. 35 Computers with internet facility are available for regular students of the college in NRC. A mini stadium is also available for outdoor games. Separate badminton court has been developed in main building of the college. Wi-Fi is available in the whole campus and important locations are monitored by more than 25 CCTV cameras.

For procedure and policies of academic and other related matter, the guidelines issued by UGC, Department of Higher Education Chhattisgarh and Atal Bihari Vajpayee Vishwavidyalaya Bilaspur are considered. For maintaining and proper utilization of physical, academic and support facilities different committees (Building, Electric, Water supply, Academic audit, Sports, Library Advisory, Garden maintenance, Common room, Website maintenance, Electronic equipment maintenance, Cycle stand & Canteen maintenance, Help Desk etc.) are formed. To overcome the shortage of supporting class IV staff, workers on daily wages are arranged from the funds generated through self-financing scheme and Jan Bhagidari samiti. In order to utilize existing facilities in a proper way, Science departments are shifted to Main building and all PG departments are shifted to Old building. Arts and commerce classes are run in newly constructed RUSA building where more than 100 students can be accommodated in a single room.

The execution of practical work in labs and maintenance of equipment is done by the head of the department with the help of laboratory assistant. In the Library, text and reference books are issued to the students for a period of 14 days and student has an opportunity to issue another book by returning previously issued book. Book Bank facility is also provided to SC/ ST students. Records are maintained in the Library card and in Registers. Latest books are also displayed on new arrival section. In reading room latest magazines and newspapers are provided for faculty members and students. The librarian is assisted by a book lifter.The college also provides NLIST facility to faculty members and students.TheLibrarian takes the responsibility of admin for portal related issues. Recently SOUL 2.0 software has also been procured for library automation.

Trained and qualified Sports officer has the responsibility to enthuse an interest among college students towards sports activity for their all round personality development. Students already involved in various games are provided extra attention and training for better performance at sector, state and national level sports tournaments.

More than 90 computers have been installed in the college. Most of them have internet facility through LAN and WiFi. All teaching departments are equipped with latest Wi-Fi enabled "all in one PC" so that faculty and students can easily access internet facility. If the post of computer operator is lying vacant, one operator is appointed on daily wage from self-financing fund. For regular teaching of computer science, one contractual teacher is appointed. Considering the rapid expansion of ICT facilities, one additional computer operator has also been arranged by Jan Bhagidari Samiti. Electronic equipment maintenance

committee regularly monitors the smooth functioning of both hardware and software and seeks help from local vendors as and when needed.

All the committees conduct their functions with the help of employees and daily wage workers. To review the situation and to make plan for future, a meeting of committee members with Principal is held mostly on Fourth Saturday of every month. From time to time the committee conveners and Principal also considers general feedback from teachers and students about Physical, Academic and Support facilities. Suggestion/ Complain box and First Aid box are also installed at proper locations.

Various committees prepare their progress plan with consultation among members, based on feedback from stake holders. Plans are discussed in detail in staff meeting and proposals are send to appropriate funding agency like Department of Higher Education Chhattisgarh, District Mineral Fund managed by district collector, Development Committee and Jan Bhagidari Samiti of the college. After approval, proper action has been taken by following the purchase rule of Government of Chhattisgarh .

The services of local skilled workers/vendors are used for minor civil, electrical and water supply related repair work, when needed. Large scale construction and maintenance work is done through Public Works Department, Government of Chhattisgarh..

At the end of each session, furniture, equipment, chemicals, glassware, computers, books etc. available in various teaching and non-teaching department and office, are physically verified by physical verification committee, constituted for that department. Each department also makes a list of non-repairable and unconsumable items on which necessary actions are taken under the directions of the "Write- off" committee.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 82.06

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)**

2019-20	2018-19	2017-18	2016-17	2015-16
1151	983	1013	786	759

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)**

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

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

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

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

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document](#)
Link to Institutional website	[View Document](#)

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

Response: 6.73

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

2019-20	2018-19	2017-18	2016-17	2015-16
33	102	100	0	139

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

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

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

Response: B. 3 of the above

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

5.2 Student Progression

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

Response: 0.32

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	4	00	00

File Description	Document
Upload any additional information	[View Document]()
Self attested list of students placed	[View Document]()
Details of student placement during the last five years (Data Template)	[View Document]()

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

Response: 28.1

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

Response: 120

File Description	Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

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

Response: 0.67

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

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

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

2019-20	2018-19	2017-18	2016-17	2015-16
30	24	22	11	8

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

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.**

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

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

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:

Students are the most important beneficiaries/ stakeholders of any educational institution. Therefore, their active participation in all activities of the institution is necessary for fruitful development.

Students' Council-

There is an active student council in the college. Each academic session, the Principal constitutes a Students' Council either by election or by nomination, as directed by Department of Higher Education, Government of Chhattisgarh, and Affiliating university. The office bearers, class representatives and other nominated members of the Students' Council are directly and actively involved in all college activities. A senior faculty member (nominated by Principal) along with other committee members coordinate student union formation, swearing-in ceremony and all other activities. The Students' Council representatives actively participate during the various meetings organized in the institution for academic and administrative purposes and they give their suggestion and cooperate in development work.

Students' representation and engagement in functioning of the college-

Students' Councils representation and active involvement in various administrative, co-curricular and extra-curricular activities is ensured by the institution as follows:

1. Students are included as members in various important committees like IQAC, Development,

Amalgamated Fund, Project (RUSA) monitoring, etc. Many developments work in the college like commencing of new courses, increase in intake capacity, installation of cemented chairs in the garden, expansion of Wi-Fi and CCTV, purchase of carpets and other material for annual function, carpet grass in open space of RUSA building, platform around tree in the garden, installation of new water cooler and purifier in Old building etc. have been possible only with meaningful suggestions and support from students' representatives. Magazines, newspapers, consumable sports items are annually purchased as per the suggestions from students through AF committee.

2. Mr. Shashank Gupta, a college student, has been nominated as a member in BOS of Geography by affiliating university.

3. A variety of extracurricular activities such as Debate, Essay writing, Quiz, Painting, Singing, Dancing, Drama, Mono-play, Rangoli, Mehandi, Best from Waste etc. have become a regular feature of our college. Students actively organize and participate in these events. Prizes are also given to students.

4. Annual function is organized once each year by the Student Council. Dignitaries like Higher Education Minister of State, Chairman Ratanpur Municipality, Regional Additional Director of Higher Education and Senior Public Representatives have inaugurated the function in last five years.

5. Various activities of NSS, Red cross, Red ribbon, SVEEP, Science Club, EBSB are organized by students, throughout the session. Active and deserving students are appointed as Student Coordinator to discharge related duties.

6. Student representatives and senior sports players are actively involved in the planning and execution of all the indoor and outdoor games training and organizing competitions. They seek necessary instruction and guidance from Sports officer and Sports committee.

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

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

Response: 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**

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

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

5.4 Alumni Engagement

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

Response:

Maintaining a good relationship with alumni over time is crucial for the success of Higher Education Institutions. Alumni play many valuable roles for development of their alma mater. However, due to Covid-19 epidemic, the alumni association of the college has not been duly registered, but their direct and indirect support for the initiation and implementation of development plans is constant for the college.. In the last 30 years of establishment of the college, thousands of students have completed their education from the college and are engaged in the service of society and nation through various professions like government and non-government officials, political leaders, lawyers, employees in government and private sector, industrialists, businessmen, in armed and security forces etc.

Ratanpur is a relatively small town and many alumni are in regular touch with the college. Most of the local politician, ward members, businessmen are alumni of the college. During the last five years, both President and Leader of Opposition of Ratanpur Municipality have been an alumnus of the college. Alumni are also nominated members in important committees like IQAC and Jan Bhagidari Samiti. The chairman of last Jan Bhagidari Samiti was also an alumnus of the college. All alumni provide valuable support to the college on various occasions.

