



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**LATE RAJA VIRENDRA BAHADUR SINGH GOVT.
COLLEGE SARAIPALI**

**OPPOSITE TO MAA GHANTESHWARI TEMPLE SARAIPALI, DISTT-
MAHSAMUND (CG) PIN-493558**

493558

www.govtcollegesaraipali.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

To encourage higher education in Saraipali suburbs this college has been established by Bagbahara Education Committee on 01 July 1972. From time anonymous, Saraipali region was a part of Phuljhar state. So this college has been named Phuljhar College Saraipali. On 1 October 1986 this Private College has been acquired by Government of Madhya Pradesh and named Govt. Phuljhar College Saraipali. Later on 15 Jan 2003 this College has been renamed Late Raja Virendra Bahadur Singh Govt. College Saraipali by Government of Chhattisgarh.

In this College from 1972 to 1982 UG classes in Hindi Literature., Economics, History and Political Science were being taught under Arts Faculty. From 1982 to 1988 B.Com & M.A. (Hindi Litt.) have been introduced after acquisition by Government of Madhya Pradesh but due to some technical glitches these classes were discontinued.

Since December 1987 Geography in UG and Political Science in PG Level were introduced. Since Dec 1992 under Science Faculty Biology & Mathematics subjects in UG Level have been started. Along with these classes under Self Financial Scheme. PGDCA and B.Sc. (Computer Science) have been started. From session 2018-19, M.Sc.(Chemistry), B.Com. & DCA have been introduced.

Since 1972 this College is being run in Govt. B. T. I. Building due to lack of infrastructure. Now this old campus has been utilized as infrastructure for Laboratory (experimental classes) for Science faculty.

This College has been allotted 6.288 Hectares Land in which new building has been constructed since 2006 with small infrastructure of 8 rooms and now has been extended to 12 more classrooms.

Logo of the Institute

The Logo of Late Raja Virendra Bahadur Singh Govt. College Saraipali, District- Mahasamund CG. has been designed by the then king of Phuljhar State Raja Virendra Bahadur Singh himself. There is a lighted torch in the middle of the logo and an open book with a pair of swan. Swan is regarded as vehicle of Maa Saraswati, the Goddess of Knowledge. As a symbol it conveys the message that the Institute casts light of Knowledge in peripheries of Phuljhar Region. Book and swan stand for knowledge and intelligence. On both sides of the symbol there are kernels wheat and paddy which denotes Phuljhar State as agrarian region.

The Logo has been aesthetically carved on sagwan wood by renowned wooden craft expert Shri Yudhisthir Bhoi from Village Arjunda.

The motto of college scripted on logo as “ Pavka Nah Saraswati” is quoted from Rig-Veda, which means- “ O Goddess Saraswati. Make us brilliant as Fire.” In this shloka", a prayer for intelligence is offered to the God.

Vision

To develop human resource integral with values and responsibility towards society.

The value based education is the need of the hour, the institution aims to serve as a valuable resource for the country by producing intellectually capable, responsibility citizens catering to the overall growth of the country.

Mission

1. To provide substantial opportunity to student to receive higher education
2. To Provide adequate opportunity to enhance moral, physical and intellectual upliftment
3. To provide quality education by using advanced technology in teaching.
4. To awaken social sensibility in students.
5. To develop human virtues in students.
6. To build up ideal citizens for the society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The institute is 50 years old.
2. It is situated remotely from district headquarters and provides Higher education to more than 1200 regular students.
3. Every year annual exam results have been excellent.
4. The location of college is adjacent to National Highway making it convenient for students to commute on daily basis.
5. In its Library there are adequate text books, journals and magazines available for students and teachers.
6. The college has student friendly environment.
7. The college campus is secured with CCTV camera surveillance system.
8. Supportive Janbhagidari samiti, local administration and society.
9. The NSS wings of the College have been very active and have participated with great enthusiasm in activities like health awareness survey, swachhha bharat abhiyan, literacy programmes etc.
10. The college has library and internet connectivity with Wi-Fi.

Institutional Weakness

1. The college is lacking of classrooms and laboratories.
2. There is lack of teaching and non- teaching staff.
3. The post of principal in this college is vacant since 01.07.2004.
4. It has no boundary wall, no study room and no auditorium.
5. The college has no girls and boys common room.
6. It lacks of potable water source.
7. There is no hostel facility for students in college campus.

Institutional Opportunity

1. There are opportunities for competitive exams.
2. There is better chance to provide quality higher education to rural and deprived students.
3. Students from computer science faculty can get jobs at locality and they can prepare for higher ambition.
4. The vision of the College makes it imperative to engage in socially relevant programmes such as AIDS awareness programmes, and cleanliness awareness programmes. The College proposes to ensure students' greater participation in these activities.

Institutional Challenge

1. There is inadequate infrastructure for more than 1300 students.
2. It is challenging to cope with changes in teaching learning in higher education
3. It is near impossible to induct all students in to online classes as most of the students belong to deprived class and reside in remote areas.
4. The college has to play a proactive role to fill up the teaching and non-teaching vacancies.
5. Preparing students for competing at national level by improving their language proficiency and personality development
6. To develop, support and nurture research outlook in faculty and students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution follows university syllabus and prospectus. The curricular designed by the Pt. Ravishankar Shukla university Raipur. In addition to the course structure of all three streams has environmental studies and human rights in the first year of U.G. level as compulsory paper. Students of first year visit local areas to collect data and first hand introduced students feedback system and now feedback have been collected and analyzed. The institution monitors and evaluates the quality of its education and enrichment programmes through Internal Quality Assurance Cell (IQAC), Planning and Evaluation Board and Janbhagidari Samiti. Apart from regular UG and PG courses a post graduate diploma in Computer Applications (PGDCA) has also been introduced to provide academic flexibility to the students.

Teaching-learning and Evaluation

The college feels pressure in admitting all applicants for admission. Student from local areas come to get admission in this college. Students of all categories SC, ST, OBC and women come to take admission in this college. In our institution new courses have been introduced to cater student's diverse need P.G. in chemistry, P.G.course in commerce , U. G. course in commerce, Diploma in computer application smart class rooms projectors, virtual class rooms are new age facilities being utilized in our institution. IOAC and its members supervise teaching learning process. the college IQAC conducts many activities and programs such as seminars/cultural/sports/ N.S.S. activities.

The college ensures complete transparency in the admission process. The process of admission, number of seats for various courses and all other relevant information is clearly mentioned in the prospectus and the college website. The admission is given strictly as per the norms declared by the government. The students are

selected on merit basis depending upon the number of seats available for various courses. Reservation policy for admission process is strictly followed.

Research, Innovations and Extension

The college has infrastructure laboratories and library with internet connection. Teachers are encouraged to participate in seminars and workshops organized in other academic institutions. There are wi-fi and internet facilities available in this college. The institution has created a herbal garden to create an eco-system in the college campus. Students teaching staff and non teaching staff have some medicinal plants in a selected area in the college campus. The NSS unit of the college is very much active in initiating extension activities like, awareness camps, cleanliness drives and SVEEP (Systematic Voters' Education and Electoral Participation) programs.

Infrastructure and Learning Resources

The college building is located on the national highway no. 53 and is 2 Km. away from Saraipali bus stand. The college is spread over an area of 6.288 hectares. Since 1972 this college is being run in govt. B.T.I. building due to lack of infrastructure now this old campus has been utilized as infrastructure for science faculty and B.com & M.com. class rooms, New building has 12 class rooms, 01 library, 01 N.S.S. room 01 sport room, 01 Geography laboratory 02 computer science laboratory. The college has a library with more than 20000 books and reading room facilities. Library automation is under process. College has Wi-fi connectivity. one computer laboratory with 20 computers, ICT facilities, sports equipment available.

