



# **SELF STUDY REPORT**

**FOR**

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

**LAXMAN PRASAD BAIDH GOVT. GIRLS COLLEGE,  
BEMETARA**

PRINCIPAL, LAXMAN PRASAD BAIDH GOVT. GIRLS COLLEGE, BEMETARA,  
SIRWABANDHA ROAD, WARD NO. 21, KABIR KUTI BEMETARA.

491335

<http://lpbggcbemetara.in/>

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**November 2021**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### INTRODUCTION:

Laxman Prasad Baidh Govt. Girls College is one of the leading colleges in the arena of girls education situated in Bemetara District of Chhattisgarh State. The College is affiliated to Hemchand Yadav University, Durg (C.G.). The college was established in the session 2012-13 vide Govt. of Chhattisgarh Ministry of Higher Education Order No. 2566-F 3-65 dated 09/07/2012 with the curriculums of B.A Part-1/B.Com Part-1/B.Sc. (Maths) Part-1. Since the inception of the college, it has proved formidable scope and vitality in continuous pace in this periphery of rural region. The girls students admitted to the courses of under graduate level come from heterogeneous and rural background. Practically 92% students of the total strength materialize from reserved categories such as OBC/SC/ST categories amidst most of them hail from Below Poverty Line (BPL) income group. In the vicinity, 7% girls students belong to unreserved category. The commitment of State Govt. to enhance the education level of girls students is of the fact that this college has exclusively been inaugurated for girls. The Administration of the College is fully devoted and dedicated to make available all the viable and expedient facilities to all the girls students coming from distant and nearby regions. Every effort to empower the girls students are being taken by the college.

### LOCATION:

Latitude :- 21.722205

Longitude:- 81.52679

### HISTORICAL BACKGROUND:

Bemetara district is a newly constituted district of Chhattisgarh state, which was formed on 1 January 2012 after the bifurcation of Durg district. It is situated on the northern edge of Durg district. Keeping in view the insufficiency of educational institution of Higher Education for the girls in the Bemetara district, the State Govt. laid the foundation stone of the college on 23rd July 2012 by Hon'ble Dr. RAMAN SINGH, chief minister chhattisgarh. At the beginning time, the college did not have its own campus but the academic and administrative activities were conducted within confined rooms of Govt. Girls School, Bemetara. The college got its own campus in the session 2016-17 at ward no. 21, Sirwabandha road, kabir kuti, Bemetara. On 6th Oct. 2018, the college was christened after Late Shri Laxman Prasad Baidh ji, who was the freedom fighter, social reformer and four-time member of Bemetara Assembly Seat of Bemetara District in reference to order no. F 17-7/18/38-1.

### Vision

#### VISION:

To provide Higher Education to the girls students of Bemetara and its rural neighbourhood by inculcating their qualities and unfolding the potentialities through curricular and extra-curricular activities .

### Mission

## **MISSION:**

1. To empower the girls in all aspects to make them able to compete with new world order.
2. To Create a heavy academic environment for the promotion of quality education.
3. To provide the education to girls students in such a way that they may become part of contemporary Society.
4. To carry out need based and value based education for community development.
5. To promote applied aspect in studies for self-Reliance and self-employment.
6. To maintain excellent academic standards and effective teaching learning methods.
7. To provide quality education to all students respective of caste creed religion and socio-economic status applied to the society as a whole.

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

### **Institutional Strength**

#### **Institutional Strength:**

1. Proactive student support and faculty involvement with students.
2. Positive experience with those who interact with the campus.
3. Separate girl's common room.
4. ICT facility available in department.
5. Help through ICT method, and by PPT presentation method.
6. Dynamic work force, practical emphasized.
7. PCM is a carrier oriented course, opened with low fees.
8. The students are laborious and try for developments.
9. Teaching conventionally as well as web-based method, wherever needed, especially in science subjects.
10. No ragging, no tobacco, no women harassment cases registered till today.
11. Energetic leadership, Active student Union, Active alumni.
12. The cooperation of dedicated staff members ensures smooth functioning of the institution. The Faculty members particularly come forward spontaneously to shoulder many responsibilities related to the furtherance of vision and the wellbeing of the institution.
13. Positive interaction with students that makes them approach faculty members for academic and non-academic solutions.

### **Institutional Weakness**

#### **Institutional Weakness:**

1. Lack of spacious labs and sufficient equipment.
2. Lack of playground in the college campus.
3. Inexistence of digital library.
4. Shortage of vocational courses.
5. Alumni contribution not as per expectation.
6. Non-Availability of computer facility to all the student.
7. lack of sports teacher, librarian, watchmen and sweeper.

## **Institutional Opportunity**

### **Institutional Opportunity**

1. Making students efficient for various competitive examinations.
2. Increase in infrastructure facility in library.
3. Scope for improvement in sports activities, cultural activities.
4. Since most of the students are from economically and socially backward sections, the college has an opportunity to serve society by giving quality education to these students.
5. Majority of students belongs to economically backward and tribal rural families and state government is providing SC, ST, OBC, BPL, Merit scholarship to students. Therefore college has opportunity to encourage them for pursuing higher education.
6. Most of the our students belongs to rural areas thus college has opportunities to improve their soft skill, employability among students and make aware various career options available for them.
7. State government is providing free books (Book Bank) to SC/ST/BPL students and free stationary for ST, SC students.

### **Institutional Challenge**

### **Institutional Challenge**

1. To start different P.G. courses in our institution, to create job oriented and research oriented atmosphere.
2. Lack of proper transport facilities for students up to college.
3. To Improve the quality of education in our institution.
4. Post creation of teaching as per needs.
5. Availability of quality faculty interested in teaching
6. To built up the basic skills in mathematics.
7. To enhance the betterment of result, the institution need to appoint temporary teachers in college according to syllabus.
8. Our institution medium is hindi, so it is very tough for the student to cover-up the higher-studies through English medium.
9. Developing economic and financial awareness.
10. Motivating to make carrier in teaching, bank, railway and other financial sectors.

## **1.3 CRITERIA WISE SUMMARY**

## **Curricular Aspects**

### **Curricular Aspects:**

Laxman Prasad Baidh Govt. Girls College Bemetara is affiliated to Hemchand Yadav University, Durg C.G.. The College is following the curriculum designed by affiliating University. The college makes every effort to improve and update the syllabus by submitting the suggestions as and when required through the representations of the college faculties in the meeting of board of studies organised by University. The Principal is Head of the College along with the Staff Council maintain academic environment of the College. Time-Table for Art, Science and Commerce are prepared with Time-Table Committee and thereafter every department prepares Departmental Time-Table for allotment of classes among faculties. In addition to regular classes, tutorials and extra classes are held to complete the syllabus in time. The teachers take help of ICT devices following the Time-Table to explain the certain topics in easier way so that the students can understand the topic easily. All the faculty members are encouraged to attend National/International Seminars, Conferences, Workshops, Orientation Course and Refresher Course. The College follows continues evaluation process prescribed by the University. In addition to this, academic calendar of the college of each year is based on the academic calendar issued by department of higher education, in tandem with affiliating University. The college offers three undergraduate programs namely B.A., B.Sc., B.Com. and eleven courses. The undergraduate program follows the annual system examination pattern as prescribed by University. In order to implement the vision and mission of college, different committees are working to look after the effective implementation and timely completion of prescribed syllabus, co-curricular, extracurricular, extension and outreach activities. The college inculcates human values, gender equality, sustainable practices and professional ethics among students. The institute has introduced the feedback system. For effective operation of this system, a set of questionnaire is given to students and their feedback is collected and analysed and also actions are taken on the basis of feedback. The analysis report is used to improve the quality of the college and to create healthy academic environment for empowerment of the students and institution.