1. Alumni members of Jan Bhagidari Samiti have played an active role in recommending commencement of new courses such as M. Com., PGDCA and DCA in the college.
2. The Jan Bhagidari Samiti has also sanctioned funds to reward the students scoring highest marks in each stream, and also sanctioned fund for purchase of books, sports items, equipment, shifting of labs, payment of annual internet service bill, installation of CCTV cameras, partitioning area by aluminium/glass frame in RUSA building, for arranging one computer operator for NRC, etc. This has been made possible because the alumni members in the Jan Bhagidari Samiti have always shown keen interest and involvement in the progress of the institution.
3. Alumni members associated with municipality provide easy access of municipal resources, which helps the college in maintenance of campus such as leveling of ground using JCB machines, filling of pits with soil, etc. The college also receives support in organizing activities like comprehensive sanitation drive.

Alumni members also donate valuable items like cemented garden chairs, air coolers etc. to the college

File Description	Document
Upload any additional information	View Document

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

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:

Vision:

To provide quality education, while equipping students with knowledge and skills in their chosen stream, inculcate values, identify hidden talent, provide opportunities for students, to realize their full potential and thus shape them into future leaders, entrepreneur and above all good human being.

Mission:

Strive for quality education in keeping with the motto of the college "**Gyanmev Shaktih**" and prepare young minds for imbibing knowledge, skill and sensitivity.

- Impart education of the highest standard through value based holistic teaching and learning by integrating traditional and innovative practices
- Equip students with the skill needed to adapt better to the changing global scenario and gain access to multi carreer opportunities.
- Create platform for students for exploring their creative potential and nurturing the spirit of entrepreneurship and critical thinking.
- Inculcate a strong believe in hard work and core values of gender equality, human rights and ecology in order to make them socially responsible citizens.
- Provide inclusive education by making it accessible to all sections of society to maintain and promote quality, transparency, compliance, and sustainability in governance.

Principal, Staff Council, IQAC, Development Committee and Jan Bhagidari Samiti are the important bodies of the institution, which plan programs and implement key issues in tune of the vision and mission of the college with the active involvement of various committees. The college administration takes decision in such a way that the vision and mission of the college is realized. In this context following achievements have been made so far in last five years:

- Enrollment of students has been increased from 944 in 2015-16 to 1390 in 2019-20.
- Programs for enhancement of Employability skill of students have been organized under Mukhya Mantri Yuva Swavalamban Yojana (MYSY) and NUSSD program of TISS.
- Department of Higher Education, Government of Chhattisgarh has approved the commencement of new Courses M. Com., PGDCA and DCA from the session 2020-21.
- Monitory incentive is given by the Janbhagidari samiti to students scoring highest marks in each stream.
- Eight new class rooms have been constructed and Administrative approval of Rs. 70.0 Lacs has got for renovations of old buildings.

- Wi-Fi internet and CCTV facility extended to RUSA building and Old building.
- Three ICT enabled class rooms, one each in Old, Main and RUSA building has been established and accessibility of ICT facility to each room has been obtained by purchasing one portable, battery operated LCD projector.
- 30 more computers of latest configuration and English Language Software have been installed. Augmentation of various labs has been made by purchase of latest equipment.
- Automation of Library has been initiated by installing SOUL 2.0 software and five computers. 3205 books are added and subscription of NLIST continued.
- Sports facility enhanced by procurement of new sports equipment, set of synthetic Kabaddi mat and established multi-Gym as per the feedback of students.
- For holistic development of students NSS, Red cross, Red Ribbon, Science club and student union are in function.
- Every academic year college organizes various academic, cultural, sports and awareness programs and publish college magazine "Srijan".

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

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

Response:

The college is run by Department of Higher Education, Government of Chhattisgarh and affiliated with Atal Bihari Vajpei Vishwavidyalaya, Bilaspur. The major issues like allotment of funds, sanction of new posts, appointment, commencement of new courses etc. are handled by Department of Higher Education, Government of Chhattisgarh. Annual and semester examinations are conducted by Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur. The college also has de-centralized governance system and it provides autonomy to departments and other units and committees of the college. For smooth functioning and proper implementation of various development programs several committees are formed at college level by the Principal, in consultation of staff members and IQAC. Participative management is ensured by inclusion of students, alumni and parents in important committees like IQAC, Development, RUSA and Janbhagidari samiti.

The head of each department in consultation with faculty members chalk out an action plan and ensure quality education. The department decide the work load, lecture schedule, field trips, projects, assignment, purchase of books and equipment. Convenor of each committee make and implement action plan with the help of other members. Feedback of previous year is also considered to formulate the plan. The progress is monitored and corrective measures taken. Every stake holder i. e. teachers, non-teaching staff, students

and representatives take part in the decision-making process.

Various committees formed each year are; Help desk (Grievances & redressal), SC, ST, OBC and minority, Anti-ragging, Women adulteration prevention cell, Admission, Building construction electrical and water supply maintenance, Academic audit, AF/ student welfare and development, Purchase, Press, Write-off, Sports, Library advisory, Internal audit, Time-table, Campus and garden maintenance, Internal examination, College magazine, SVEEP, Pay Fixation, Student union, Website, wall magazine, online portal, TV display Carrier guidance and AISHE, RUSA, Cycle stand and canteen, Cultural and literary, Feedback, Maintenance of electronic equipment, Girls' common room etc. All committees conduct their regular meetings as and when needed and progress is discussed with Principal at least once in each month.

The Principal of the college with the help of different committees supervises academic, co-curricular and extra-curricular activities of the college and suggestions received from different stake holder time to time is communicated to respective committee.

Case study:

Utilization of grant of Rs. 60.00 lacs for creation of new facilities and purchase of equipment

Rashtriy Uchchatar Shiksha Abhiyan (RUSA) released a grant of Rs. 60.00 lacs to the institution in 2018 for the creation of new facilities and purchase of new equipment. The utilization of this grant for the said purpose is a perfect example of institutional practice adopting de-centralization and participative management. Feedback from each stake holder (Faculty, staff, students, alumni, parents, university, state government) is considered while finalizing the purchase and adopting the purchase rule items have been procured from more than 50 vendors.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Government Mahamaya College, Ratanpur has always prepared strategic plan as per the need and changing scenario. While preparing this plan the institute has taken into consideration its growing needs, the feedback and suggestions which are received from IQAC, faculty members, supporting staff, students, alumni and parents. This plan included, starting new academic program, development of physical

infrastructure, ICT, laboratory and sports facilities, upgradation of Library facility, CCTV and Wi-Fi, green initiative and campus beautification, new initiatives for extension and outreach etc.

Increasing GER and enhancing quality of education is the greatest challenge in higher education. Considering this fact, the institution has made strategic plan and successfully deployed while utilizing RUSA grant of Rs. 2.0 crores. Physical infrastructure has been developed, new facilities has been created and augmentation of various laboratories have been made as follows:

- Eight large class rooms have been constructed.
- The college has upgraded and equipped all the laboratories with modern latest apparatus.
- English language lab is established to improve conversational skill.
- All class rooms are equipped with green boards, three class rooms enabled with DTE/ interactive board and LCD projector, one portable battery-operated LCD projector is procured so that ICT tools are accessible in each class room.
- Fixed and portable speaker/ sound systems are deployed.
- Library is equipped with SOUL 2.0 software, computers and Wi-Fi.
- Added 30 computers with latest configuration and 02 Wi-Fi enabled printers.
- Multi Gym is established with latest fitness machines and set of Kabaddi mat is also purchased.
- Musical instruments procured to promote cultural activity.
- Ferniture, Computer table and chair, Modular notice board, etc purchased.
- Photocopy facility is provided to students.

As a result of these efforts intake capacity of B.A. B.Com. and B.Sc. program is increased and proposal of starting new courses of M.Com., PGDCA and DCA has been approved. proposal for new program of M.A. Geography, M.A. Hindi and M.Sc. Chemistry is also in pipeline.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)

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

Response:

Administrative set up and policy: The college is a government institution and is governed as per the state government rules. In hierarchy, the Principal of the college at apex who is entrusted with overall in charge of college like financial transaction (functioning as Drawing Disbursing Officer), administrative, academic activities etc. The Principal of the college executes all the guidelines received from the department of higher education and affiliating University and provides leadership in all the affairs of the college. The principal is assisted by Heads/coordinator of various departments/ committees, librarian, sports officer, and

office staff. Academic and co-curricular activities are main objective of the college which is looked after by concern faculty of each department. The departments are running under HOD (Head of Department) of every department, who is basically senior most faculty, in coordination with departmental colleagues. Similarly, sports activities headed by sports officer and the Library under a Librarian. Apart from these the college is administered by various functional committees which are constituted each year at the beginning of academic session. These committees acts as an advisory to the principal.