Student Support and Progression

Every year the institution publishes its prospectus and makes it available to all students and also uploads it on institutional website which gives institutional information guidelines for admission fee details, scholarship, code of conduct and other relevant details. Admissions are given on merit basis and in compliance with the reservation policy of state government. Students are given concessions and scholarship as per government SC/ST/OBC economically deprived section and physically handicapped. The college offers a number of scholarships to the students under various Govt. schemes. Approximately 70-75% of the students are provided financial assistance from state government, central government. Wheelchair is also available for the divyangjan, The college organizes sports, games, cultural and extracurricular activities for the students. The college has an anti-ragging committee governed by the senior staff members of the college.

Governance, Leadership and Management

The management works on its ambitious plan through its faculty members and other available resources for the benefit of students. The governance of institution is reflective of an effective leadership in tune with the vision of institution. The principal involves all the teachers in the academic and administrative duties activities of the college. All the permanent faculty are members of the staff council and IQAC and various others committees. All the members actively participate in the staff meetings, IQAC meetings and suggest measure for teaching and learning which plays key role in policy making of our college. A number of opportunities are provided to groom the students such as NSS, sports and other curricular and co-curricular activities. The college pays

attention to groom leadership in faculty as well as students by encouraging them to organize and participate in seminars, workshops, conferences and training programmes. The college has a library with more than 20000 books and N-List membership.

Institutional Values and Best Practices

There is green and suitable atmosphere in the college which supervises plants and sapling planted inside the campus. There is herbal garden in the campus. Students are made aware of energy conservation and preservation of plants. Students are encouraged to come to college on bicycles. The campus is plastic and polythene free zone. There are two best practices in our college. First title of best practice is 'Bird conservation' and second title of best practice is compost & Vermicompost. A selected area in campus of our college represent attractive and nature atmosphere for many species of wild life. Birds in particular regularly visit campus of college feed and breed. Govt. College saraipali is the only government institution in saraipali block, providing quality education, academic leadership and awareness through various innovative practices. Institute provided Social service through NSS and focused on increasing girls education.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	LATE RAJA VIRENDRA BAHADUR SINGH GOVT. COLLEGE SARAIPALI
Address	Opposite to Maa Ghanteshwari Temple Saraipali, Distt- Mahsamund (CG) Pin-493558
City	Saraipali
State	Chhattisgarh
Pin	493558
Website	www.govtcollegesaraipali.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Amrit Lal Patel	07725-226368	9424236802	-	govtcollegesaraipali1971@gmail.com
IQAC / CIQA coordinator	Pitambar Sahu	07725-	9425521715	-	pitambarsahu1433333@gmail.com

Status of the Institution	
Institution Status	Government and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-07-1972

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Chhattisgarh	Pt. Ravishankar Shukla University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	14-03-1988	View Document
12B of UGC	22-07-1992	View Document

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

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

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Opposite to Maa Ghanteshwari Temple Saraipali, Distt- Mahsamund (CG) Pin-493558	Urban	15.537	2214.12

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	BA,Ba	36	Higher Secondary	Hindi	540	518
UG	BSc,Bsc	36	Higher Secondary	Hindi	480	475
UG	BCom,Bcom	36	Higher Secondary	Hindi	150	100
PG	MA,Ma	24	Graduation	Hindi	30	29
PG	MA,Ma	24	Graduation	Hindi	30	29
PG	MA,Ma	24	Graduation	Hindi	30	27
PG	MSc,Msc	24	BSc.	English	60	54
PG	MCom,Mcom	24	BCom.	Hindi	50	30
PG Diploma recognised by statutory authority including university	PGDCA,Pgdca	12	Graduation	English,Hindi	45	45

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	5				0				15			
Recruited	0	0	0	0	0	0	0	0	5	2	0	7
Yet to Recruit	5				0				8			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				20
Recruited	6	1	0	7
Yet to Recruit				13
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
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	3	0	0	3
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	1	2	0	3

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	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

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
	9	4	0	13

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	454	0	0	0	454
	Female	639	0	0	0	639
	Others	0	0	0	0	0
PG	Male	65	0	0	0	65
	Female	104	0	0	0	104
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	23	0	0	0	23
	Female	22	0	0	0	22
	Others	0	0	0	0	0
Diploma	Male	14	0	0	0	14
	Female	10	0	0	0	10
	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	78	85	70	65
	Female	69	62	52	52
	Others	0	0	0	0
ST	Male	143	149	133	140
	Female	170	151	118	112
	Others	0	0	0	0
OBC	Male	291	288	276	275
	Female	433	412	376	311
	Others	0	0	0	0
General	Male	35	22	21	19
	Female	49	49	43	48
	Others	0	0	0	0
Others	Male	0	3	3	2
	Female	0	11	16	10
	Others	0	0	0	0
Total		1268	1232	1108	1034

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
32	32	37	26	26
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
8	8	8	8	8

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1268	1232	1108	1034	1027
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
1184	1161	1044	967	978

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
494	457	404	352	361
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
08	08	08	05	05
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
20	20	17	16	16
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 13**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
0	0	0	0	0

4.3**Number of Computers****Response: 35**

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

- The institution fulfills all teaching requirement for the syllabus declared by pt. Ravishankar Shukla University Raipur.
- Our institution is affiliated college. So we assure implementation of academic calendar suggested by Higher education department Govt. of Chhattisgarh.
- All teachers manage records of teaching through attendance register and daily diary.
- The principal assess the quality of teaching through a vigilant inspection of class during lectures and verification of attendance register and daily diary monthly and regular interaction with students.
- Vacant posts of teaching staff are filled by guest lecturers as per norms prescribed from State Govt.
- The course content is split into two terms in the semester system. i.e. (July- November and January - May) where as in annual system the course content is divided into one term i.e. the month of July - February, keeping in mind the convenience of the learners.
- It is ensured that teachers move from easy to difficult, familiar to unfamiliar and at a pace that is easy for learners to maintain.

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

Response:

The institute adheres academic calendar designed by state higher education department. The evaluation system is fixed in advance and communicated to the students at the beginning of session. The college administration is very much concerned about the attendance a minimum of 75% attendance in all subject is compulsory for appearing in the final exams as regular candidate. Curricular and extra curricular activities are accomplished as per directives of Chhattisgarh Higher education department. Annual exams and Semester exams are conducted according to Pt. Ravishankar Shukla University Raipur. Tests, assignments and fieldwork are done as per directions of higher education department, of Chhattisgarh.

File Description	Document
Upload 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: D. Any 1 of the above

File Description	Document
Institutional data in prescribed format	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: 0

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

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: 0

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
0	0	0	0	0

File Description	Document
List of 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: 0

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
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	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 curriculum designed by the university Pt. Ravishankar Shukla University Raipur for core course in addition to that course structure of all three streams has Environmental studies and Human Rights in the 1st year of U.G. level (B.A., B.Sc., B.com.) as compulsory paper. Along with that a number of intracollege activities are arranged involving the students under N.S.S and Y.R.C. to address such issues table 1.3.1(b) Students are taught about '**Women & Development**' as Text for Final year to make them aware about Women Empowerment and Global issues related to Gender equality. Sometimes women administrative officers are also invited as resource persons to discourse on relevant issues.