## **Teaching-learning and Evaluation**

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

The main activity of the College is the two-fold process of teaching-learning and evaluation process. For better academic results, the teachers of the college adopt different measures like slow learners and advance learners are identified. For this extra classes are taken. Performance of the students is measured by class activities, laboratory work, assignments and departmental activities. Students remain in touch with the teachers with different online sources like Whatsapp Group. As per requirement other online sources are also used. This is justified by the excellent academic results. Evaluation helps to build an educational program, assess achievements and improve upon its effectiveness. The outcome of each courses are measured on the basis of performance of the students in curricular and co-curricular activities. On successful completion of the course and on achieving higher marks, the college felicitates the students to encourage them. The academic activity of our college is strictly based on the academic calendar issued by Department of Higher Education and Hemchand Yadav University, Durg. Admission procedure, enrollment, test, vacations, student union committee and examination etc. event are based on the academic calendar of the University. The scholarships for reserved category, minority category and BPL category are provided as per government norms. In our institution well qualified full-time teachers are co-operating and supporting the students. Teachers evaluate the progress of students by taking test, presentation and quizzes in the class.

## **Research, Innovations and Extension**

### **Research, Innovations and Extension**

The College has a research committee comprising of senior faculty members. This committee tries its best to create a favourable atmosphere for research and innovation in the college. Students are encouraged to undertake research culture in their class assignments. To promote research activities the college has subscribed research journals, Periodicals and e-journals. Facilities available in the library are optimally utilized by the teachers for their research work. Our college is meant for under graduate level courses in Arts, Science and Commerce. All the faculty members and students are continuously striving for research, innovation and extension activities to excel in these fields. Two of our faculty members Dr. Kunti Sahu and Dr Vinita Gautam have been awarded with Ph.D. Degree in their concerned subjects. All the teaching faculties are self-motivated and enthusiastically attend the seminars, workshops and conferences etc. Different extension activities are organised by our institution under the banner of NSS and in present year we have introduced Red Cross Society in our college. NSS Units are continuously in coordination with the nearby village panchayats and schools. Our well qualified teachers are collaborating with other colleges/ institutions in knowledge-exchange, experience-exchange and use of modern technology. The college organizes various social activities in the nearby areas focusing on literacy, Pulse Polio, Aids Awareness, Child Health, Political Awareness, Cleanliness, Health Consciousness, Socio-Economic Activities etc. and Cloth distribution to under privilege section of the society. The college ensures the involvement of the society in its activities by organizing Blood Donation Movement, Environment Awareness Program and Plantation Drives etc.

## **Infrastructure and Learning Resources**

### **Infrastructure and Learning Resources**

The College provides an exclusive physical ambience through provision of facilities for maintaining quality of teaching. All the classrooms are equipped with traditional blackboard and green board. The science laboratories have instruments and equipments to meet the requirement of under graduate teaching and learning process. The college has facilities like administrative office, academic section, students section and establishment section. The library of the college needs digitization. Students are free to use the books of the library whenever required. The college provides the basic amenities like clean and hygienic drinking water, clean toilets with sufficient water supply, separate toilet for male and female staff and separate toilet for students. There is a playground where students practice different sports activities. The college is circled by a boundary wall. There is proper main gate and guard area has been provided for security of the college. There is greenery around the college campus and has a garden. Maintenance of all the infrastructure is given proper importance. The college encourages different cultural activities. Some of the students have been awarded with prizes. There is a staff council for smooth functioning of the college. The college has formed some committees for maintaining the infrastructure which look after development of the college. The institution ensures adequate availability and utilization of physical infrastructure. It provides Greenish campus of approximately 5.23 acres area. We have one building with two floors. We have 18 well-ventilated classrooms, 03 laboratories, 02 smart classrooms, cycle stand and whole campus is Wi-Fi enabled. There are sufficient facilities for teaching learning purposes. It has sufficient lab equipments for present use. There are 09 computers and 03 overheads projectors in working condition for teaching-learning purposes. Our institution Library has 9044 textbooks for various subject and competition examination and institution has adequate facilities for sports and yoga within the campus.

## **Student Support and Progression**

### **Student Support and Progression**

The college is continuously making efforts to prepare the students not only for the examination but also to participate in cultural activities and sports activities. These activities bring out the talents of the students to the forefront as many students have won the prizes at Inter College, State and National Events. Our institution supports and motivates all students to apply for scholarship/free ship provided by the government. Maximum percentage of students are benefited from scholarship scheme. Our Principal rewards Rs.1000 to the college topper every year. The government scholarship scheme for ST/SC/OBC students, BPL students and minority students are provided to every eligible student. All scholarship money transfer is done through Bank by DBT method. In our college library, the Book Bank scheme is available for SC/ST and BPL category students through which they are benefited. There are around 9044 books in the library comprising of text books, reference books, competitive examination books, journals, magazines and career counselling books through which the students feel confident for job/placement. Student union is constituted according to Government norms. Student council is selected through elections or from merit list as per Government/University directions. The students representatives play an important role in encouraging and motivating students to take part in various activities like Blood Donation Camp, SVEEP Program, YOGA Day and other activities of the College. Sports and cultural competition held annually in our institution. For making healthy and safe environment for our students grievance cell. Sexual Harassment Cell, anti-ragging cell are constituted and regularly complaint and request are checked. Hopefully no case is committed in our institution. Our college has applied for registration of alumni association which is expected to get completed soon. There is Grievance Redressal Cell constituted with teaching staff as members and Principal as the Chairman.

## **Governance, Leadership and Management**

### **Governance, Leadership and Management**

Laxman Prasad Baidh Govt. Girls College, Bemetara is a Govt. Degree College so all major decisions are taken by the Directorate of Higher Education. However for smooth functioning of the academic and administrative matters, the college administration is decentralized and various committees are constituted at the beginning of the academic year. The Principal of the college acts as a key-person along with various committees of the Staff Council and non-teaching staff who make every efforts to implement important decision in relation to academic and administrative activities. The heads of the various departments take care of regular academic developments. All the financial accounts of the college are audited. External Audit is conducted by Directorate of Higher Education and from the office of Accountant General of State Govt. The college motivates teachers for research publications, Minor Research Projects, Major Research Projects, Workshops, Conference, Seminar etc. to upgrade themselves. Annual Self-Appraisal among teaching faculties is conducted by the Directorate of Higher Education. The institutional vision, mission, goals and objectives reflects the true nature of governance and to serve better for students of our institution. Under able leadership and guidance of the Principal, all the activities are performed with the help of decentralized bodies. The college has a strong tradition of participative management and involves faculties in decision-making through constituted different committees like NSS committee, student union, library committee, sports committee, anti-ragging committee, examination committee etc. The institutional strategic/perspective plan on teaching-learning purposes effectively deployed. The college implement e-governance in administration and in finance and accounts. All the salaries and payments from college to the beneficiaries are done through Bank cheque's, NEFT/RTGS, online payments and other digital modes. The college conducts regular audit for Janbhagidari (JB) through C.A. Saurabh Sharma &

associates. Our institution adopts appraisal system based on two criteria's, first system is for "PERFORMANCE BASED APPRAISAL" and second system is "ANNUAL SECRET-REPORT" for teaching and non-teaching staff. The quality of our institution is monitored by IQAC. Through Feedback analysis, taken from stakeholders IQAC is continuously trying to maintain the quality of the institution. The college provides facilities of General provident Fund, Gratuity, Festival Advance, Loan from Govt. Provident Fund to all the teaching and non-teaching employees. Benefits of Casual Leave, Medical Leave, Child Care Leave, Paternity Leave as per Govt. Rules are sanctioned to all employees.