Assistant grade I (Head clerk), is the supervisor and custodian of the college office which includes the section; establishment, accounts, student section etc. Assistant grade II, Assistant grade III and peons assist him. Laboratory technicians and laboratory attendant maintain various laboratories, Book lifter assist librarian and Choukidar (Night watchman) ensures the security of campus during night hour. Besides these, some daily wage workers are also arranged for maintenance of college campus by using Jan Bhagidari and self-financing funds.

Jan Bhagidari Samiti: In order to ensure the participation of public in development of college a Jan Bhagidari samiti is also constituted as per rule, which collects funds and utilize this for the development of the college. An elected public representative is nominated by district collector as chairman and Principal is the secretary of this committee. Professionals, parents, alumni and two teachers are also nominated as members of the samiti. In addition to physical development assignments, committee also proposes induction of new program in the institution under self-financing scheme. Honorarium to self-finance teachers and daily wage workers are also decided by Jan Bhagidari samiti.

Appointments and service rules procedure etc.:

Recruitment of teaching and non-teaching staff are done by department of higher education, Government of Chhattisgarh, through Chhattisgarh Public Service Commission and Vyapam (CG), respectively. Recruitment of guest lecturers and self-finance teachers are done by college administration on the basis of merit as norms prescribed by state government.

The service rules and promotion for the teaching and non-teaching staff is applicable as per the rules and regulation laid down by competent authorities like UGC and Government of Chhattisgarh.

The grievance redressal is addressed by help desk, anti ragging-disciplinary committee, and committee against sexual harassment. Spot redressal is provided by faculty members and Principal in general, however, concerned committee is directed to resolve the issue, as and when required at earliest.

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

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

As the college is a government institution, all state government welfare schemes are applicable for teaching and non-teaching staff. The state government has framed many acts/ rules and regulations for effective welfare measures of its employees and amended/ updated existing provisions time to time on demand or as per requirement. The institution has following main welfare measures for teaching and non-teaching staff as per the rules of Government of Chhattisgarh:

Welfare measures for teaching and non-teaching staff:

1. Pension, Gratuity and incasement of earn leave (as applicable) after after retirement.

2. CPS scheme for those who appointed after 1-4-2006.

3. Anukampa Niyukti and ex-Gracie - There is a family benefit scheme for regular employees of college in case of demise of the employee holding the post.

4. The Group insurance Scheme (GIS), GPF and NPS for all the employee who falls under its eligibility criteria.

5. Facility of partial withdrawal from GPF accounts in case of urgent family needs like marriage purpose, education of children, construction of house and medical emergency.

6. Medical re-imbursement facility.

7. Various leaves - casual, earn, optional, medical, half pay, maternity (for female), child care (for female as applicable), paternity leave (for male), duty leave etc.

8. D. A., house rent, special D. A. as applicable.

9. Special increments for family planning (as applicable).

Welfare measures for teaching staff:

1. Advance increment for doing M. Phil. and Ph.D. if applicable as per rule.

2. Duty leave for delivering lectures as resource person, participation in seminars, conferences, symposia, workshops and in faculty development programs like orientation and refresher courses etc.

3. Duty leave for conducting practical examinations as external examiner and evaluation of answer books in central evaluation.

4. Study leave facility.

Welfare measures for non-teaching staff:

1. Duty leave for attending training programs (Class-III only).

2.Uniform, Festival advance, grain advance, medical allowance, washing allowance (Class-IV only).

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

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

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

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	01	02	0	01

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

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

Response: 16.53

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

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	02	02	03

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

Performance appraisal system for Teaching staff:

Performance appraisal for teaching staff is developed by Department of Higher education, Government of Chhattisgarh as per the guidelines of UGC. Confidential report and API form is filled by teaching staff based on work done by him during the session along with the details of academic activities such as participation and presentation of papers in seminar, conferences, workshop, publication of research papers and books, guidance to financially poor students and PhD scholars in research work, development of curriculum, contribution in examination and evaluation along with responsibilities of administrative and other nature shouldered during the session. API score is analyzed by IQAC send to SLQAC for approval. The CR forms are analyzed by Principal and grading of excellent/ very good/ good/ satisfactory/ poor is marked and further send to Regional Additional Director (AD) for review. AD comment on the grading and send to Secretary Higher Education for acceptance. Promotion of teaching staff is based on CR and API score of them during last five sessions.

Performance appraisal system for non-teaching officers:

Separate Performance appraisal or CR form for Librarian and Sports officer is developed by Department of Higher education, Government of Chhattisgarh as per the nature of their responsibilities and work. Rest of the process is similar as applicable to teaching staff.

Performance appraisal system for non-teaching staff:

Separate CR proforma is available for class three and four employees based on physical capacity, punctuality, analytical and decision-making skills etc. This is filled by concerned employee, remarked by the head of the department or Assistant grade I (as applicable) and reviewed by the Principal. This is sent to regional AD for acceptance.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has a proper mechanism for both internal and external financial audits. The finances and the accounts are audited regularly. Details are as follows:

Internal Audit

The college accounts are maintained by the accounts section and internal audit is done by the internal auditors appointed by Principal. Every session Principal constitute an internal audit committee comprising

with faculty members of commerce. The internal audit committee monitors the expenses and checks cash books throughout the year. Accounts section maintains receipts, payments, cash books, ledger books, cheque issue register, DFC (Daily fee collection), voucher and bills. The same is documented by the accountant (Assistant grade-II) of the institution. A report of the monthly expenditure (MER) is prepared every month and sent to the Directorate of Higher Education.

External Audit

The financial transactions of the college are of several types like Government, Non-Government, Self-finance, Jan Bhagidari, UGC and RUSA. External audit of all these accounts is done as per state government rules and regulations.

Audit of Government and non-Government funds are done by audit section of Department of Higher Education and Accountant General of CG office, time to time. Jan Bhagidari and Self-finance accounts are audited by C. A. in each session, however, UGC and RUSA accounts are also audited by C. A. when required.

Last external audit by Higher Education was done in December 2015 and audit by Accountant General was done in June 2017.

If any objection/ query is raised by auditor, they are rectified. Those which cannot be corrected immediately are rectified later with the help of available documents. No serious objection has been raised by any auditors in last five year.

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

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

Response: 0

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

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

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<u>View Document</u>

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

Response:

The college receives funds/ grants from various sources and Principal (DDO) ensures that the fund is utilized for the specific purpose for which it has been obtained. He ensures mobilization of fund as per requirement. The Principal in consultation with the Purchase Committee/concerned committee or department, follow the formalities for proper and optimal utilization of fund. Quotations or open tender (as applicable) are sought and then following the required formalities Supply Order is given to the vendor for purchase of any material. Now a days online government purchase portal GeM and E-Manak are also being used. After receipt of items and proper verification, details are entered in the concerned stock register and bill is passed for payment. The payments are made online through Treasury / NEFT/ RTGS. Concerned departments are consulted with for optimal utilization of resources and protocols are followed for utilization of resources in the labs, library, sports, and concerned unit.

The major sources of resources of funds are;

1. **State Government**- The allotment from state government comprises salary for staff, and for maintenance and development of college infrastructure (non-salary) under specific head like payment of affiliation fee, electric and telephone bill, Furniture, Equipment, Raw material, stationary, ICT, Contingency etc. Amount is utilized in the same head for which purpose they are granted.

2. **Non-Government** – This fund is generated through the admission fee paid by the students in each academic session. Major components of this funds are; Amulgated fund (AF), Development, Internal exam, Cycle stand, College magazine, Common room, Red cross, Jan Bhagidari, Self-finance (students of self-financing courses only) etc. Concerned committee ensures optimal utilization of funds as per rule.