Table 1.3.1(b): Major Activities organized by NSS and YRC addressing cross cutting issues in 2020-21

YEAR	ISSUES	ACTIVITIES ORGANISED/PARTICIPATED
2020	Environment and Sustainability	Environment and Human Rights
	Human Values	<ul style="list-style-type: none"> To enhance voting sweep plan under N.S.S. Solid waste management by composting under

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:** 9.99**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
03	03	03	03	03

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

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 2.92**1.3.3.1 Number of students undertaking project work/field work / internships****Response:** 37

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

1.4 Feedback System

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

Response: C. Any 2 of the above

File Description	Document
Any additional information (Upload)	View Document

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: D. Feedback collected

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 89.39

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

2019-20	2018-19	2017-18	2016-17	2015-16
1268	1232	1108	1034	1027

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1405	1325	1205	1205	1195

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 100

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

2019-20	2018-19	2017-18	2016-17	2015-16
1184	1161	1044	967	978

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

2.2 Catering to Student Diversity

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

Response:

Initiative for students (Advance and Slow learners)

- The students in college belong to diverse social/cultural and economical background. Very high percentage of students come from small villages and belong to SC/ST/OBC/BPL category.
- A family like environment has been created to monitor the progress of slow as well as advanced learners. To identify students of various learning ability teachers pay attention to their class work, participation, assessment and attendance.
- Students performing poorly in assessment works (home work, class-tests, term examinations etc.) or regularly absent are consulted and motivated to perform better. Guidance and proper training are provided to such students.
- Daily classroom interaction, unit test and seminar presentation enables the teachers to identify the advance learners. Advance learners are trained to improve their subjective knowledge as well as general awareness and language proficiency. Participating in NSS activities improves their personality in a very natural manner.
- Special books of more advanced level are recommended to them. Liberal library facilities are allowed to advanced learners.
- To provide equal attention to each learner, class room teaching is focused to be interactive and as per academic calendar. For this teachers use differentiated instructions and encourage participative learning.
- Students are motivated to learn problem solving, writing & elucidating and time management during exams.

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

Response: 159:1

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:

Smart class rooms, projectors, virtual class rooms are new age facilities being utilized in our institution. IQAC and its members supervise teaching learning process and advise principal to upgrade overall teaching learning management. Members of student's union activity contribute to give their opinion whenever required.

Through IQAC Cell College conduct many activities and programs such as Seminars/Cultural/Sports/NSS activities to develop participatory learning of Students. At Govt. college

Saraipali, students have always been the centre of all its academic and co-academic endeavours. All possible efforts are taken to ensure their fullest growth and development in a safe and congenial environment. he/she is guided, counselled, inspired, motivated, corrected and channelized in the best possible manner.

The measures taken in this regard are :

- To make learning student centric, a number of clubs and committees have been constituted so that the students realize their fullest potential to achieve their aim.
- Along with curricular activities students are encouraged to participate in extracurricular activities, sports and outdoor activities which give ample opportunities to supplement learning and personality development.
- The institute practices various student centric techniques to develop independent learning and self-directed problem solving skills.
- In science streams, demonstration, lab and project work are used to enhance learning experience. In Arts & Humanities contemporary examples and day to day examples are supplemented with concepts and facts. Apart from this, students also participate in problem solving sessions, Q & A sessions and group discussions arranged on regular basis.

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

Response:

- Teachers use ICT - Latest teaching aids such as computer, and PowerPoint presentations for class room teaching and seminar presentations.
- E-resources under the membership of the N- LIST like e-PG Pathshala, e_Gyankosh and lecture notes are shared with the students.
- The college has wi-fi network which can be accessed by students and staff members of the college to get the advantage of e- resources.
- Teachers use ICT time to time teaches to students and when students present their projects also use ICT.
- Teachers present study materials through power point slides using projector.
- Besides using projector they also conduct online classes through mobile and tablet.

File Description	Document
Upload any additional information	View Document

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

Response: 159:1

2.3.3.1 Number of mentors

Response: 08	
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: 37.91	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	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: 54.5

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
03	03	03	04	04

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: 12.38

2.4.3.1 Total experience of full-time teachers

Response: 99

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	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:

For the transparency & robustness in internal examination –**Evaluation mechanism**

To ensure that the stakeholders of the institution especially students and faculty members are aware of the evaluation processes, the institution takes the following measures:

- The evaluation methods are communicated through the Prospectus, college website Notice Board and through announcements in the class rooms. Details are also available in the university website. In the beginning of the session, orientation program is conducted in which all information related to exams and evaluation is narrated to the students.
- The progress of the students is monitored by teachers through class tests, written assignments, oral tests, group discussions and interactive sessions.
- Exam result analysis is done by the college. Corrective measures are taken to improve the overall teaching and learning ambience.

Evaluation Reforms**• The institution follows all instructions as per University Guidelines:-**

- As per the affiliating university, the Under Graduate courses follow annual system. I and II term examinations are conducted to acquaint the students about the university examination pattern.
- The PG courses follow semester system. Assignments-based internal assessment is taken in all P.G. courses.
- Results are analyzed by respective departments. Students are allowed to observe their answer books under the supervision of the subject teacher. Effective implementation of Evaluation Reforms The institution follows the guidelines of affiliating university. The institution ensures effective implementation of the evaluation reforms of the university and those initiated by the institution on its own through Internal Quality Assurance Cell (IQAC) and Exam Department.

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

Response:

Grievances related to mistake in mark sheet, admit card issues are taken care by student helpdesk. They are guided according to their situation. If they remain dissatisfied, they can avail the services provided by University by the assistance of helpdesk.

Mechanism to deal with examination related grievances are:

- Exam related grievances are dealt with case by case basis by a grievance redressal committee constituted for the purpose.
- Every grievance is treated with care and due importance. The students are provided with complete guidance and support in this regard.
- Grievance related to university exams are forwarded to affiliating university through proper channel. In this course the HEI works as a bridge between university and student.
- All grievances related to internal examinations are dealt by respective subject teachers. Focus is to provide feedback and correction of mistakes and train the students for university examination.

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 learning outcome of programs and courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

1. Hard copy of syllabus and learning outcomes are available in the departments for ready reference to the teachers and students.
2. Learning outcomes of the programs and courses are displayed on the class notice board.
3. Soft copy of curriculum and Learning outcomes of programs and courses are also uploaded to the institute website for reference.
4. The students are also made aware of the same during tutorial meetings.
5. The time table and examination results of all the programs are made available to the students.

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

Response:

Program outcomes of the entire program are identified at the university level. The course outcomes help the faculty to manage the resources effectively to the maximum extent. This created path to improve the result and overall performance of student continuously. The attainment of Course Outcome is measured through continuous evaluation of students. For this the concerned teacher, after completion of a particular topic, conducts a discussion in which the level of understanding of topic is gained. In next step the students

are evaluated through assignments, quizzes and tests for the specific topic. For theory and practical subject, the concerned students are prepared for the exam by carefully monitoring them during practical sessions. In each step the faculty provides feedback to students so as to improve the performance and understanding of the course.

2.6.3 Average pass percentage of Students during last five years

Response: 86.34

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
452	310	317	316	293

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
481	384	384	343	356

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 2.76

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 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

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	0

3.1.3.2 Number of departments offering academic programmes

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

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:

Initiative for creation and transfer of knowledge

- It is mandatory for P.G. and PGDCA students to present a talk in each semester, based on their syllabus as a part of internal assessment examination.
- PGDCA students have to prepare and present a working project individually.
- PhD holder Teachers are encouraged to student for higher education, preparation of competitive examination, PhD.