### **Institutional Values and Best Practices**

#### **Institutional Values and Best Practices**

The College maintains harmony and creates goodwill among students organizes various National, International Days, events and festivals with full enthusiasm. Every year the college organizes programs on gender equality emphasizing women empowerment and women self-protection etc. The college supports the best practices like developing empathy in students through community services and promotion of awareness on menstrual hygiene. The objective of the practice is to create awareness among girls about menstrual hygiene and helping others. NSS units of the college plays an important part in performing these activities. The college at regular intervals conduct awareness program on menstrual hygiene.

Environmental awareness has made the college to maintain solid, liquid and e-waste management. The college has installed LED bulbs for low consumption of electricity. The college is very much conscious of safety and security of students. The institution monitors movement of students through CCTV installed at various sensitive places in our college. We organize gender equity programs to sensitize students. To address students about it, awareness programs and rallies on AIDS, cleanliness, blood-group and General Health check-up etc. programs are conducted. Being a girls college, our college pays special attention to the safety and security of the girls. Institution is taking responsibilities is to resolved social issues and environment conservation is one of them. Every year plantation campaign is done in the campus as well as in rural areas nearby college. Our college has adopted a village Gaangpur. Our college is Eco-friendly. We pay continuous attention to keep the college Clean & Green. The college has constructed water harvesting system, composite pit, soaking pit to conserve groundwater. The main motive of our institution is to Empower girl's students through educational and extracurricular activities which would make them better citizens, leaders and benefitted by skilled jobs or would make them entrepreneurs in this modern scientific era.

The college has code of conduct for students and teachers which are display in college website and in hoardings placed in the college campus. The college maintains transparency in its financial, academic and administrative functions. The college has provided basic amenities for differently-abled students. Students of the college actively participate in social services which help them to develop a human attitude towards others.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	LAXMAN PRASAD BAIDH GOVT. GIRLS COLLEGE, BEMETARA
Address	Principal, Laxman Prasad Baidh Govt. Girls College, Bemetara, Sirwabandha road, ward no. 21, Kabir Kuti Bemetara.
City	BEMETARA
State	Chhattisgarh
Pin	491335
Website	<a href="http://lpbggcbemetara.in/">http://lpbggcbemetara.in/</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Parmeshwar Prasad Chandravanshi	07824-9424130755	9424130755	-	ggcbemetara@gmail.com
IQAC / CIQA coordinator	Vinita Gautam	07824-971305091	9713050091	-	vinita2167@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

<b>Establishment Details</b>				
Date of establishment of the college		09-07-2012		
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Chhattisgarh	Hemchand Yadav University Durg		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Principal, Laxman Prasad Baidh Govt. Girls College, Bemetara, Sirwabandha road, ward no. 21, Kabir Kuti Bemetara.	Urban	5.23	4122.7

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Department Of Arts	36	HIGHER SECONDARY EDUCATION	English,Hindi	375	363
UG	BSc,Department Of Science	36	HIGHER SECONDARY EDUCATION	English,Hindi	195	184
UG	BSc,Department Of Science	36	HIGHER SECONDARY EDUCATION	English,Hindi	180	73
UG	BCom,Department Of Commerce	36	HIGHER SECONDARY EDUCATION	English,Hindi	180	138

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				12			
Recruited	0	0	0	0	0	0	0	0	0	2	0	2
Yet to Recruit	0				0				10			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				9
Recruited	3	0	0	3
Yet to Recruit				6
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				4
Recruited	1	0	0	1
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

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

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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	2	2	0	4
PG	0	0	0	0	0	0	6	0	0	6

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	0	0	0
	Female	758	0	0	0	758
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	139	128	116	91
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	28	39	19	11
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	531	523	456	353
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	58	48	47	34
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	2	2	3	3
	Others	0	0	0	0
<b>Total</b>		<b>758</b>	<b>740</b>	<b>641</b>	<b>492</b>

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
93	93	93	93	93
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

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

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
758	740	641	492	336
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
586	567	567	529	491



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

## 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
232	164	145	88	61

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

## 3 Teachers

### 3.1

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

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

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

### 3.2

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

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

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

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 12**

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
28.15701	24.86399	18.71673	6.64391	17.72210

**4.3**

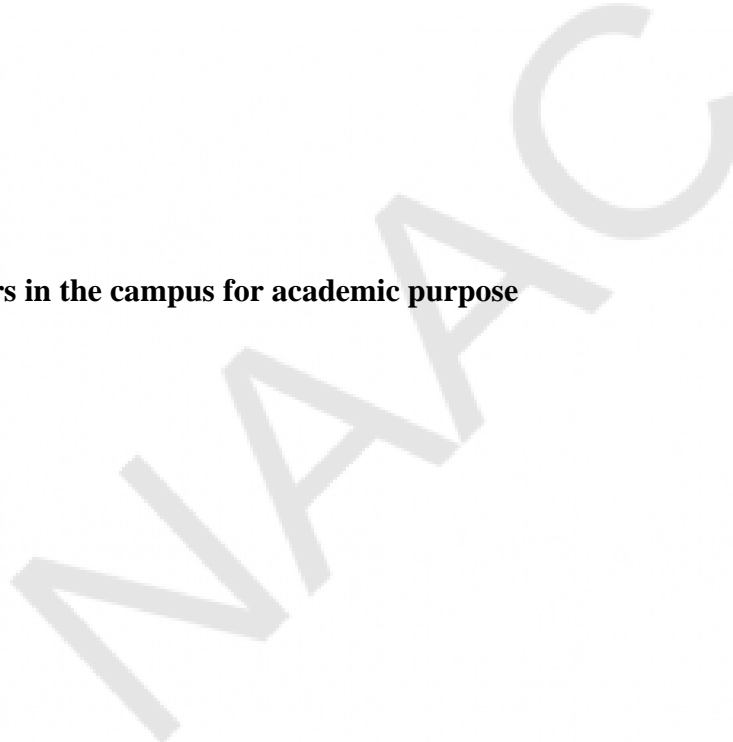
**Number of Computers**

**Response: 11**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 09**



## 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 ensures effective curriculum delivery through a well-planned and documented Process and following are the steps:-

1. The curriculum of our institute is designed by Hemchand Yadav University, Durg.
2. Academic calendar of college schedules according to university and HED.
3. Time-table is prepared by the Time table committee priors to the commencement of academic session and accordingly theory and practical classes are conducted keeping in mind of university annual exam. The Time table displayed on notice board and on college website as well.
4. Each faculty making the lesson plan and maintaining the teaching diary each day of covered syllabus in the class and the diary is evaluated by the Principal. So they can cover the details in the syllabus on time.
5. Apart from classroom teaching, it is mandatory to work on environmental projects in any one year at the undergraduate level for three years.
6. The college library provides students essential study material for their annual examinations and competitive examinations as well.
7. Internal examination like unit tests, model tests are conducted in tune with academic calendar to check comprehension of students as outlined in the objective of the curriculum.
8. Feedback on curriculum is obtained from students and stake holders.
9. IQAC of college has taken effective steps for curriculum delivery. ICT enabled classrooms with projectors and foldable screens.