- AF committee utilizes this in various student centric activities like sports, newspaper, magazine, literary activities and in annual gathering.
- Development committee utilizes this fund in development activities like purchase of garden chair, water cooler and filter, extension of CCTV etc.
- Internal examination committee uses this fund for printing of internal examination answer book and question papers.
- Cycle stand committee uses this fund for maintaining and development of cycle stand facility in the campus.
- College magazine committee uses fund for printing of annual college magazine "Srijan".
- Common room committee utilized this fund for maintenance and enhancement of facilities in common rooms.
- Redcross committee uses this fund as per guideline.
- Jan Bhagidari Committee uses this fund for multipurpose work like payment of wages to daily computer operator and workers on daily basis, purchase of books, equipment, sports items, CCTV

etc.

- Self-Finance fund is used for payment of honorarium to self-finance teachers, wages to workers, purchase of books and equipment etc.

3. Rashtriya Uchchatar Shiksha Abhiyan (RUSA)- RUSA committee ensures the proper utilization of funds received for the purpose for which it is granted.

4. UGC – No fund has been received from UGC since last five years.

Construction of new building and their repair and maintenance is done by PWD as per norms.

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

6.5 Internal Quality Assurance System

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

Response:

Internal Quality Assurance Cell (IQAC) is one of the major policy making and implementing committee in our institution. It monitors teaching, learning, evaluation and promotion of research and extra-curricular activities in the college and suggest various initiatives for improvement. IQAC co-ordinates among Principal, Teachers, Students and other supporting staff. It has been striving hard for upgrading the academic, infrastructural and all support facilities in to institute to cater the needs of students. IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes. Two best practices institutionalized by IQAC initiatives are:

1**. Curriculum enrichment for skill development**

- Academic and curriculum enrichment programs are advance teachings offered to students and also provide hands-on learning experience. To improve numerical, analytical, computer and communication skill training programs were organized under Mukhyamantri Yuva Svavalamban Yojana (MYSY) scheme. In addition to this, Certificate course in Management and Soft skill, diploma courses in (i) Banking and Finance (ii) Hospital and Service Management, and (iii) Retail Marketing have been organized in collaboration (MoU) with Tata Institute of Social Sciences, Mumbai and Atal Buhari Vajpei Vishvavidyalaya, Bilaspur. Proposal for commencement of new courses M. Com., PGDCA and DCA has been initiated by IQAC, which has been recommended by

Jan Bhagidari Samiti and approved by Department of Higher Education, Government of Chhattisgrarh. Monitory incentive to students scoring maximum marks in each stream i.e. arts, science and commerce is given by Jan Bhagidari Samiti as per the recommendation made by IQAC.

2. **Development of curriculum delivery by strengthening ICT facilities**

Applying ICT as a tool for learning in curriculum areas provides all students an opportunity to become competent, creative and productive users of ICT. They are able to achieve curriculum outcome in a better way through effective use of ICT. ICT infrastructure have been increased by Internet/ Wi-Fi facility extended to RUSA and Old building. 03 ICT enabled classroom have been established, Wi-Fi enabled All-in-One PC provided to each department and Portable battery-operated LCD projector can be utilized in any class room of the college as it is battery operated and rechargeable. For improving communication skill of students English Language Lab software has been installed and in use. Automation of Library initiated by installing SOUL 2.0 software and NLIST facility is available. Free access of Wi-Fi in the campus, and free computer and internet is provided to regular student of the college in NRC

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

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

Response:

For Strengthening teaching learning processes, several structure and methodologies of operations were suggested by the NAAC peer team during First Cycle Accreditation of the institution. IQAC and the college have tried their best to design strategies and implement the most of the suggestions. Two examples of institutional reviews and implementation of teaching learning reforms are described here:

1. Academic Audit- In order to access the teaching learning outcome and academic performance of the institution academic audit is performed. To access the functioning and efforts of faculty members, crieria's are designed on the basis of which audit is performed. By employing the suggestions and recommendations of audit, steps to improve the teaching and learning experience are taken by the faculty members. Monthly and annual/ semester wise audit is performed. The audit reports are sent to IQAC with recommendations. On the basis of recommendations IQAC proposes quality initiatives in the institution.

2. **Enhancement of ICT infrastructure and use-** With the advent of Computers and internet, the teaching learning process becomes more effective, informative and interesting. IQAC and the institution have made sincere efforts to strengthen the ICT infrastructure of the college and made it easily accessible to faculty members and students. The achievements made in the last five years are:

- About 30 new computers of latest configuration are added.
- Free access of computer and internet is provided to regular student
- Wi-Fi internet facility extended to RUSA and Old building
- 03 ICT enabled class rooms, one in each building is developed. Portable and battery-operated LCD projector purchased so that it can be utilized in any class room/ laboratory of the college
- Spoken English language lab is installed.
- SOUL 2.0 software has been installed and 05 computers with internet are available in the Library, so that students can frequently use NLIST and other information
- One all in one Wi-Fi enabled PC is provided to each department so that the faculty members and students may access information in the department
- Successfully conducted an online Commerce Wizard Test by Indian Chartered Accountant Institute
- Bulk message facility is initiated to communicate with students faster and effectively.
- Computer awareness workshops organized for faculty and staff

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: D. 1 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

The college administration is aware of the role it can play in promoting gender equity and gender sensitization. The College ensures women's reservation in admission and their representation in various committees.

Initiatives in Curricular Activities

Considering the importance of issues related with gender equity and sensitization, various related components are taught in the curriculum of Sociology in UG and PG classes, as follows:

1. Women in Indian society, Strengthening Women Empowerment, Marriages and Changing Dimensions, Dowry, Domestic Violence, Divorce, Problem of Surrogate Motherhood, Live-in Relationship, Indian Social Problem, Alcoholism and Drug Addiction etc. in B. A. Part-I and Part-II.
2. Problems of Urbanization, Prostitution, Cyber-Crime, Diversity Related to Marriage, Family and Kinship, Crime Against Women, Women Labor, Collective Bargaining, Role of Police and Judiciary in India, etc. in M. A.(Sociology)

Initiatives in Co-Curricular Activities

Being a co-educational institution, various activities are conducted for making our girl students informed about their legal rights and safety measures meant for protection of women:

1. **Safety and Security-** Entry in the college premises is allowed only with valid ID cards. CCTV cameras are installed at sensitive locations. College constitutes the Anti-ragging committees, Committee against Sexual Harassment, and Disciplinary committee, to look after gender related affairs. The college has a Sanitary Napkin Vending Machine and an Incinerator for access and safe disposal of used sanitary napkin pads. Basic primary medical support facilities also are provided in Red Cross room. Helpline numbers are displayed in the campus and girls' common room.

2. **Counseling-** Orientation program is organized to inform about the various facilities available in the college and functioning of different college committees. Girl students are also informed about safe disposal of used sanitary napkins and maintaining personal hygiene. Apart from gender issue if any other type of counseling needed to students such as career related, study related, personal problem etc. are provided by Shikshak Abhibhavak (Mentor) committee. Health camps are also organized.

3. **Common Room Facilities-** There are 02 girls' common rooms available in the college (with basic facilities of washroom) where they can rest and have lunch in their leisure time. In addition to this, 02 separate washrooms are also provided to girls in the campus.

4. **Special Programs-**

Apart from regular literary, sports and cultural competitions, following special theme-based programs were also organized in last five years:

1. Awareness lectures on "Beti Bachao, Beti Padhao", "Sukanya Samriddhi Yojana", "Jan Dhan Yojana" (2015-16, 16-17).
2. Lecture on "Vishakha Guideline" by Ad. Nirupama Vajpei (9-9-17).
3. Workshop on Cyber-Crime in collaboration with Local Police (2.11.17).
4. Competition on Legal Awareness in collaboration with National Women's Commission, New Delhi (27-11-17).
5. "Rakhi with Khakhi" an initiative program to establish amicable and emotional connection with Police (25-8-18).
6. Awareness about Women's Security Police team (7-8-19).

The college encourages its girl students to actively participate in various academic, literary, cultural and sports activities for their holistic development. College gladly admires that not only the ratio of female enrollment is higher; girls are more active in almost all activities of the college.

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

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

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

Response: D. 1 of the above

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

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

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

Response:

Solid waste management-

The waste material in the college is segregated into biodegradable and non-biodegradable waste. We are committed towards the policy of Reduce, Recycle and Reuse. The college has over 350 trees and a huge amount of garden waste is generated. This garden waste is regularly converted into compost within the college and is utilized for in-campus gardening. Vermi-compost is also prepared for gardening use.These practices help sensitizing students towards sustainable agriculture as most of our students are from rural agricultural households.