The institution has created a herbal garden to create an eco-system in the college campus. Students teaching staff and non-teaching staffs have some medicinal plants in a selected area in the college campus. Tulsi, Kapur Tulsi, Krishna Tulsi, Lemongrass, Laung, Pan, Ilyachi, Adarak, allovera, neem, haldi, giloy, patharchatta, have been planted. These medicinal plants are useful in headache, cough and fever skin allergy. These herbs are easy to grow, look good and smell amazing. All medicinal plants are taken care of by students, teaching staff and non-teaching staff of the college.

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	View Document

3.3 Research Publications and Awards

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

Response: 0

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

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

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

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	View Document

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

Response: 0.29

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
0	02	0	0	0

File Description	Document
List books and chapters edited volumes/ books published	View Document

3.4 Extension Activities

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

Response:

The college conducts multiple extension activities in near by locality and the college. These activities have sensitized students to social issues and help in total development of personalities of students and indirectly society as a whole. The NSS conducts various activities related to leadership and personaliy development . The NSS conducted sweep plane of certral government to make student and rular aware of votting and programes cleanliness, environment awareness ,cashless movement, blood donation ,beneficial to students and local villagers.The institution is committed to give affordable education to all sections of society irrespective of caste, creed or religion. The institution provides quality and accessible education and is engaged in activities which inculcate social and moral responsibility among the students. Furthermore, students are also exposed to various Red Cross and NSS camps and training programmes to improve their personality and mature as responsible citizens of the society.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

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

File Description	Document
Number of awards for extension activities in last 5 year	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: 0

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

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

File Description	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: 0

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
0	0	0	0	0

File Description	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:** 0**3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	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 college is located on the national highway no 53 and 2 Km. away from Saraipali bus stand. The college is spread over an area of 6.288 hectares. Since 1972 this college is being run in Govt. B.T.I building due to lack of infrastructure. Now this old campus has been utilized as infrastructure for laboratory for science faculty and B.com & M.com class rooms. New building has been constructed since 2006 and now it has 13 class rooms, 01 library, 01 N.S.S room, 01 Sports room, 01 Geography laboratory, 02 Computer Science laboratories. This building covers a total area of 2214.12 Sq. meters. Physical facility as per P.W.D layout plan was attached separately.

Infrastructural facilities available in the college

Class rooms

The college has two teaching blocks. The old block has 07 class rooms with a seating capacity of 50 students and the new block has 06 big class rooms seating capacity of 80 students. The class rooms are well lit, ventilated and have adequate seating arrangements and are equipped with good quality green boards.

Laboratory

The college has 01 – Geography and 02 – Computer Laboratories

The college has 01 –Library, 01 –NSS room, 01 –Sports room.

The college has 20 computers with internet & Wi-Fi facilities are available in the college for teaching and learning. The college library (equipped with N-List) is available for the students and staff members. The college library has 21000 reference and text books and it is divided into 4 sections – Student section, News Paper section, Reading room and Storage. The e-resources are made available to the students in the computer laboratory once the practical classes are over.

Computing equipment

The college has 02- Photocopier Printer, 02- Scanner , 02- Laptop

The entire college building is equipped with wired and wi-fi networking. The students are provided with free internet facility through this network. As per the state Govt. SKY (Sanchar Kranti Yojana) scheme, all the students of the college were provided with Smart Phones during the session 2018-19.

College building covered with CCTV cameras.

Health and Hygiene

Fresh and pure water supply by 04 water coolers attached with Aqua-guard UV water purifiers.

Hygienic and clean washrooms.

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 institution has indoors & outdoor facilities like badminton, table tennis, hockey football, Cricket, khokho, kabaddi carom. Chinese checker, shatranj.
- The college provides ample opportunities for sports and extracurricular activities. Every year many boys and girls represent the college in state and university level sports competition.
- The college organize cultural activities like singing, dance drama, poster, debates, quiz, rangoli, mehendi alpana and speech competition, which the students are given opportunities for expressing their inherent creativity.
- The N.S.S units of boys and girls perform cultural activities on various occasions and participate in the activities organized to propagate the government schemes like swachhha bharat abhiyan, sweep plan aids awareness program and tree plantation.
- Eco club of this institute organise awareness program. Y.R.C organize and encourage students to participate in health and hygiene related program.

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: 30.77

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 04

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

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

Response: 0

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
0	0	0	0	0

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:

The Library of the college has a valuable collection of books on diverse subjects. Majority of our students are from rural and low economic background thus the college library plays a central role in providing books for learning. A time table was designed to facilitate smooth issuing of books for every class in a week. The records of issued and returned books are manually maintained in issuing register. In the beginning of session the library management committee invites list of books and journals from each department of college which are then passed for purchasing as per grant received under various heads like BPL/SC/ST/CLAC/P.B.F./U.G.C./reference magazine journals and news papers. N-List membership was subscribed in 15-12-2020 and provides users 164300 e-books through N-List and 60000 e-books through NLD 6000+ e-book and 60,000 e-books through online access.

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: D. Any 1 of the above

File Description	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: 0

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
0	0	0	0	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

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

Response: 0.63

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

Response: 08

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Our institution has a broadband connection with 10mbps capacity from BSNL in the college campus. The campus is wi-fi enabled. The college has been provided with 10mbps capacity of internet connection. Geography labs, computer lab, office, principal cabin, IQAC of the college are connected through internet. These facilities of the college are regularly maintained and service engineer on call are available if network/wi-fi is not working.

Under the scheme of Chhattisgarh yuva sanchar kranti yojna tablets were distributed to the students of final year of U. G. classes. The campus got WiFi connectivity (Services provided by the state agency CHiPS).

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

Response: 36:1

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 05 MBPS – 10 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 0

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
0	0	0	0	0

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document

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

Response:

The college has a building with 13 class rooms, 01 library, principal chamber, staff room office, 02 laboratories of computer department. The building has separate toilet facilities for boys and girls. The information regarding the facilities of sports, N.S.S youth red cross eco-club, prospectus of the institution uploaded in its web site. Student welfare schemes such as scholarships facilities and information regarding reservation in the admission to any class are also mentioned in the prospectus.

For smooth functioning of the institution various committees have been formed to look after the various academic, cultural and literary activities.

The policy of the institution for creation and enhancement of infrastructure and its maintenance to facilitate effective teaching and learning is chalked out by the planning and evaluation board, comprising of principal and heads of departments. Keeping in view the current dynamics of effective teaching and learning as per the demands of various courses, the planning and evaluation board and IQAC makes a policy to create and update the existing infrastructure. The infrastructural facilities are reviewed periodically for upgradation and maintenance.

The policy is implemented by various departments as per the decision taken by the Planning and Evaluation Board. All civil works are undertaken by building committee with the help of public works department (PWD) of state government. These committees coordinate between various departmental requirements and government departments like CSEB, PWD, BSNL etc. Constant efforts are made to get the latest infrastructural facilities from all kinds of resources like UGC, RUSA, SF Courses state government and other agencies. All purchases are monitored by the purchase committee strictly adhering to UGC/state government purchase rules.

The institution ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of the facilities. During last three years, a number of infrastructural facilities have been added:

- Being a government college, the maintenance of building is done by the public works department.
- The examination form forwarding fees, received from the affiliating university is utilized for maintenance of furniture, light fittings etc.
- Maintenance of equipment and computers is done through special allocation of UGC, Janbhagidari, and self-finance fund.
- Janbhagidari funds have been used for the purchase of furniture and computers.

From time to time, the state government provides grants for the purchase and maintenance of equipment.