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

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

**Response:**

As per the examination schedule of the affiliated Hemchand Yadav University the college adjusts its academic calendar and syllabus for internal exams. The academic Calendar is prepared well in advance of next academic session. The academic calendar displays on notice board for reference of the student and staff. it is also uploaded on College Website and also in library for information of the student and

stakeholders.

The Course completion targets, teacher's daily diary are checked by the principal time to time. The teacher himself prepares the teaching plan and conducts unit tests after completion of the unit. The College follows affiliated university and its own academic calendar, co-conducting internal examination in a systematic manner.

Continuous Internal Evaluation of the Student is made by conducting unit tests, quaterly tests, half yearly tests and model exam.

**The following are the important aspects of the academic Calendar:**

- 1.Date of admission;
- 2.Commencement of teaching;
- 3.Dates of Unit test;
- 4.Dates of Model exam;
- 5.Dates of Practical exam;
- 6.Dates of extracurricular activities, for Example: Student's union/Sports/NSS/Cultural Programs, etc.
- 7.List of holidays and working days;
- 8.Duties of teachers, etc

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

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

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

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

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

## 1.2 Academic Flexibility

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

Response: 50

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

Response: 2

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

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

Response: 0

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

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

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

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

Response: 0

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

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

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

## 1.3 Curriculum Enrichment

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

#### Response:

The institution has integrated cross-cutting issues in various courses, such as equitable subjects which widen the vision of students to understand present circumstances. The course of Hemchand Yadav University that contributes toward installing professional ethics, gender equality, human rights and sensitivity to environmental concern among students and successfully implemented in our institution. Details are given below-

#### Gender sensitization

In BA course Political Science – topics of Human power & Politics and feminism theory & politics are included in the course which sensitize them.

#### Human Values

In BA course sociology – topics of social interest and social concerns are included in the course which give them knowledge of Indian society its values, reformations of society against social evils, a social movement in tribals'

In B Com course offers fundamentals of entrepreneurship.

In English foundation course offers contemporary India women's and Empowerment.

#### Environmental consciousness

At undergraduate levels (BA, BSc, BCom)- Environmental Studies is a compulsory paper, in the first year. The paper deals with environmental issues, like a threat to the environment, global warming, climate change, biodiversity, and sustainable development etc.

In B. A. program Economics - Environmental economics,

In B.Sc. (Bio) program Botany:- Ecology

In B.Sc. (Bio) program Zoology:- Principles of Ecology

#### Professional Ethics.

In BCom Program offers Auditing and corporate governance and Human Resource Management.

The college also imparts professional ethics and human values through creating legal Awareness etc.

#### **Enrichment Through various co-curricular activities :-**

In order to integrated cross cutting issues which address gender Environment & sustainability, human values & professional ethics our institution has already offered programs in UG. The college runs course on Environmental studies in UG Programs. Our college organize programs like debate and discussions, Rangoli competitions, poster competitions, quiz competitions and etc. to enrich the students with ethics, gender equality, human rights and sensitivity to environmental concern.

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

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

**Response:** 1.08

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

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

<b>File Description</b>	<b>Document</b>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 34.56

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

**Response:** 262

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

## 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)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

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

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

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



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 66.45

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

2020-21	2019-20	2018-19	2017-18	2016-17
758	701	641	492	336

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

2020-21	2019-20	2018-19	2017-18	2016-17
930	900	900	840	780

#### File Description

Institutional data in prescribed format

#### Document

[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:** 97.59

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

2020-21	2019-20	2018-19	2017-18	2016-17
700	658	594	458	300

#### File Description

Institutional data in prescribed format

Any additional information

#### Document

[View Document](#)

[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:

Our institution believes all students can learn because they have multiple intelligences and ever-improving capabilities in all the domains of learning. Catering for student diversity is to involve finding out why students do not learn well and why some learn better than others, and using appropriate strategies to make each student learn better. Catering for student diversity is not intended to even out abilities and performances, but to enable all students to learn and perform to the best of their abilities. Our ultimate goal is to stretch the potential of all students whether they are gifted or among the low achievers. The students admitted in our college comes from different economic sections and communities of the society above 92% admitted students are ST, SC, and OBC. Our institution has fair and transparent system of admission. The students are admitted in our college as per Government Norms. After the completion of admission process, the regular classes begins as per the academic calendar and time table. After the admission college adopts a process to identify the slow and advance learners among students as per their response in the unit test and also on the basis of previous year percentage.

#### ADVANCED LEARNERS:

The advanced learners are encouraged to be creative, make references, help slow learners in preparing notes and assist them in their studies. They are motivated to participate in the competitions held at College, University, State and National levels. The advance learners are encouraged by referring them different text books, journals and motivating them to participate in competitive exams, presentations and Quiz. Special books are provided to advanced learner to prepare for competitive exams. Students are given the guidance to excel in the competitive/entrance exam like PSC, VYAPAM, and other state and central level exam

#### SLOW LEARNERS:

The institution gives special attention to slow learners, the topics are explained in simple language, they are made to practice again and again. The library provides more than 2 books and some students got 5 books at a time from the library.

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

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

**Response:** 63:1

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

## 2.3 Teaching- Learning Process

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

#### Response:

For enhancing learning experiences the faculty members adopt many ways, for example, Project methods, Experiential learning, Quizzing & Debates, Leadership skills, Group-learning Method, Black-Board presentation, ICT enabled teaching etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially in mathematics, commerce and economics. Numerical solving in mathematics can't be done without chalk and board. Some teachers use power point presentations and computer-based material. Every faculty member put the efforts to make their lecture session interactive, encouraging the students to ask questions and to ensure whether they have understood the subject issues, Besides this many other learner- centric method followed such as:-

**Project methods:** Students in a project method environment should be allowed to explore and experience their environment through their senses and, in a sense, direct their own learning by their individual interests. For example, the Environmental studies projects are done in UG classes.

**Experiential learning:** Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the department of Chemistry, Physics, Botany and Zoology uses this method. Students take interest and learn things via experiential learning.

**Quizzing and Debates:** Time to time debate, quiz, seminars are held on the relevant topics which is very helpful for all round development of students.

**Leadership skills:** To inculcate leadership skill or quality in students every year students of UG classes are nominated as president, Vice-president, Secretaries and Joint-Secretaries of various councils of the college. Problem solving methodologies are intended to make the student take responsibilities solve problem, resolve conflicts and find alternatives. It promotes critical thinking and creativity.

**Group Learning Method:** Group Learning method is now being adopted through whats-app group. Student share their notes and study material through this method. Whats-app group are made by an student or by the contract teacher. They share the information to each other.

**Black-board presentation:** In this method, each student is given a certain question and student has to solve this problem in the blackboard. This method's are applied in Physics, Mathematics and Chemistry.

**ICT Enabled Teaching:** ICT enabled teaching includes Wi-Fi enabled class rooms and Smart Class rooms with projectors and foldable screens, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students.