The college reduces the use of paper by using electronic display at the entrance of main gate and by sharing information to faculty and students by using smart phones through WhatsApp groups. The paper waste like used drawing sheets, internal examination answer books, assignments, project report, newspapers etc. are sold to local vendor who recycles the paper waste. The institution advises students not to use plastic. Plastic and other non- biodegradable waste is collected by local municipality in regular intervals.

Liquid waste management-

The waste water from RO Purifiers is used for sanitation, gardening and mopping work. Waste water of toilets are drained to septic tank.

Biomedical waste management-

Any type of biomedical waste is not produced in the college.

E-Waste Management-

E-waste management is inevitable in era of Information and technology. Electronic hardware which can't be repaired are disposed through the write-off committee of the college, as per the norms of the Government of Chhattisgarh. If some parts are useful in others systems or for teaching and learning, they

are kept aside for future use.

Waste recycling system-

03 tanks for NADEP and vermicompost have been constructed and are being used for converting garden waste into organic fertilizer, which is further used for gardening work.

Defective items like instruments, furniture (wooden/ metallic) etc. which can't be repaired are written-off through concerned head of departments and the concerned committee constituted for it. It is sold to appropriate vendor dealing with recycle, as per norms of Government of Chhattisgarh.

Hazardous chemicals and radioactive waste management-

The college has only undergraduate laboratories and hazardous chemical or radioactive materials are not being used in the college. The regular chemical waste generated in the Chemistry lab is properly grounded.

File Description	Document
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)

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

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)

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:

The institution endeavors towards academic excellence and also manifests empathy towards social consciousness and harmonious relationship with its ambient culture and sensitivities. Culturally the institution has also been a melting pot. We celebrate each other's festivals, music, and art. We celebrate traditional occasions and birth anniversaries of stalwarts with appropriate cultural fervor in the campus through cultural programs (Bhangara, Garba, Dandiya, Suva, Karma dance etc.), speeches and talk sessions. Programs are also organized under Ek Bharat Shresht Bharat (EBSB) scheme in which the students enthusiastically participate and show respect towards culture of the paired state of Gujarat. Mainly the NSS wing of the college organizes such events and students enthusiastically participate in such occasions, like National Yoga Day.

The institution follows the reservation policies, which is aimed towards achieving social justice. Linguistic differences are dealt by ensuring a common professional language during working hours i.e., Hindi. However, care is taken to ensure no one feels marginalized because of any linguistic insufficiency. Most of the teachers and staff of the college have been residing in Chhattisgarh for a long time, hence they communicate well with parents and students in Chhattisgarhi whenever required. A workshop on compilation and preservation of Chhattisgarhi Idioms and Proverbs was also organized on 28-10-2017.

Communal divides have never been felt in the campus. Caste, Creed and Religions melt in each other as the college collectively mingles to work, play and celebrate.

The institution is committed towards social responsibilities. The NSS unit of the college is operational since its inception, and has undertaken many socially responsible drives in the areas of charity and initiatives towards the underprivileged. On Deepawali, the NSS volunteers distribute sweets to the poor. The funds for this initiative were generated by decorating Diyas (lamps) and selling them to faculty members and students.

Socio-economic divides are undoubtedly existent. Not everyone belongs to same social or economic strata. However, in institution these divides blur as we join together for a common cause of education, on a common platform. Our goals homogenize us.

The other inclusivity credentials that institution celebrate are a conscious sensitization to differently abled persons. Divyang students are supported with ramps, if required a wheel chair and even special assistance is provided. Examination fee for differently abled students is waivered and facility of a writer and extra time is provided in the examinations. Regular classes are also arranged for them on the ground floor if needed. A proposal for construction of ramp to the first floor was also sent to the District Collector for release of fund. Representation of differently abled students in Student's Union is ensured.

Healthy group discussions on LGBTQ awareness, Rights and Empowerment are made normal, accepted topics of discourse in the soft skills sessions, for every student. This is done at the very outset in the orientation/ induction programs of the college. Students are also cautioned for misgiving apprehensions among them and are encouraged for sensitivity and inclusivity of approach towards college life..

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

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

Response:

Knowledge and understanding of Constitutional Duties, Values, Rights and Responsibilities is required by all and it is expected that the stake holders of Higher Educational Institution should lead the society and nation for overall development. The institution utilizes every effort to sensitize students, staff and other stake holders towards these issues. Various programs are organized to make students and staff aware of the importance of Constitution, Discharge of Constitutional Obligations and make them aware and active in Constitutional Rights. In addition to these days of national importance, various programs are also organized time to time to sensitize students and staff:

1. On Constitution day, on 26th November, the Preamble of the Constitution is read by each student and staff and experts throw light on the beauty of Constitution of Nation.
2. Under SVEEP, one boy and one girl student are nominated as campus ambassador, every session and various programs like debate, poster, slogan, painting, rally, human chain, display of functioning of EVM etc. are organized throughout the year to increase enrollment of voters in the list and to enhance voting percentage in various elections time to time.
3. Lectures of State Women's Commission President Mrs Harshita Pandey, and High Court Advocate Ms. Nirupama Vajpei on Women's Empowerment and Women's Right were organized on 5.8.16 and 9.9.17 respectively.
4. Workshop on Cyber-Crime was organized with help of District Police on 26.9.17 in which students were made aware about various crimes they may be vulnerable to via internet, and about safety measures for digital transactions and social media.
5. A workshop on GST was organized on 2.11.17 in which experts from Goods and Service Tax Department explained various procedures related to GST.
6. In collaboration with National Women's Commission, New Delhi, a Legal Awareness Test was organized on 26.11.17, in which 187 students participated and cash prizes were given to students.
7. Thought-provoking speeches were delivered by teachers and students on Surgical Strike Day and more than 1200 students and visitors signed a banner during 28-30 September 2018, expressing their full support to Armed and Security forces.
8. An awareness program on Population Control was organized on 10.12.18, in collaboration with Local Health Department.
9. In order to increase awareness about harmful effects of tobacco use and existing tobacco control laws, lecture by Dr. Chandel and Painting Competition was organized on 30-1-19 and the entire college campus is declared as Tobacco Free Zone and Consumption/ Selling of Tobacco Product in the campus is completely prohibited.
10. Awareness program on Women's Security by Police Team was organized on 7.8.19.
11. Fit India Movement program on 29-8-19, and the Chief Minister's Message to the youth on 8.9.19 were telecasted live in the college campus.

12. Lecture of Mr. Purnendu Bhatt, on The History and Development of the Indian Constitution was held on 10.12.19.
13. Students were made aware on traffic rules by Local Traffic Police on 12.11.19 and General Knowledge test and essay competition on Road safety were organized on 14-1-20.
14. Quiz and Essay Competition on characteristics of Indian Constitution was organized on 29.1.2020.

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

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

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

Response: C. 2 of the above

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

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

Response:

The college believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in students. The college makes tremendous efforts in celebrating the National and International Days, events and festivals throughout the years:

1. On national **Independence Day and Republic day**, the national flag is hoisted by the Principal in cheerful environment, in the presence of students and staff and national anthem is sung collectively.

After this Principal addresses the gathering about the importance of the day and various achievements and challenges of the nation. After the principal's address, cultural programs are organized by the students and staff on patriotism.

2. Students enthusiastically celebrate **Teachers' Day** on 5th September each year. Role, responsibilities, and contributions of teachers at every level is discussed by students and teachers.

3. **NSS Day** is organized on 24th September each year. Special program is organized by NSS unit in which volunteers and other students participate.

4. On N**ational Deworming Day**, tablets of Albendazole are distributed to students who are under 19 years of age, and awareness program is also organized.

5. On 2nd October, the **birth anniversary of Father of the Nation, Mahatma Gandhi and ex-prime minister late Lal Bahadur Shashtriji**, cleanliness campaign, motivational speeches, program like Nai Talim etc. are organized.

6. On **Constitution Day** on 26th November, the Preamble of the Constitution is read by each student and staff and experts throw light on the beauty of Constitution of Nation.

7. Awareness program, essays, paintings, quiz etc. competitions are organized on the occasion of **World AIDS Day** on 1st December each year.