Some of the available infrastructural facilities are: Clean, well maintained Class rooms with LCD Projector, Computer Lab with Projector, Power Backup and Internet Connectivity through BSNL. College has 24 hrs CCTV Surveillance.

- The computer science laboratories are well equipped to cater to the students need as per the syllabus. Maintain the Lab through JBS, Self-financed fund and annual allocation received from the state government.
- The college has N-List membership.
- Supply of safe drinking water to the students is assured with the installation of 04 water coolers attached with UV water filters
- Separate toilets for boys and girls are clean and well maintained.

File Description	Document
Upload any 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: 65.35

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
902	797	710	669	638

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
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: D. 1 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	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: 14.27

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
0	419	414	0	0

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

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

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance

- 3.Mechanisms for submission of online/offline students' grievances**
4.Timely redressal of the grievances through appropriate committees

Response: A. All of the above

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

5.2 Student Progression

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

Response: 0

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

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

File Description	Document
Details of student placement during the last five years (Data Template)	View Document

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

Response: 9.51

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

Response: 47

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

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**Response:** 60**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
3	3	2	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
3	3	2	0	0

File Description	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:** 0**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

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

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

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

Response:

As per the guidelines and instructions of state higher education department and the affiliating university Pt. Ravishankar Shukla University Raipur every year Student Council constituted through election or nomination as the case may be. The student council comprise of 1. President 2. Vice President 3. Secretary 4. Joint Secretary. The student council and student representative take active part in the academic and administrative committees. The Student Council very diligently, honestly and look after the academic and extracurricular needs of the students. They also take up class teaching, academic activities, cultural activities, sports activities. They work hard with the various officers in charge of the committees of the institution.

Objective of Student council:-

- To inculcate a spirit of discipline to foster brother hood.
- To give the students an opportunity to develop leadership qualities.
- To encourage participation in literary, cultural activities in the campus to bring out their leadership and creative talents.
- To nurture a congenial atmosphere of learning and teaching for the development of the institution.
- To maintain discipline and cleanliness in the institution.
- To bring forward the grievances of the students to the notice of the authorities.
- To create a link between administration and students.

The student council along with the college family strive hard to stick to the above mentioned aims and objectives of the student council. The student council actively participate in all college activities including Sports, NSS, Cultural, awareness programs, SVEEP programs, Red-cross society, Eco Club related activities, social gathering, plantation programs, cleanliness drives etc.

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: 6.8

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution

participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	11	00	04	04

File Description	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:**

Alumni association came in to existence on 23 January 2021 when 1st Alumni meet was organized. The students were informed by phone but due to short attendance only 15 participants selected of Alumni Association Chairman, Vice Chairman, Secretary, Joint Secretary and Treasurer.

At present 122 alumni are connect through our alumni whatsapp group and take 50 membership of alumni association. Alumni, meet were organized 23-01-2021 in which 25 Ex- students participated.

Contribution of alumni to the growth/development of the institution

The newly nominated body in its first meeting has given assurance to work for the improvement of the academic ambience and overall growth of the college.

The alumni association of the college is new and has been constituted recently. It is yet to get registered. The following body of the association are–

Patron and Principal: Dr. Amritlal Patel

1. **President** – Ms. Pukhraj Singh
2. **Vice President** – Mr. Khemraj Patel
3. **Secretary** – Mr. Pradeep Kumar Gupta
4. **Joint Secretary** – Mr. Swarnsingh Saluja
5. **Treasurer** – Mr. Kanhaiyalal Patel

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

Response: E. <1 Lakhs

NAAC

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 develop human resource integral with values and responsibility towards society.

To Provide quality education to create a zeal among the students for overall improvement of the society through excellence in education and research. The value based education is the need of the hour, the institution aims to serve as a valuable resource for the country by producing intellectually capable, responsible citizens catering to the overall growth of the country.

Mission

- 1.To provide substantial opportunity to student to receive higher education
- 2.To Provide adequate opportunity to enhance moral, physical and intellectual upliftment
- 3.To provide quality education by using advanced technology in teaching.
- 4.To awaken social sensibility in students.
- 5.To develop human virtues in students.
- 6.To build up ideal citizens for the society.

- To provide quality education to the students belonging to the remote, educationally and economically backward, rural area.
- To nurture self and community development by educating the students about socio-economic issues, religious harmony, environment and human rights by curricular and co-curricular activities.
- To adopt a teaching-learning technique conducive to the pursuit of knowledge enhancement, skill development and achieving excellence in higher education.

The Principal, JBC, heads of the departments, IQAC and all faculty members work together as a team and are involved in fulfilment of its mission. The Principal, being the head of the institution, has the ultimate responsibility of administrative and academic activities. In order to ensure smooth and effective working in the institution, the Principal:

- Regularly conducts meetings with Heads of all departments and discusses issues in democratic manner by inviting suggestions.
- Ensures regular interaction with the students and that the classes are being conducted properly and timely.
- The Principal, teachers and the supporting staff work as a team and several committees have been

formed to promote decentralization and participative management for the smooth running of the college.

- The heads of the departments work in co-ordination with other members and so does the various committees and societies of postgraduate departments.
- In the meeting of staff-council, staff members discuss important reforms for the benefit of the institution. Novel ideas are always welcomed and worked upon by the college management.
- The departments organize curricular and co-curricular activities on a regular basis.

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

Response:

The governance of the institution is reflective of an effective leadership in tune with the vision of institution. The principal and all the teachers are involved in the academic and administrative duties, activities of the college. All the permanent faculty are members of the staff council and IQAC and various other committees. All the members actively participate in the staff council meeting, IQAC meetings and suggest measure for teaching and learning which plays key role in policy making of our college.

The college promotes a culture of participative management by constituting various committees also includes student representatives. These committees work independently, take decision and are responsible for effective implementation throughout the year.

Decentralization and Participative Management

This college is the only college in the entire Saraipali block but the infrastructure and human resources are limited, hence decentralization and participative management is necessary. As many as 37 committees have been constituted for the purpose as detailed below :

S.N.	Name of committee
1.	Staff Council
2.	Discipline Committee
3.	Anti Ragging Committee
4.	Grievance Redressal Cell
5.	Building Construction and Maintenance Committee
6.	Janbhagidari Management & Finance Committee
7.	UGC CELL
8.	Purchase Committee
9.	Internal Audit verification Committee
10.	Write Off Committee
11.	Admission Committee
12.	Time Table Committee
13.	Scholarship Committee
14.	Library and Reading room Advisory Committee

15.	Sports Committee
16.	Literary, Cultural and Youth Activity Committee
17.	Student Union
18.	NAAC Evaluation Committee
19.	R T I
20.	Pension Cell
21.	Judiciary Cell
22.	Environmental Study Arrangement Committee
23.	Self Finance Committee
24.	Appointment Committee
25.	Cycle Stand Committee
26.	RUSA
27.	IQAC
28.	Employment Guideline & Placement Cell
29.	Disaster Management Plan
30.	Skill Development Plan
31.	Web Design and Maintenance Cell
32.	Cleanliness Committee
33.	N.S.S.
34.	Youth Red cross Society
35.	Phuljhar Nature Club
36.	Eco Club
37.	Admission form & Prospectus printing Committee

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Keeping in view the vision and mission of the institution the faculty and students of the college devote themselves in various activities. The college feels a need for all round development of students by incorporating extracurricular activities, sports extension activities to make them confident and responsible citizens.

As a result of constant motivation the students of our college are now actively and voluntarily participating in Voter awareness program (Under Sweep), Women empowerment program, Healthy awareness programs on AIDS and career guidance program.