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

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

#### Response:

Information and Communication Technologies (ICT) can impact student learning, when teachers are digitally literate and understand how to integrate it into curriculum. Our institution use a diverse set of ICT tools to communicate, create, disseminate, store and manage information. ICT helps teachers to interact with students and improves teaching-learning process. The Teaching staffs are advised and insisted upon to learn the use of ICT tools like Internet, Smartphones, PC Tablets, PC Laptops, PC Desktop, Projectors, Emailing attachments, WhatsApp etc for sharing lecture notes, study material, web links of e-articles, e-books, etc with the students.

ICT based facilities provided by the institution to students for teaching-learning purposes are as follows:-

1. Students are provided with openly and easily accessible free Wi-Fi with 4G speed within college building.
2. Smart classrooms are equipped with projectors with fixed and foldable screens.
3. Teaching staffs are used to with the using of ICT enable tools in the institutional campus.
4. Whats-app groups and other social media platform are used for sharing important notes, question papers, lecture videos etc. and also helpful in keeping in touch with students and as well as with teachers.

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

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

**Response:** 63:1

#### 2.3.3.1 Number of mentors

Response: 12

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

## 2.4 Teacher Profile and Quality

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

**Response:** 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 20

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

2020-21	2019-20	2018-19	2017-18	2016-17
03	03	02	02	02

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

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

**Response:** 4.33

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

Response: 52

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

## 2.5 Evaluation Process and Reforms

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

**Response:**

Evaluation is an integral part of teaching-learning process. Head of the institution, IQAC and Examination committee work for a transparent evaluation system. CIE is a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at and modify teaching strategies if the students are not performing well. The academic calendar is distributed to the teacher at the first meeting at the beginning of the academic year For transparent internal assessment the college takes unit tests, quaterly exam and half yearly exam of the students. The method of internal assessment is communicated to students by faculty member's to students. After internal examination performance are evaluated in the meeting. The students who are having poor performance are given extra class conduct by the subject teacher and separately class test are conducted frequently to understand their progress in the topics. The Advanced and slow learners are ranked by this mechanism of transparent internal assessment.

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

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

#### Response:

A transparent, time-bound and efficient method is being followed in college in terms of dealing with internal examination related grievances. Various internal examinations are being performed throughout the academic year like unit tests, quaterly exam, half yearly exam etc. The answer sheets of the internal examination are delivered to the students and discussed with them and if there is any complaint regarding the evaluation, the same is re-examined. The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism. so as to assure them that no favoritism has come into development, they also check their total score and fair evaluation of their answers.

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

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

#### Response:

Students and teachers are thoroughly updated about the programme and course outcomes through college website. Each and every programme offered by the College is displayed on the website. After completion of the admission process, the syllabus and curriculum are provided to the students:

#### 1.Program outcomes of Bachelor of Science

**PO1. Understand the methods of science:** To understand the methods of science, and can explain why scientific knowledge is both contestable testable by future inquiry.

**PO2. Apply appropriate methods to solve the problem:** A Bachelor can apply appropriate methods to solve problem in science, mathematics, technology including the planning and conduct of a significant project problem or investigation.

**PO3. Articulate the relationship between different branches of science:** A bachelor of science can apply appropriate methods to solve problem, the international scope of science, mathematics, technology and engineering knowledge and methods and the contributions to their development that have been made by people with diverse perspectives, culture and backgrounds.

## 2. Program outcomes of Bachelor of Commerce

**PO1. To apply basic mathematical and statistical skills:** A bachelor can apply basic mathematical operations and statistical skills necessary, which is necessary for analysis of a range of problems in economics actuarial studies, Accounting, Marketing, Management and Finance etc.

**PO2. Sound knowledge of commercial, economical and taxation laws:** Impact on changes of taxation, economical and commercial law to various areas of economy and practices.

**PO3. Environment Awareness:** Understand the issues and problems of environmental context and develop environmental awareness in the mind.

**PO4. Consumer Movement:** Make people aware about consumer movement, rights & duties, laws relating to consumers.

**PO5. Analysis of Organizational problems:** A bachelor can analyze and understand the balance between real and sustainable economical development.

## 3. Program outcomes of Bachelor of Arts

**PO1. Knowledge and understanding of arts field:** To develop a detailed knowledge and understanding of arts field as core disciplines in humanities, social sciences and languages.

**PO2. Reading and writing skills:** Students can interpret with an awareness and curiosity for other perspectives. They will be able to write effectively for a variety of professional and social setting. They will develop an awareness and confidence in their own voice as a writer and analyze complex social and natural problems with the help of their degree specialization.

**PO3. Critical Approaches:** Students will develop an ability to read works of literary, and cultural criticism and develop idea with the help of their specialization. They will express their own ideas as informed opinions, small projects and practical and understand how their own approach compares to variety of critical and theoretical approaches.

**PO4. Environment Awareness:** Understand the issues and problems of environmental context and develop environmental awareness in the mind.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

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



**Response:**

The college has designed the teaching, learning and assessment strategies in such a way so as to give enough weightage to each of the specific learning outcomes. Provision of a favorable learning environment, proper implication of curriculum and effective evaluation system ensures the attainment of the specified learning outcomes.

At the beginning of every year, the subject teacher convey course objective at the introductory part of respective subject. The copy of the syllabi are circulated in each and every class at the commence of the session. The student can download the syllabus from the website of Hemchand Yadav university through following link: <http://www.durguniversity.in>

The college collects data on students learning outcomes in different ways mentioned below:

1. Unit tests;
2. Quizzes;
3. Model exam;
4. Student feedback in prescribed format;
5. University examination result;
6. Involvement in curricular and extra-curricular activities;
7. Field/Project work for environmental studies.

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

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

**Response:** 86.88

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

2020-21	2019-20	2018-19	2017-18	2016-17
232	221	124	55	50

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

2020-21	2019-20	2018-19	2017-18	2016-17
232	227	144	87	57

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

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

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

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

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

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

Response: 0

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

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

##### 3.1.2.2 Number of departments offering academic programmes

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

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years****Response: 5****3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

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

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response: 0****3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

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

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response: 0****3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

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

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

### 3.3 Extension Activities

**3.3.1 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:**

Our institution LAXMAN PRASAD BAIDH GOVT. GIRLS COLLEGE, BEMETARA organizes and participates in various extension activities to sensitize students about various social issues and contributes to community and strengthen community participation. Such events creates awareness about the society and student feels their social responsibility.

The college has registered NSS and currently in RED CROSS. These units take the responsibility of Extension Activities. These units organizes programs such as Tree Plantation, YOGA, Swachh Bharat Abhiyan, Cleanliness Drive etc.

Our students participated in lots of state level programs Independence Day, Ekta Daud, Yuva Mahotsav etc. Awareness about consumers rights and duties in significant in the process of economic development of the country. India is the birth place of yoga by participating in International Yoga Day students become the global stakeholders in ensuring healthy body and mind.

As we all know that Khadi is associated with India's independence. Programs like save water, tree plantation drive in collaboration for green revolution.

NSS has two flagship programs under their criteria first in 7-days camp in a selected village. Here the students learn mutual co-operation between villagers. They learn to live in limited resources and they learn the RURAL LIFE. In a one-day camp they take plantation, SVEEP, Cleanliness survey programs etc. NSS also conducts programs all year in the college. The institute organizes awareness programs in campus such as environmental awareness, cleanliness, Tree plantation, etc.

NSS unit has organized rangoli, essay and quiz programs on topics like MATADHIKAR JAAGRUKTA, SVEEP, BETI-BACHAO ABHIYAN, WOMEN'S SECURITY etc. on different occasion. Our institution promotes faculties to organize and conducts different extension activities and workshop in other institutes and in villages for holistic development of the students.