8. **National Youth Day** is celebrated on January 12 every year to honor the birth anniversary of Swami Vivekanand.

9. **National Voters Day** is celebrated each year on 25th January. On this day students and staff are sworn in to vote and organise rally, human chain etc. programs are organized. Under SVEEP, one boy and one girl student are nominated as campus ambassador and various programs are organized throughout the year to increase enrollment of voters and to enhance voting percentage in various elections time to time.

10. 30th January is observed as **Martyr's Day** and all students and staff pay homage to Mahatma Gandhi and all the brave *jawaans* who have made supreme sacrifice for the nation by observing 02 minutes silence.

11. International **Yoga Day** is celebrated on 21st June. Experts are invited to demonstrate *Yogasanas* and for telling staff and students about its various benefits.

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

7.2 Best Practices

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

Response:

BEST PRACTICE-1

1. Title of the Practice – Green Campus

2. Objectives of the Practice –

The prime duty of an educational institution is to aware students and other stake holders to conserve and protect the components of ecosystem, to maintain a clean and healthy environment and be committed to sustainable practices. The main objectives of green campus are:

1. To ensure land use, water management, and the conservation of natural resources,
2. To establish an efficient waste and recycling system, and
3. To establish an environment-energy based management system.

3. The Context –

Sustainable Development is about meeting the needs of the present generation in a way that does not compromise the needs of future generations. Therefore, as an institution of Higher Education, it is important to make our present generation aware about the cruciality of adopting environmentally sustainable practices. It also means that any development should entail the proper balance of economic, social and environmental conditions.

The college understands its responsibilities towards regional, national and ultimately global challenges regarding global warming, prevention of bio-diversity and plastic hazards. The college has green and pollution free ambience. The entire region is surrounded by hills, jungles and farms, which have been conducive to a good educational ambience. To maintain educational and pollution free environment, college emphasizes to not only hold plantation program in the campus but also strives at their protection.

4. The Practice -

The college values green environment to the utmost degree and makes constant efforts to keep the campus perennially green. The college campus is one of the best green campuses of Chhattisgarh. Some green measures taken by the college are:

1. The college campus, spread in about 10 acres, is beautifully landscaped and systematic plantation drives have been undertaken.
2. Each year, the college organizes a plantation drive by students, staff, and other stake holder to ensure awareness in all its ranks. NSS wing of the college leads this drive in every monsoon.
3. Newly planted saplings are covered by tree guards to ensure their survival.
4. The NSS wing of the college organizes cleanliness campaigns every Saturday;
5. All garden waste is used for making compost in compost pit (NADEP) of the college.
6. The natural compost produced is used as natural fertilizer for plants in the campus to ensure long term benefits in soil enrichment.
7. Rain water harvesting system is installed to ensure ground water recharge rather than allowing rain water to run off.
8. Plaque of Hindi, English and Botanical names have been placed on the trees to enhance the

experiential learning process.

Effective planning and implementation are necessary for tree planting and preservation. It also requires both labor and practicability to keep the garden and campus green and clean. Due to limited fund and shortage of class IV staff in a government college, this task becomes even more difficult. The college has systematically planned to resolve all these problems. Initially the plantation was carried out in the campus by staff, students and alumni of the college by bringing plants of different species, by their own resources. Later on, the funds generated through Self-Financing Scheme and Jan Bhagidari samiti are being used for development and maintenance.

One gardener has been arranged by the college for tending to its green reserve. From time to time, the assistance of other daily laborers is also taken by him. Necessary tools (axe, hedge shears, gardening fork, sickle, shovel etc.) and equipment (manual and auto grass cutter, wheelbarrow etc.) were purchased to maintain green wealth in a smooth manner. At present more than 350 trees of about 55 varieties, plenty of herbs and shrubs, plants in around 200 pots, all these are wealth of the institution and each and every effort is made to sustain and grow this reserve.

5. Evidence of Success-

The campus of Government Mahamaya College, Ratanpur is known as one of the best green campus of the region. The college has more than 350 trees, plants in about 200 pots, varieties of herbs and shrubs. The college has fruit-bearing, flower-bearing, shade-providing, medicinal, timber-rich and other types of trees. The flora diversity of the campus contains:

1. **Trees-** Bur flower, Mango, Indian gooseberry, Mulberry, Almond, Blackberry, Cashew nut, Sweet lime, Pomegranate, Bengal quince, Coconut, Golden shower, Magnolia, Oleander, Tacoma, Bottle brush, Giant calotropins, Murray exotica, Rosary pea, Acacia, Neem, Aloevera, Mountain ebony, Asparagus, Shri krishna vat, Banyan, Sacred-fig, Pangamic, Bottle palm, Red river fig, Bustard-teak, Teak, Beech wood etc.
2. **Herbs-** Bermuda grass, Berniard grass, Lemon grass, Holy basil, Crataegus, Vetiver grass, Canna lily, Thyme, Bitter stick, Jasmin etc.
3. **Shrubs-** Cranberry, Guava, Milkweeds, Black stone flower, Crepe-Jasmin, Lemon, Jimsonweeds, Rauwolfia, Ginger, Night blooming Jasmin, Date palm, Royal palm, Raffish palm, Rose, Marigold, Graveyard plant, Christmas tree, etc.

Green campus provides perfect environment for teaching and learning, and students, in spare time, prefer sitting in garden area under trees, rather than sitting in fan-cooled lecture halls, thus saving electricity.

6. Problems Encountered and Resources Required-

Due to abundance of natural resources, the campus has become a good habitat center for birds and animals. The college encountered with various problems time to time and resources used to overcome are as

follows:

1. There is no systematic boundary wall and sometimes cattles of nearby villages trespass the campus and damage greenery. To prevent this, fences are built by placing old, discarded tin sheets.
2. Monkeys often come and harm the vegetation. In such situations, students and staff take immediate measures to safely chase them away from the campus.
3. Beehives are often found at many places within the campus which proves to be dangerous for staff and students. To remove the beehives, trained specialists are called upon.
4. Occasionally, venomous animals like snakes and scorpions are found in the campus. They are systematically captured by trained specialists and are released into adjacent forests.

7. Notes (optional)-

Apart from monsoon, a large amount of electricity is used to run the tube well for watering plants. The institution is trying its best to arrange solar energy panels to reduce the money spent on electricity. In addition to this, rain water storage/ harvesting system is also required for old building.

During Covid-19 first phase, the weeds had increased a lot due to the non-use of college sports ground. Therefore, in those days the animals were allowed to graze freely so that the problem of fodder at local level would be resolved to some extent and field would be settled.

BEST PRACTICE-2

1. Title of the Practice – Free ICT training to weaker and marginalized students

2. Objectives of the Practice –

Free ICT training to students of economically weaker and marginalized rural areas is provided in the Network Resource Center of the college with the following objectives:

1. To acquaint students with knowledge of the computer system, with emphasis on their uses and applications,
2. To provide opportunity for the study of modern methods of information processing and its applications,
3. To foster among students an interest and confidence in using computers, and
4. To encourage an understanding of the implications of computers in modern world.

3. The Context-

1390 students took admission in the college in session 2019-20. More than 50% are girls. In general, more

than 90% of total students come from rural areas, with their homes located at 2 to 40 km from the college. Most of the students belong to financially weaker and marginalized sections as they don't have proper transportation, electricity, computer and internet facilities. Today, the ability to comfortably operate a computer, to access the abundant resources, has become a necessity. Thus, free ICT learning programs in the college gives students and opportunity to expand their horizons to learn skills they would not have the opportunity to acquire in schools (or at home) of rural areas due to various challenges.