Perspective/Strategic Plan and Deployment

The college has a perspective plan for development. The college Janbhagidari Samiti, Planning and Evaluation Board and IQAC analyze, assess and chalk out plan for the overall growth of the institution. The following are the key plans of the institution:

- To develop the infrastructure to fulfill the requirements as per future planning.
- To improve library facilities including its automation and to develop it as a modern technologically well-equipped.
- To make effective use of e-resources.
- Automation of the office.
- To develop an effective surveillance system.
- Maintenance of the building.
- To make effective use of ICT.
- To upgrade the infrastructural facilities, our future plan is to establish, smart/e- class rooms and seminar hall.

Strategic Plan and deployment

The college is committed to provide conducive environment for all academic activities and overall development of its students. This is being ensured.

- Appraisal of the performance of the students, teachers and administrative staff is done regularly.
- Internal Quality Assurance Cell (IQAC) has been formed to frame the policy for the growth of students.
- By giving priority to academic merit in admissions.
- To ensure quality, utmost priority is given to the following areas:

1. Cleanliness of the institution premises
2. Conservation of energy
3. Health and Hygiene
4. Conservation of environment
5. Academic excellence

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

Response:

The organizational structure of college includes the principal as Administrative Head of the Institution.

Academic Staff includes 05-sanctioned posts of professor, (0-filled), 15 sanctioned posts for assistant professor (07- filled), Non-Teaching staff includes 01- Librarian (0- filled) 01- Sanctioned post for Sports Officer (0- filled), 01 sanctioned post for assistant grade I (0- filled) 01-sanctioned post for assistant grade II, (01-filled), 04- sanctioned post for Lab Technician (04- filled), 04 sanctioned posts for Lab attendant (01-filled), 01 sanctioned post for Book lifter (0- filled), 02 sanctioned post for peon (0- filled), 01 sanctioned post for Farrash (0- filled), 01 sanctioned post for watchman (01- filled).

The Directorate of Higher Education is the principal authority as it is a Government Institution and all the academic and administrative decision are taken by the principal. The college follows the guidelines and ordinances of its affiliating university Pt. Ravishankar Shukla University and UGC New Delhi. The Staff council, Discipline committee, Anti ragging squad, Internal Quality Assurance Cell (I.Q.A.C.) and Admission committee help the principal in managing academic and administrative responsibilities of the institution.

The service rules for teachers and non-teaching staff are as per UGC and the state government. Recruitment of teachers in college is made through Chhattisgarh Public Service Commission. Guest faculties are selected on the merit basis as per rules of UGC and Director of Higher Education. Teachers are promoted as per UGC regulations through Directorate of Higher Education. The staffs submit their grievances, if any, and are redressed through the Grievance Redressed Cell and the Principal.

The functioning of the institutional bodies is:

1. Janbhagidari Samiti

The main objective of the Janbhagidari samiti is to generate funds to create good academic environment in the college, introduction of new courses, infrastructure development, augmentation of library and laboratories and arrangement of teaching and non-teaching staffs against the vacant posts..

2. Administrative setup

Being a Government college, all policy decisions are taken by the Department of Higher Education. Principal acts as the head of the institution and is responsible for proper implementation of Govt. Policies, Admission, formation of student union, implementation of welfare schemes of students and staff members, proper conduct of Examination and other routine works. The other major constituents are:

- Faculty, departments, Teaching and non teaching staff members
- Library: In charge of Librarian and Book Lifter
- Office: Head clerk, Class III and IV employees
- NSS/Sports: In charge of NSS, In charge of Sports officer

3. Student union and various committees

Student union and various committees are formed as per instructions of the state Govt. and affiliating University. Apart from various defined activities of these committees the student participation in college activities and administration is ensured by the activities conducted by these committees.

4. Service rules, recruitment, promotional policies etc

Being a Govt. College these are governed as per state Govt. norms. The details of these rules are given in the website Higher Education of Department <http://highereducation.cg.gov.in/HigherEducation/Acts.aspx>

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
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:

Welfare Measures for Teaching and Non-teaching Staff

Being a Govt. college, most of the welfare schemes are as per the State Govt. norms. The following schemes are available for teaching and non-teaching staff –

- There are also government schemes in place to provide loans for those who wish to buy/construct houses and festival advances;
- Medical leave facility;
- There is a provision of study leave, maternity leave/paternity leave, Duty leave as applicable.
- Pension/Family pension scheme : For teaching and non-teaching staff Leave encashment : For teaching and non-teaching staff
- GIS and Gratuity: Each and every regular teaching and non-teaching staff is covered under the General Insurance Scheme, furthermore they are entitled for gratuity at the time of retirement.
- Compensatory Appointment.
- Medical bill reimbursement.

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

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

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	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: 7.5****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
01	01	01	00	00

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

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

Response:

An annual self assessment pro-forma based on the directives of UGC has been prepared by the department of higher education of Chhattisgarh Government. Thus performance based appraisal system has formally been introduced as per the orders of the commissioner. The college performance based appraisal system (PBAS) for teaching and non-teaching staff. They fill up a self assessment form that has the details of their performance during every year. HOD or senior assistant professor then assesses the performance of the faculty member and report to the principal. The principal himself also monitor day to day working of the staff and then evaluate each of them at the end of each academic session on the basis of their efficiency.

The CR(confidential report) along with PBAS forms are annually forwarded by the principal with his report to the Directorate of higher education. The Higher authorities enter their observations which are helpful at the time of promotion and career advancements and if there is any adverse comment against any teacher it is communicated to him/her. The outcome of such a system is quite encouraging. The teachers have become aware of the significance of their work like teaching, learning, extension activities, research and academic contribution. This system helped in motivating faculty and staff for conscious efforts to improve their performance and maintaining a healthy competitive atmosphere in the institution.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institution conducts external financial audits regularly. The visits of the departmental audit teams and their audit reports are innumerate as follows.

1. Departmental Audit till sep. 2007 Dated 17-10-2007 to 19-10-2007
2. Audit report by Accountant General of Chhattisgarh date june 1993
3. Audit report of Janbhagidari committee fund by C.A. dated 31-03-2020
4. Audit report of U.G.C. fund by C.A. dated 25-05-2019

File Description	Document
Upload any 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	View Document

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

Response:

The college administration ensures optional utilization of funds in through the following procedure.

The establishment expenditure of the college including salary and others expenditure are received from the department of higher education government of Chhattisgarh for which an estimated budget is sent in February and November every year. Draft budget is prepared every year taking consideration of the requirements of each department.

Budgets provisions are utilised for administrative and academic activities. The budget is utilized to meet day to day operational and administrative expenses and maintenances of the immovable properties. All financial matters like fee collection and salary are supervised and taken care of by the principal.

Procurement process follow C.G. purchase rules and involves quotations enquiry from at least three different suppliers to find out the competitive prices and the lowest price is approved by the purchase committee. Vender payments are made to the suppliers of only offer the checking that the goods, books and equipments are in proper condition.

All payments are authorized by the Principal. Most of the payments are done through cheques, bank draft, NEFT/ RTGS send internet banking. Record of every transaction is maintained in the stock registers and cash book by the assistant grade clerk, the librarian and head of departments.

The grants received from the external funding agencies like RUSA are effectively utilized by conducting programmes for which the fund is allotted.

Janbhagidari samiti fund are utilized with Janbhagidari samitis chairman consent in arranging part time faculty and part time sweeper and guard arrangement.

Examination funds are also judiciously utilized in remuneration, purchase of stationery and other subsidiary arrangement for exams.