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

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

**Response:** 4

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

**Response:** 19

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	11	3	0	0

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

### 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last

**five years**

**Response:** 16.61

**3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
140	396	71	0	0

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

### 3.4 Collaboration

**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

**Response:** 11

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

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

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

e-copies of linkage related Document

[View Document](#)

**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

**Response:** 0

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

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

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

NAAC



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The institution ensures adequate availability and utilization of physical infrastructure as it is linked to the vision and mission. The institute provides greenish campus of approximately 5.23 acres area free from any foulness. The institute proposes plentiful infrastructure to create learning aura for decent progress to maturity of students. We have one building with two floors, Ground floor and first floor.

There are 10 airy classrooms, 03 Laboratories, 03 Smart classrooms with ICT enabled and whole campus is WiFi enabled.

Classrooms are ventilated and well furnished with plentiful physical facilities. Executed mode of teaching are blackboard, green-board and on overhead projectors with foldable screens.

**Infrastructure and physical facility for teaching learning:-**

S.N.	Type Name Classroom	Total	Number
1	Class Room	10	
2	Chemistry Lab	1	
3	Zoology / Botany Lab	1	
4	Physics Lab	1	
5	Library	1	

**Additional Physical Facility:**

S.N.	Particular	Number	Built-up Area (Sq. feet)
1	Principal Office/ Retirement room	1	676

2	Office	1	302
3	Teacher's Staff Room	1	279
4	Girls Toilet	4	865
5	Smart Room with ICT enabled	3	1772
6	Computer Lab	1	270
7	Girls Common Room	1	270
8	Sports/ Store Room	1	270
9	NSS / IQAC Room	1	270
10	Students Section Room	1	506
11.	Auditorium	1	4250

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

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

##### Response:

The college has sufficient space of approximately 01 acre area for playground where various outdoor and indoor games activities done throughout the year. Students regularly plays games in the playground. Separate Badminton, Volleyball, Football and Handball court is in the courtyard. Students takes part in inter college sports and games.

We organize some other plays for students like kho-kho, kabaddi, slow cycle, chair race, spoon race, jalebi race and gola fenk and so on. The college believes in throughout development of students with having 01 sports room.

Details of sports and games played:

S.No.	Sports and games
1.	Football
2.	Kho-kho
3.	Handball
4.	Cricket
5.	Basketball
6.	Badminton

##### Indoor games facility:

1. Table Tennis
2. chess
3. carrom board

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

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

**Response:** 25

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

Response: 3

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
28.15701	24.86399	18.71673	6.64391	17.72210

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

Integrated library management system is not available in our library. Our college provide large number of books services in the offline. Well faciliated teaching room available for all student in campus.

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

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

**Response:** E. None of the above

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

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

**Response:** 1.47

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

2020-21	2019-20	2018-19	2017-18	2016-17
3.50000	2.00000	0.99781	0.369895	0.499993

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

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

**Response:** 1.56

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

Response: 12	
File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

<p><b>4.3.1 Institution frequently updates its IT facilities including Wi-Fi</b></p> <p><b>Response:</b></p> <p>The college has a well-developed system for providing IT facilities to the users.</p> <p>Some of the facilities are as under:</p> <p>(i) The institution has overhead projectors, printers and photocopy machines.</p> <p>(ii) The computers and printers have software installed in them and the hardware is also maintain from time to time.</p> <p>(iii) The college website is monitored and updated from time to time by the IQAC cell of the college.</p> <p>(iv) The computers and printers are connected with LAN.</p> <p>(v) The whole campus of the college has Wi-Fi facility with a speed of greater than 50 Mbps.</p> <p>(vi) The college has 3 smart classrooms for better teaching learning process.</p> <p>(vii) The teachers use Internet for providing notes to the students whenever required and necessary.</p> <p>(viii) The college take the help of experts for maintenance and repairs of computers.</p>	
File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

<p><b>4.3.2 Student - Computer ratio (Data for the latest completed academic year)</b></p> <p><b>Response:</b> 84:1</p>
<p><b>4.3.3 Bandwidth of internet connection in the Institution</b></p> <p><b>Response:</b> A. 750 MBPS</p>

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

#### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
28.15701	24.86399	18.71673	6.64391	17.72210

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

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

**Response:**

The institution practices a policy of decentralization of authority for efficient look over, maintenance and best utilization of its available resources. The establishment system and maintenance process of the college is done according to the rule of the government.

Purchasing committee meeting is organized in which senior professor is the coordinator. In the meeting, the purchase committee recommended inviting open tenders for the purchase of goods. After this the tender is called by the college administration. The received tenders are opened in the meeting of the purchase committee and its comparative chart is made and recommendation is made to allot the tender to the lowest amount firm. After this the tender is allotted by the college administration to the firm with the lowest amount. After receiving the goods, the ordered goods are inspected by the committee. and payment is recommended if the goods of the order are found to be favourable. The college is paid to the firm as per the recommendation received administratively from the committee.

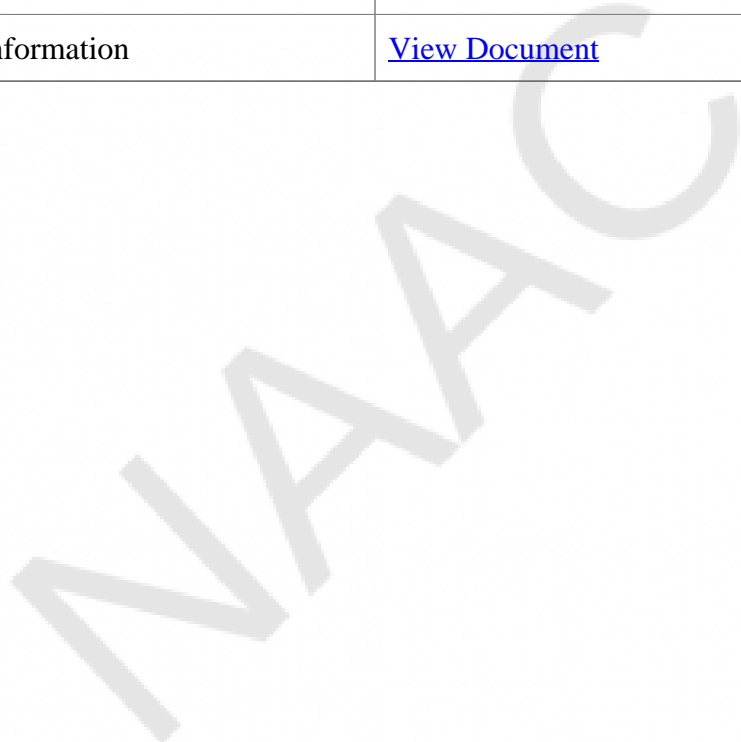
The arrangement of computers is done through the funds released by the government and advance software, antivirus is installed in every computer from time to time.

For the arrangement of library committee is formed by the principal who deals with the purchase and maintenance of books. The process of purchase is done through quotation or tenders by the principal.

For the maintenance and repair of computers, the college take the help of special technical experts. Electrification and water supply system of the institution regularly monitored and maintained.

The Principal looks after the maintenance and repair of the physical infrastructure of the college like garden, sports ground, library, examination monitoring, RO water cooler maintenance, toilet, etc.