4. The Practice-

The college has added about 30 computers, including 11 All-in-one computers in the last five years. As a result, 93 computers are available in the campus. About 30 computers have been installed in the Computer Science lab dedicated for Computer Science students. About 35 computers are installed in the Network Resource Center (NRC) for general training and open access of internet. English Language Lab software (1+9 user) has also been installed in NRC for improving conversation skill of students. 03 ICT enabled class rooms, one in each building is developed, so that students and teachers can use them easily. Internet facility is provided in the whole campus through optical fiber, LAN and Wi-Fi. The college promotes students for maximum use of all these facilities as follows:

1. Free ICT facility is provided in the NRC center. Separate periods are allotted to students and other students are also allowed if terminals are free for access.
2. Printers and Photocopy Machines are installed in the NRC, so that students may get print out/ photocopy of any study material on nominal rates.
3. One computer operator cum trainer is arranged from Jan Bhagidari Samiti, who instructs students at NRC whenever required.
4. Principal and other ICT user faculty members frequently visit NRC to assist students for better use of ICT facilities like internet browsing, Power point Presentation preparation, using spread sheets for data manipulation and graph plotting etc.
5. NLIST User ID, passwords are allotted to students and training sessions are organized for better access of study material through it. Students may use this facility in NRC, in the Library or even on their smart phones.
6. Active learners are promoted to use LCD projectors, digital camera, interactive boards and digital teaching device for presentations. Power Point presentation competition is organized by Computer science and Physics department.
7. PG students are encouraged to deliver their seminar using Power Point presentation.
8. One portable battery-operated LCD projector has been purchased and teachers and students may use this in any class room even in absence of electricity.
9. One All-in-one desktop is provided to each department so that teachers and students may browse learning material of their subjects, instantly, in their department itself, using Wi-Fi.
10. FDP on the use of ICT for teaching and learning has been organized by IQAC so that maximum teachers avail these facilities and encourage their students for better use of available infrastructure.

5. Evidence of Success-

The following meaningful facts are evidence of success of providing free computer and internet facility to

financially weak and marginalized students and motivating them for various academic and employment-oriented work:

1. Many students are familiar with computer and internet and they are confidently using all these for making their presentations and browsing educational and employment related websites.
2. Less mistakes by students are found in the use of online portal of examination and scholarship.
3. Students are using ICT for internal seminars and power point presentation competition.
4. An online survey was conducted by the college during Covid19 first phase (May 10-12, 2020) in which more than 200 students submitted their response in just 3 days.
5. More than 80% PG students were enrolled in portal cgschool.in for accessing online study materials in April 2020.
6. About 90 videos on various topics were uploaded by faculty members on portal cgschool.in and college website, during April-June 2020.
7. More than 300 students submitted their annual feedback online during May 21-25, 2020.
8. Lecture notes, references, information is being exchanged between students and teachers using ICT facility.
9. Students enthusiastically participate in online quiz competitions and webinars.

7. Problems Encountered and Resources Required-

Establishing ICT facilities in a college of rural area is a big challenge but it is more difficult to keep these services operational. Time to time various problems are encountered and resolved as follows:

1. The subsidy for internet service through NKN has been stopped by Central Government for the last 3 years, so Jan Bhagidari Samiti has been convinced to pay annual charges.
2. Electric supply is interrupted very frequently in this area, to overcome this, about 25 new UPS have been added.
3. Many times, network cable connecting one building to another is damaged due to storms or by monkeys. To find a permanent solution to this problem, an underground cable system has been opted for.
4. Occasionally, internet facility is interrupted due to technical issues of service provider's network (BSNL).
5. Many times, the software/ computers get corrupted or fault in LAN is occurred. Troubleshooting is done by calling local technical expert, if required.

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

7.3 Institutional Distinctiveness

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

Response:

Our ancient Sanskrit texts have emphasised on power of knowledge. Michel Foucault, one of the most famous philosophers of 20th century, had also said "**Knowledge Is Power**". The college' motto, **'Gyan Mev Shaktih'**, written in Sanskrit, translates to 'Knowledge is Power.' It signifies how acquiring knowledge makes one powerful in terms of leading a better life. Knowledge helps to control things around us as well as produces new ways of thinking about ourself and society we live in. The Sanskrit proverb tells us how knowledge is enmeshed with power and inseparable from it.

In tandem with the college's vision and mission, the college tries its best to achieve the motto enshrined in its logo. In the last five years, it has been the endeavour of the college to widen and strengthen various sources of knowledge. The college caters to students 30 to 40 km away from college, i.e., Ratanpur town and adjoining villages such as Belgahana, Khaira, Chapora, Pudu, Ranibachhali, Kenda, Khodari, Pondi, Gatauri, Lakhram, Beltara, Limha etc. It caters to educational requirements of students of all background-rural, tribal areas, socio-economically backward and marginalized groups, backward classes. Even meritorious students with high percentages who cannot afford education in the big colleges of Bilaspur, complete their education successfully in the college. Given the rural location and limited resources of college, it provides promise of education to underprivileged and meritorious alike, in the best manner possible.

Overall development of students is a priority of college staff and administration. Much efforts has been made to create a better educational environment in the college. Apart from imparting knowledge of their subjects, qualified, experienced and dedicated teachers appointed here, always motivate the students to exploit various sources of knowledge available in the institution. Eight more class rooms have been constructed in last five years to facilitate teaching large number of students. The laboratories in the college, such as Geography, Chemistry, Zoology, Physics, Botany and Computer science, are well equipped and updated with modern equipments. The college campus, rich in biodiversity and surrounded by various types of flora and fauna, provides itself a lively learning experience. The making of manure from the dry leaves and initiatives for water conservation like rainwater harvest and borewell recharge in the campus, also inspire students.

The college is well prepared to provide education through both online and offline mode, even before Covid-19 pandemic. The administration as well as faculty makes conscious and continuous efforts to update and upgrade their teaching methods. College faculty uses ICT tools wherever possible in

combination with traditional teaching techniques to enhance understanding/learning of students. The college campus is enabled with Wi-Fi through broadband connectivity which faculty as well as students use regularly to access e-content. This improvement in use of ICT and other digital means has largely been witnessed over the last five years. Increasing use of ICT in teaching and learning will help to bring our students at par with their counterparts of urban areas.

There are more than 23000 books in the college library and SOUL 2.0 software has been installed recently. The library has N-list facility for the students and faculty. This has also opened vast treasure of learning in terms of free access to thousands of e-books and journals. English language lab is equipped with language software to assist and improve students command over the language.

As per the motto *Gyan Mev Shakti*, it is the duty of the college to provide all tools at its disposal to enhance knowledge base of its students. For extra-curricular activities such as sports, facilities for both indoor and outdoor sports are available in the college under guidance of a trained sports teacher. Multi -Gym has been established and modern facilities like synthetic mat for Kabaddi, Karate etc. have been provided to students. A huge playground for various outdoor games is properly maintained in the college. The field is used not just by college students but also open to local sports talent during morning and evening for running and jogging.

Various literary-cultural programs are held in the college. The annual college magazine "Srijan" is regularly published. Separate NSS unit for girls and boys are functional in the college for personality development of students. Each unit has 100 volunteers. Voter awareness and to enhance sense of responsibility as voters, 'SVEEP' unit operates in college. During the annual functions, various kinds of competitions are organised – from cooking, hair styling, debate, poster, painting, dance and singing contests etc. These also help to enhance overall development of students.

Gender inclusive education is an important part of inclusive education, which can be seen at college. Percentage of girl students increased from 50% to 57% in last five years. It is important to note that more than 90% students are from SC, ST and backward sections.

Other steps taken for holistic and all-round development of students are as follows:

1. Student enrolment in session 2015-16 was 944, which increased to 1390 in 2019-20, the last assessment year.
2. Streams offered by college has increased from traditional courses to newer streams such as PGDCA, DCA and Masters in Commerce. In 2019-20 session, percentage enrollment of SCs was 18%, 27% in STs and 47% in OBCs.
3. Placements are organised under NUSSD program, as a part of the wider National Skill Development Mission.
4. Students are being guided and motivated to take up interviews outside college for placements.
5. Some of the students have done well, cleared NET/SET, taken up various government and private jobs.
6. College students get position in merit list of the University, represent university in various inter-university sports competitions. NSS volunteer also participate in a national level NSS camp.

Thus, inclusive education, inclusion of students from socially and economically backward sections, gender equality, intake of students from remote areas, tribal areas and marginalized groups is the hallmark of education provided by Government Mahamaya College Ratanpur. This is what makes the college

distinctive in its approach to studies- providing best education possible to all students, within the available resources.

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

5. CONCLUSION

Additional Information :

Ratanpur a holy town of Goddess **Mahamaya** has many historical and archaeological sites. Despite the presence of resources, its potential is underutilized. Moreover, due to limited facilities, it become challenging for the college to achieve excellence.