The construction of the building and other structures and their maintenance is done by the building construction and maintenance committee through PWD under the supervision of the principal.

Resource Mobilization Policy

The institution gets funds from the state government, UGC, RUSA, etc. The salaries and other benefits of the employees are provided by the state government. Government purchase rules are followed to monitor effective and efficient use of available financial resources-

- Budget provision is made by the state government.
- Similarly UGC and other funds are managed as per the directions and norms of concerning agencies.
- Resources generated through self-financing courses and their monitoring is done as per approval of JBS.
- The budget of self-financing courses is approved by the self-financing courses management committee and by the Janbhagidari Committee.
- The concerned committees get their accounts audited by state government auditors/chartered accountants.

6.5 Internal Quality Assurance System

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

Response:

The major contribution of IQAC for quality enhancement in this institution is as follows:-

- With institution of IQAC a carrier guidance committee was formed which organizes guidance classes for competitive exams like CGPSC Banking Vyapam exam for B.Ed , D.Ed.
- Collecting and analysis from students Teaching and Non- Teaching staff and Alumni has started further analyzed and necessary actions have been taken for improvement of academic and overall development of our students.
- On request of students opened new UG course B.Com, PG Course M.Com, M.Sc.(Chemistry) and vocational course D.C.A.
- To give our students an opportunity to interact with expert faculties, extension lecture in each department is initiated. Also students are taken for study tour for knowledge enrichment.

- Students are motivated for active participation in college program, extension activities by NSS, YRC. Eco Club and sports by giving benefit of class attendance and felicitating students who performed well in such activities at the time of annual function of our college.

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

Response:

- The IQAC evaluates the teaching and learning process through the student's feedback and with help of Head of Department.
- The principal conducts meeting of the staff council to review the overall performance of college and presents the perspective plan. Teaching – Learning is one of the aspects considered in the development of policy and strategy. The Head of the institution visits classrooms to ensure proper delivery of lectures and punctuality and regularity of classes. All the subject teachers (Permanent and guest faculty) conduct the result analysis to discuss the performance the syllabi strategies for improvement in staff meeting the report has been put in IQAC meeting for analysis and recommendations. Advance teaching plan for every month is prepared for every course and all the members do teaching accordingly so that course can be complete in scheduled time.
- The principal assess the quality of teaching through a vigilant inspection of class during lecture and verification of attendance and daily diary monthly and regular interaction with students. As per the direction of principal all the faculty members have also prepared and downloaded course material and modules for the topics on which there is available matter is sufficient. The college also regularly organizes guest lecture for enhancement of knowledge. The IQAC committee monitors and evaluates teaching learning process through academic audit.
- The teacher's diaries and attendance record of the teachers are reviewed by principal before each month. The institution head also takes the feedback of the students regarding the regularity of the classes.
- The students are encouraged to come up with their difficulties and their problems are sorted out timely. The students of science faculty have regular practical classes in laboratory. The students are strictly instructed to be present in the practical classes.
- To balance academic institute plans and organizes co-curricular and extracurricular activities to minimize the effort on studies.

6.5.3 Quality assurance initiatives of the institution include:

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

Certification, NBA)**Response:** 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

NAAC

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:

There is co-education system in our institution. To ensure safety and security of girl students outsiders are strictly prohibited in college campus. Photo ID card has been issued to each student and no other person is allowed inside campus without permission of Principal. Equipment of CCTV camera for entire campus is our first priority for coming session. The anti-ragging committee and discipline committee for gender issues has been formed to provide better safe guards. In case of any emergency the girls can also use the help line number which are displayed in campus notice board and institution website. All the students are counselled regularly for hygiene, nutrition and psychological issues.

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

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

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

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:

There is a cleanliness committee in our college which sees matter related to cleanliness and waste disposal.

Following types of Degradable and non degradable waste management system of our institution:-

- **Solid waste management:** To minimize use of paper in office notice and circular are sent in whatsapp group to avoid wastage of paper. Discarded stationery waste, fused bulb and tube lights collected from various administration office collected in dust bins and sent to municipal collection center and rest of the solid waste collected biodegradable waste like spare food from lunch boxes, fruit refuse and leaves collected in garden are dumped for compost preparation which is maintained by NSS and Youth Red Cross unit. Plastic and polythene are banned in campus. Newspaper and practical records are sold and the amount is used for students related activities.
- **Liquid waste management:** Liquid waste is kept in dust bin when the dust bin is filled it is kept in separate pit. The waste is left for decomposition and then it is used as compost for trees and plants in the campus.
- **E- Waste management:** Printer's cartridges and computer are first put in front of write off committee and then disposed according to guidelines.

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: E. None 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

Response: E. None of the above

File Description	Document
Any other relevant documents	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: D.1 of the above

File Description	Document
Certificates of the awards received	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: D.1 of the above

File Description	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:

In our college there are two units of NSS. Volunteer of these units accomplish regular and camp activities every year. Under the regular activities, our volunteers organize rally to spread awareness for environmental conservation in adopted village. We urge them to keep the college premises polythene free. Every year we organize plantation drive to keep our premises pollution free.

Under camp activities our volunteers organize special campaign against bad custom in society and for pollution control. NSS unit organize cultural activities based on theme of Nationalism, Unity in diversity and cultural inter religion harmony. In rural areas we observe enthusiastic response from local folks. Selected program are presented on stage of Annual function every year. Students utilize these platforms to inculcate the best education and personality development.

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:

NSS units of our college are active since 1996. National Voter Day and National Unity Day on the birthday of Sardar V. B. Patel are celebrated by our NSS units on 25 January and 31 October respectively every

year. As National festival we celebrate Republic day and Independence Day (26 January & 15 August). Member of staff (Teaching and Non teaching) participate in these program along with college students. One boy and girl are appointed as campus ambassador by District Magistrate. These campus ambassadors encourage / inspire students to cast their votes judiciously. Legal literary camp is also organized to spread legal awareness. The program are meant to inculcate civic-sense and sensibility for human beings in the staff members and students. The ideals and moral values from the biographies of great leaders are presented on various platforms to create better academic atmosphere within our college premises and to inculcate social and moral values in our students.

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

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

Response: D. 1 of the above

File Description	Document
Any other relevant information	View Document

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

Response:

Our institute believes in national integrity and rich culture and thus we celebrate our Independence Day (15 August) and republic day (26 January) with lots of enthusiasm and patriotism Birth anniversary of Mahatma Gandhi and Lt. Prime Minister Lal Bahadur Shastri (2 October), Deputy Prime Minister Sardar Vallabhbhai Patel (31 October) as Rashtriya Ekta Divas, Swami Vivekanand Jayanti (12 January) as Yuva Divas. All the students and teachers celebrates birth anniversary of India President Sir Radhakrishnan on 'Teacher Day' in our college.

Youth Red Cross unit celebrates world AIDS Day (01 December) to spread awareness by arranging various events like slogan writing, rangoli competition, essay writing, poster presentation and health checkup among students.

NSS unit celebrates Gandhi Jayanti as swachchhata diwas and NSS Day (24 September), Matadata Diwas (25 January) etc in nearly villages and communities by organizing rallies. On 12 January students of our college have participated in youth festival organized by Pt. Ravishankar Shukla University Raipur.

7.2 Best Practices

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

Response:

Best Practices:

1. Bird Conservation
2. Compost & Vermicompost

Title of Practice:

Bird Conservation

‘Bird Conservation’ is one of the best practices of our college. A selected area in campus of our college represent suitable atmosphere for many species of wild life. Birds in particular regularly visit the college campus to feed and breed. The food we supply helps many birds survive through extream weather conditions however, despite currently being encouraged by our institution, we know little about the effect of supplementary feeding and breeding success especially in campus areas.