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



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 71.52

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

2020-21	2019-20	2018-19	2017-18	2016-17
560	568	485	356	198

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[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 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

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

#### File Description

#### Document

Institutional data in prescribed format

[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:** C. 2 of the above

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

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years****Response:** 7.84**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
30	72	20	31	54

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

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

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

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

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

**5.2 Student Progression**

**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

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

**File Description****Document**

Self attested list of students placed

[View Document](#)

Institutional data in prescribed format

[View Document](#)**5.2.2 Average percentage of students progressing to higher education during the last five years****Response:** 15.95**5.2.2.1 Number of outgoing student progressing to higher education.**

Response: 37

**File Description****Document**

Upload supporting data for student/alumni

[View Document](#)

Institutional data in prescribed format

[View Document](#)**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****Response:** 100**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

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

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg:**

**JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

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

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

### 5.3 Student Participation and Activities

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

**Response:** 0

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

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

**Response:**

The institution facilitates the representation as well as engagement in various bodies of the college. We discuss about the list of representation in administrative, co-curricular, and extra-curricular activities. Also we discuss the process and norm for the representation.

#### **1. Representation in Administration :-**

There are many such committees in our college which helps to represent the student in the administrative bodies is allowed. For example, student union, anti-ragging committee, NSS committee, IQAC committee etc.

**Student union committee** There is a student union committee in our college, which is constituted every year by direct election or on the basis of their educational qualification. In this process student union president, vice-president, secretary, and joint-secretary are elected or nominated.

The complete list of the student union can be seen in the below list link: [http://lpggcbemetara.in/Content/107\\_48\\_student%20union.pdf](http://lpggcbemetara.in/Content/107_48_student%20union.pdf)

There is in-charge senior teacher for the student union, nominated by the principal.

**Anti-ragging committee** has been constituted in the college, along with the teacher, a senior and junior student have been included in this committee. The details of the anti-ragging is in the link: <http://lpggcbemetara.in/College.aspx?PageName=Anti-Ragging%20Committee>

**IQAC Committee** is working in the college. One or two members are nominated from student section and Alumni teachers is a member of the committee.

The details is in the link: [http://lpggcbemetara.in/Content/32\\_17\\_IQAC%202016-17.pdf](http://lpggcbemetara.in/Content/32_17_IQAC%202016-17.pdf)

## 2. Representation in co-curricular activities :-

There are many such committee in our college in which the students of the college are represented like SWEEP Committee, Cleanliness Committee etc. there are designated cleanliness captains in each class of the college who pay special attention to the classrooms. The aim of SWEEP is to move awareness program among students to include their names in voter-list.

## 3. Representation in extra-curricular activities :-

There is an NSS committee in our college in which the programs to be held are represented by the girl students of the college.

Red Cross has been introduced in our college on 12/08/2021.

Sports unit also nominates students for proper functional of games and sports.

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

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

**Response:** 10

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

2020-21	2019-20	2018-19	2017-18	2016-17
08	11	13	06	12

#### File Description

#### Document

Institutional data in prescribed format

[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:**

There is an alumni association came to existence in this college since session 2019-2020 and provided free membership to the students in order to motivate them for active participation in the association. Though alumni association started the functioning but the college has not been able to get the association registered yet. The college intends to get it registered soon and make sure that association contributes to the development of the institution to its best. Healthy relation between the staff and the alumni is the main source to attract them towards the college. The institute motivates and supports to the ex-students, their parents, community to maintain healthy relations with the institution. In order to increase the member of association the college has created a page for the alumni in social networking facilities like Facebook and alumni are actively networked using the whats-App facility. At present scenario there is no monetary contribution by the college alumni is shared with the current students of college. Many alumni present in various occasions to provide their valuable guidance to the students studying in the college as well as share their future prospects. Hopefully the association would play a significant role to uplift the quality of the college. The alumni meets are organized once in a year. Alumni visit the institution as per their convenience throughout the year.

#### File Description

#### Document

Upload any additional information

[View Document](#)

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

**Response:** E. <1 Lakhs

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

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:

The college follows its vision and mission to serve better for students. the governance of the college matches vision and the mission are as follows

##### Vision:

To provide Higher Education to the girls students of Bemetara and its rural neighbourhood by inculcating their qualities and unfolding the potentialities through curricular and extra-curricular activities .

##### Mission:

1. To empower the girls in all aspects to make them able to compete with new world order.
2. To Create a heavy academic environment for the promotion of quality education.
3. To provide the education to girls students in such a way that they may become part of contemporary Society.
4. To carry out need based and value based education for community development.
5. To promote applied aspect in studies for self-Reliance and self-employment.
6. To maintain excellent academic standards and effective teaching learning methods.
7. To provide quality education to all students respective of caste creed religion and socio-economic status applied to the society as a whole.

##### Goals and objectives

- 1.To achieve academic excellence.
- 2.To compete them at national and international level in all areas of life.
- 3.To develop leadership qualities.
- 4.To develop all round personality of the students.

##### The governance of the institution is reflective in the following ways :

The Authorized team of the college involved governing body management, principal, teaching staff, non-teaching staff, supporting staff, student union, class representative (CR), Alumni and various committee. The governing bodies formed under the rules and ordinance of UGC. The governing body takes decision on the basis of the feedback taken from all the stakeholders. The principal monitors the mechanism regarding administration and academic process and it also ensures proper functioning of the policy rules and action plan of the college. The leadership is collaboration among the faculty head, teaching staff and local managing committee for decision making and improving the efficiency of the institution. For example: the institution has established different committees like examination cell, NSS, library and sports committee, internal examination committee, anti-ragging committee, career and counselling committee, scholarship committee and disciplinary committee etc. For academic performance meeting with principal

is done and the teaching progress is checked monthly by teaching register. The Head of the institution continuously monitor each room individually by CCTV installed for teaching class classroom, activities, movement of student in corridor. Principal remains constantly interact with the student by solving the difficulties by taking regular rounds of the college. The perspective plan are implemented by principal with financial committee. It deals with the finance received for the various grant and amount received from other sources like JBS, from overall development and maintenance of the college. The financial requirements are proposed by various committee, Principal and the JBS committee approves by analyzing it.

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

#### **Response:**

The college has a strong tradition of participative management. The Head of the institution always involve faculties in decision making. The principal constitutes different committees involving the staff members for the proper execution of the plans. Responsibilities are defined and communicated to the staff by the principal. The principal and the convener of the various committee actively take part in the working of the college. The principal plays a leading a role in the various committee actively take part in the working of the college. He along with the other members of the committee keenly observe the day to day working of the college administration and governance. Principal monitors the academic environment of the college. The principal always inspire the staff member in staff meeting. Principal with the assistance of the office and finance committee looks after the financial expenditure and manage the funds for different development activities taking place in the campus.

#### **NSS committee:**

The unit of NSS started on 1 September 2018 since the regular activities are done. The collective strength of the NSS unit was 50 when started.

- Every year NSS nominates some student group leader and its activity body.
- Every year there is nominated cleanliness captain
- Every year group are constituted in the annual camp to handle many activities as well as cultural program, cleanliness program and cooking program etc student do their works in group's.
- Student participate in quiz and other events at group level.
- NSS reports its activities to the principal through the program officer.
- The capable NSS students participate in the different level events.