In a fast-changing academic environment, the college is prepared to take on future challenges of higher education. The college strives to maintain and sustain standards of teaching-learning, which continue to guide curricular and co-curricular thrusts of the college.

The campus of Government Mahamaya College, Ratanpur is known as one of the best green campus of this area with modern ICT facilities which benefits student and the teacher fraternity, and enhance their intellectual capabilities.

We hope to improve the learning resource, infrastructure facilities to make it an excellent centre of higher learning. For the overall development of the students, we already have a sizable number of programs, and try to enrich these in future.

Concluding Remarks :

The college believes that education is the most effective route to the empowerment of all students, especially those from socially and economically backward sections. The vision of the college is to give holistic education and prepare citizens who are committed to the nation, sensitive to the needs of their community and have moral uprightness and strength as well as contribute to economic and social development. Efforts have been taken by the college to develop a participatory, inclusive and informed environment for studies, under efficient governance and leadership. With further resources, infrastructure and support from local society and higher bodies coupled with motivating students to excel in their fields, the college will be better prepared to enhance careers and lives of its students and contribute to development of society and nation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above
1.2.1	**Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented** 1.2.1.1. **Number of Programmes in which CBCS / Elective course system implemented.** Answer before DVV Verification : 05 Answer after DVV Verification: 04 Remark : As per clarification documents provided by HEI. DVV input is recommended accordingly.
1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years** 1.3.2.1. **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>25</td><td>25</td><td>25</td><td>2</td><td>2</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr></table> Remark : AS per clarification documents provided by HEI there are only 2 courses details has been provided. based on that DVV input is recommended accordingly.
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships**

	Answer before DVV Verification : 597 Answer after DVV Verification: 430 Remark : As per clarification documents provided by HEI. DVV input is recommended accordingly

1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*
	
	1) Students
	
	2)Teachers
	
	3)Employers
	
	4)Alumni
	
	      Answer before DVV Verification : C. Any 2 of the above
	      Answer After DVV Verification: E. None of the above
	   Remark : As per clarification documents provided by HEI. Its is based on review of syllabus. Hence it will not conceded. DVV input is recommended accordingly

1.4.2	**Feedback process of the Institution may be classified as follows:**
	
	Options:
	
	  1. **Feedback collected, analysed and action taken and feedback available on website**
	  2. **Feedback collected, analysed and action has been taken**
	  3. **Feedback collected and analysed**
	  4. **Feedback collected**
	  5. **Feedback not collected**
	
	     Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website
	     Answer After DVV Verification: E. Feedback not collected
	   Remark : As per clarification documents provided by HEI. Its is based on review of syllabus. Hence it will not conceded. DVV input is recommended accordingly

2.1.1	**Average Enrolment percentage (Average of last five years)** 2.1.1.1. **Number of students admitted year-wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1390	1262	1179	944	944

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
564	571	511	448	448

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1770	1700	1630	1560	1560

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
630	630	630	560	560

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
419	419	387	344	344

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
400	405	362	318	318

Remark : As per clarification documents provided by HEI. Based on that total 71% seats are reserved for reserved category, Based on that DVV input is recommended accordingly

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

2.3.3.1. Number of mentors
Answer before DVV Verification : 21
Answer after DVV Verification: 18

Remark : As per clarification documents provided by HEI. DVV input is recommended accordingly

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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)**

2.4.2.1. **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality /***

D.Sc. / D.Litt. **year wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
11	9	9	8	6

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	3	4	5

Remark : As per clarification documents most of the teacher are not matching with the full time teachers list as provided by HEI under 3.1. Hence DVV input is recommended accordingly.

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

2.4.3.1. **Total experience of full-time teachers**
Answer before DVV Verification : 108.46
Answer after DVV Verification: 107

Remark : As per clarification documents provided by HEI, DVV input is recommended accordingly.

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

3.1.2.1. **Number of teachers recognized as research guides**
Answer before DVV Verification : 3
Answer after DVV Verification: 0

Remark : As per clarification documents provided by HEI, there is no letters from the University indicating the name of the Guide /co- guide recognized, based on that DVV input is recommended accordingly.

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

3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years**
Answer before DVV Verification : 5
Answer after DVV Verification: 0
3.3.1.2. **Number of teachers recognized as guides during the last five years**
Answer before DVV Verification : 7
Answer after DVV Verification: 0

Remark : As per clarification documents provided by HEI, as Metrix id 3.1.2 there is no letters from the University indicating the name of the Guide /co- guide recognized , based on that DVV input is recommended accordingly.

3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years**
	3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.
	Answer before DVV Verification:

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

Answer After DVV Verification :

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

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**
	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
	Answer before DVV Verification:

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

Answer After DVV Verification :

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

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**
	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.
	Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
05	02	05	01	01

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
03	01	04	01	00

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
448	533	409	287	340

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
324	430	301	269	224

Remark : As per clarification documents provided by HEI, DVV input is recommended accordingly.

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities
Answer before DVV Verification : 21
Answer after DVV Verification: 3

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
15	45	90	0	50

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
15.00	45.00	90.00	0	50.00

Remark : As per clarification documents provided by HEI, DVV input is recommended accordingly.

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**

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : As per clarification documents provided by HEI, DVV input is recommended accordingly.

5.1.1	**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years** 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)** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
1158	988	1017	796	759 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
1151	983	1013	786	759 | Remark : As per clarification documents provided by HEI, DVV input is recommended accordingly.
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5.1.2	**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years** 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)** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
06	06	0	0	0 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
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0	0	0	0	0

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** 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** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
187	607	810	569	232

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
33	102	100	0	139

Remark : As per clarification documents provided by HEI. DVV input is recommended accordingly.

5.2.1	**Average percentage of placement of outgoing students during the last five years** 5.2.1.1. **Number of outgoing students placed year - wise during the last five years.** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	7	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	4	00	00

Remark : As per clarification documents provided by HEI(Few of the supporting documents are out form the assessments period which has not considered) , DVV input is recommended accordingly.

5.2.2	**Average percentage of students progressing to higher education during the last five years** 5.2.2.1. **Number of outgoing student progression to higher education during last five years** Answer before DVV Verification : 162 Answer after DVV Verification: 120 Remark : As per clarification documents such as admission letters or identity cards/ higher degree certificates/ receipts provided by HEI. Based on that DVV input is recommended accordingly

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.**
	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.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9	2	3	5	2

Answer After DVV Verification :

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
69	73	52	58	54

Answer After DVV Verification :

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

Remark : As per clarification documents provided by HEI. DVV input is recommended accordingly

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**
	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**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
02	01	02	0	01

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	01	02	0	01

Remark : as per clarification documents provided by HEI. DVV input is recommended accordingly

7.1.4	**Water conservation facilities available in the Institution:**
	1. **Rain water harvesting**
	2. **Borewell /Open well recharge**
	3. **Construction of tanks and bunds**
	4. **Waste water recycling**
	5. **Maintenance of water bodies and distribution system in the campus**
	Answer before DVV Verification : A. Any 4 or all of the above
	Answer After DVV Verification: B. 3 of the above
7.1.5	**Green campus initiatives include:**
	1. **Restricted entry of automobiles**
	2. **Use of Bicycles/ Battery powered vehicles**
	3. **Pedestrian Friendly pathways**
	4. **Ban on use of Plastic**
	5. **landscaping with trees and plants**
	Answer before DVV Verification : A. Any 4 or All of the above
	Answer After DVV Verification: A. Any 4 or All of the above
	Remark : As per certification documents provided by HEI DVV input is recommended according
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**
	Answer before DVV Verification : B. 3 of the above
	Answer After DVV Verification: B. 3 of the above
	Remark : As per the clarification received from HEI, input is recommended
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**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the clarification received and documents provided by HEI, input is recommended

2.Extended Profile Deviations

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

1.2 Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
08	08	08	08	08

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
06	06	06	06	06

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
419	419	387	344	344

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
447	447	447	397	397

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

Answer before DVV Verification:

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

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
18	15	14	12	11

4.1	**Total number of classrooms and seminar halls** Answer before DVV Verification : 21 Answer after DVV Verification : 20