In theory we expected that putting out food will not only increase bird populations but also increase the breeding success of these birds.

We plan on providing bird’s feeder and some nest boxes to our NSS volunteers so we can monitor breeding activity in our college campus. We plan on tracking the survival and feeding habitats of newly fledged nesting.

The whole experiment is expected to last from early march to late July with the majority of the effort focused on mid April to mid June when most needed to campus. Where birds actually breed for scientific monitoring and we actively encourage observe and take part to our students.

Compost

A mass of rotten organic matter out of waste is called compost. The compost made from farm waste like paddy straw, weeds, other plant leaves and other waste is called farm compost. A compost pit is in campus of our college. Compost is a rich source of organic matter. Soil organic matter plays an important role in sustaining soil fertility and hence in sustainable nature to plants in campus of our college.

Advantages of composting

- Volume reduction of waste
- Reduces the risk of pollution.
- Additional revenue.
- Excellent soil conditioner.
- Provide cost saving of at least 50% over conventional soil, water and air pollution remedy technologies when applied.

Vermicompost

There is a vermicompost pit in campus of our college. Vermicomposting is one such technology that synergizes microbial degradation with earthworm's activity for reducing, reusing and recycling waste material in a shorter span of time. Vermicomposting is a unique process that occurs in earth worms gut to convert organic waste in to organic fertilizer or vermicompost by using joint action of earthworms and microorganisms likewise conventional composting. Vermicomposting is an aerobic process that required the presence of oxygen. The process is natural emits little or no odor and only involved mesophilic and mesophilic phases. Briefly when the earthworm consumes organic waste the substrate passes through earthworm gut and gets digested in the intestine of earthworm with the aid of beneficial microbes. In the intestine tract mucus or chemical secretions, enzymes of substrate to finely divided peat like material called vermicompost which is readily available to plants Hence vermicompost can be applied as plant growth media or as soil amendments.

The present of vermicompost in soil may act as a soil conditioner by supplying nutrients to plants, lowering increasing soil porosity and water holding capacity there by requiring less tillage and irrigation. The vermicomposting procedure described here is effective simple environmental friendly and sustainable while it can be easily scaled up for industrial applications.

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:

The college was established in first July 1972 with an objective to educate the students of nearby villages and saraipali town. The college administration hence work tirelessly to provide them best education and opportunity to choose better career when leave this college.

Although we have shortage of permanent faculty supporting staff and funds but with smooth coordination and cooperation we all ensure to give our 100% to this institute. In last five years there is gradual increase in percentage of outgoing students opting for higher educations.

Few areas where college was in recent news are-

1. With proper support, motivation and training our students are performing well in sports and few have coined their name at state and national level in kabaddi, khokho etc.
2. In last few years of activities for career guidance and placement cell has increased and college faculty has also initiated free. General knowledge exams for preparation of competitive exams and student response were quite promising.
3. The college administration is planning to increase its infrastructure and academic facility under which proposal for hostel, ramp, lab, gymnasium Boundary wall are sent to higher education and college is expecting to get positive response soon.
4. The teachers treat the students as their own children and ensure their security and safety. They also provide personal counseling whenever any students in stress and always try to help their students.

5. Students are motivated to participate in various intra college/ inter college and social awareness activities through NSS/RC to strengthen their personality and confidence and to prepare them for future.

NAAC

5. CONCLUSION

Additional Information :

The college Janbhagidari committee has helped a lot in the development of the institution and betterment of students. Some major contributions are as follows:

- The committee sanctioned the fund paying for delivering extension part time lecturers and fourth class service holders.
- The committee sanctioned the found for providing for cool and clean drinking water facility for students and staff.
- The committee sanctioned fund for books furniture and repairing works of college.

Concluding Remarks :

Late Raja Virendra Bahadur Singh Govt.College Saraipali is affiliated to Pt. Ravishankar Shukla University and run by Department of Higher Education of Chhattisgarh. The college was established in 1.7.1972 and is offering undergraduate degree courses in science, commerce and arts, postgraduate course M.A. (Hindi, Geography, and Political Science), M.Com and M.Sc. (Chemistry), PGDCA and DCA. The college is included under section 2(f) and 12(b) by UGC New Delhi.

The college is committed to provide best education despite limited human resources and facilities. The facilities of this college are young and enthusiastic to carry this institution to greater academic highs. They are continuously mentoring students for academic support promoting as well as sports and extension activities. The students are well disciplined and hard working. The college administration is committed to provide ragging-free, environment friendly and peaceful atmosphere for learning.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
4.1.4	<p>Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)</p> <p>4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <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>0</td><td>0</td><td>0</td><td>0</td><td>100</td></tr></table> <p>Answer After DVV Verification :</p> <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>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Remark : Audited statement or Schedule of Expenditure for infrastructure augmentation, excluding salary has not shared by HEI.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	100	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	100																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	
4.2.2	<p>The institution has subscription for the following e-resources</p> <p>1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources</p> <p>Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: D. Any 1 of the above Remark : DVV has made the changes as per shared by HEI.</p>																				
4.2.3	<p>Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</p> <p>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)</p> <p>Answer before DVV Verification:</p> <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>01.60</td><td>00.98</td><td>02.95</td><td>03.26</td><td>04.07</td></tr></table> <p>Answer After DVV Verification :</p>	2019-20	2018-19	2017-18	2016-17	2015-16	01.60	00.98	02.95	03.26	04.07										
2019-20	2018-19	2017-18	2016-17	2015-16																	
01.60	00.98	02.95	03.26	04.07																	

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

Remark : schedule of Audited Income/Expenditure statement highlighting the expenditure for purchase of books and journals has not shared by HEI.

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)

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)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
03.38	01.73	07.59	04.14	110.80

Answer After DVV Verification :

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

Remark : schedule of audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support has not shared by HEI.

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 : D.1 of the above

Answer After DVV Verification: E. None of the above

Remark : Bill of Rain water harvesting or other supporting document has not shared by HEI.

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 : C. 2 of the above
 Answer After DVV Verification: E. None of the above
 Remark : DVV has not consider shared photos and relevant document has not shared by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>62</td><td>62</td><td>57</td><td>56</td><td>56</td></tr></table> <p>Answer After DVV Verification:</p> <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>32</td><td>32</td><td>37</td><td>26</td><td>26</td></tr></table>	2019-20	2018-19	2017-18	2016-17	2015-16	62	62	57	56	56	2019-20	2018-19	2017-18	2016-17	2015-16	32	32	37	26	26
2019-20	2018-19	2017-18	2016-17	2015-16																	
62	62	57	56	56																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
32	32	37	26	26																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <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>24</td><td>24</td><td>19</td><td>18</td><td>18</td></tr></table> <p>Answer After DVV Verification:</p> <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>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr></table>	2019-20	2018-19	2017-18	2016-17	2015-16	24	24	19	18	18	2019-20	2018-19	2017-18	2016-17	2015-16	8	8	8	8	8
2019-20	2018-19	2017-18	2016-17	2015-16																	
24	24	19	18	18																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
8	8	8	8	8																	
2.2	<p>Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <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>24</td><td>42</td><td>60</td><td>48</td><td>54</td></tr></table> <p>Answer After DVV Verification:</p> <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>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	2019-20	2018-19	2017-18	2016-17	2015-16	24	42	60	48	54	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
24	42	60	48	54																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	