#### **Student union**

Student union is an excellent example of decentralization and participative management of the system of college practice. All the decisions are taken in this body regarding students benefit. In this union there is a body of four members called “parishad” which is made up of president, secretary, vice president and joint secretary also another assistant body is made up of nominated/elected member of class represented is called “karyakari parishad” proper reservation to SC/ST/OBC and girls are given according to the government rules. Library committee, sports committee constituted year.



**Anti-ragging committee:**

Anti-ragging committee is another body what the governance of the college reflective as decentralization and personnel management, Examination committee constituted every year.

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

**6.2 Strategy Development and Deployment****6.2.1 The institutional Strategic / Perspective plan is effectively deployed****Response:**

The institutional strategic plan and the ways of efficiently deployment is as:

**A. Teaching and learning:**

1. Teaching staffs maintain a Lesson Execution Diary which consists of the date, period of class taken and the topic covered.
2. The teaching-time table is prepared by a committee. The teacher maintains this diary every month.
3. Faculty members are also encouraged to attend faculty developing programs outside the college conducted by other institutions. Due to this reason, there is no limitation of number of programs to be attended, provided the teaching work do not suffer.

**B. Community Engagement-**

1. Regular Field Work by NSS- The NSS students are placed for regular activity in the college campus. Many times they carry out community development activities in the community.
2. Village Adoption-The NSS of the College adopts one or two villages, where they do their activity of community development.
3. Special camp in village-One special camp of NSS is organized every year, in which the students of NSS go to get introduction with village and do their constructive social work there.

**C. Constructive Engagement-**

1. Literature and Cultural understanding among students- It is developed by taking various programs.
2. Career and counseling programs are organized time-to-time.
3. Motivational lecture of experts are organized.

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

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

**Response:**

In our Institution the Guidelines of Government is applied effectively and efficiently. This can be seen from many examples. The Principal applies all the order, rules and guidelines received from Higher-Authority. As an example, the college is run by the following rule and guidelines:

1. Order received by the Affiliated university
2. Order received by the Department of Higher education, Chhattisgarh Government
3. Order received by the UGC.
4. The order received by MHRD, GOI.

**Some of the committees are listed below:**

1. Purchase Committee
2. Writing Committee
3. Physical Verification Committee
4. Anti-Ragging Committee
5. Discipline Committee
6. Women Grievance Redressal Committee
7. Employment Guidance Committee
8. Cultural Committee
9. Sports Committee
10. Swachhta Pakhwada Committee
11. Medal Award, Reception and farewell Committee
12. Poor Student Aid Fund Committee

13. Admission Committee
14. College Management Committee
15. Written redressal Committee
16. Establishment and Consultative Committee
17. College Magazine Committee
18. College Library Committee
19. College Time-Table Committee.

#### **Functions of Various bodies:**

Being a government institution its organizational structure, management and governance comes under rules and regulation laid down by state government. In hierarchy the principal of the college at Apex who is entrusted with the overall in charge of college like financial transaction (functioning as drawing disbursing officer), administrative, academic activities etc. The principal of the college of executes all the guidelines received from the university and department time to time and provides leadership in all the affairs of the college. he is the liaison between the college and the department and the university and provides all the information and reports required by the higher authorities. The principle is assisted by heads/Coordinators of various departments, librarian, office staff and janbhagidhari funded staff.

#### **Appointment and Service rules:**

There are two types of appointment in the college. First is the government recruitment and the other is by the Local Janbhagidari (JBS) Committee. Government employees and faculties are appointed and governed by the government's rules and service-conditions, The JBS employees are appointed for a fixed time-period of each session for teaching purpose. Their payments are decided by the Local-Janbhagidari committee.

#### **Promotion:**

Promotion is according to government rule.. There is no policy of promotion for the JBS member, because it is a temporary system to hire the teaching staff for some limited time period for teaching in self-financing course.

#### **Grievance Redressal Mechanism:**

The college has a mechanism to solve any Grievance raised by any teacher, employee or students. The complaints, issues and difficulties of the Stakeholders at individual as well as College level is solved using this mechanism.

#### Students:

The students have their class representatives and the Student Union is ready to tackle the complaints. Further, student can approach the Principal.

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

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

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

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

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

#### Response:

In our institution, staff-welfare schemes are conducted as per Government rule, especially the leave, and financial rules. Besides, there are other welfare schemes run by the college.

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

1. Rule of GPF/CPF/DPF benefits- for provident fund.

2. Rule of GIS benefits – for group insurance.
3. Medical leave and maternity leave, for eligible members.
4. Uniform is provided by the college to the class-D employee’s working in the institution.
5. In case of accidental death of a regular employee working in the institution, the college compassionate appointment according to the government rules.
6. Rule of E.L. [earn leave].
7. Advances for grocery.
8. Summer, winter and other gazette holidays.
9. Casual leave and optional leave. There is a separate register for this purpose.
10. Free internet and wi-fi facility to all non-teaching employees in the office; but not for their personal use in office time.
11. Free books, GK-books, magazines and novels to increase reading habits in non-teaching staff.

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

1. Rule of GPF/CPF/DPF benefits- for provident fund.
2. Medical leave and maternity leave, for eligible members.
3. Summer, winter and other gazette holidays.
4. Free internet and wi-fi facility to all teaching employees in the office; but not for their personal use in office time.
5. Text- books, reference-books, GK-books, magazines, journals and novels to maintain reading habits in teachers.
6. Attending facility of refresher course, orientation course, seminar, workshop etc.

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

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences /

**workshops and towards membership fee of professional bodies during the last five years.**

**Response: 0**

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

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

**File Description**

**Document**

Institutional data in prescribed format(Data template)

[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**

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

**File Description**

**Document**

Institutional data in prescribed format(Data template)

[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: 1.67**

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

#### Response:

There are two types of Performance based evaluation. The first is called “PBAS [Performance Based Appraisal System]” and the second is called “Annual Secret-Report”. The PBAS provides a feedback of the faculty member. It helps them in understanding the changing needs of students. All teaching faculty member fill the prescribed format of PBAS for self-appraisal. This system encourages them to make excellent performance in teaching and learning. The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extra-curricular activities. This format [PBAS] is filled by the employee in a given prescribed proforma, which includes all the above set related to points and sub-points. The format contains 4 main parts. Part-A: general instruction, Part-B: Academic performance, Part-C: other related information [duly signed by the Principal ], and Part-D: Comment on the self-assessment by the Higher-Education Department of Chhattisgarh Government. The main part, i.e., Part-B consists of 4 categories. Category-I includes “Teaching-learning and evaluation related activities of total 125 marks. Category-II includes “Co-curricular, extra- curricular and professional development related activities of total 5 marks. Category-III includes “Research and academic contribution” having no boundary of marks. Category-IV includes “Summary of the API” to be filled by the teaching faculty.

Another type of evaluation is called the secret-report of the employee. It Is filled by all the teaching and non-teaching employees. It generally has two parts. The first part is filled by the employee. The last part is the evaluation by the Principal. It is then sent to higher authority of the Higher Education Department of Chhattisgarh Government.

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

## 6.4 Financial Management and Resource Mobilization

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

**Response:**

The Institution conducts internal and external financial audits. it has a well framed accounting and auditing system evolved over the year of experience that accounts are maintained by the account section. the internal auditing committee monitors the expenses and check the cash book throughout the year. Account section maintains receipts and payments, cash books, ledger books, cheque issue register. DFC (Daily Fees Collection), voucher and bills. The same is documented via a specialized team of accountants in the college. The students tuition fees accounts, University fees, accounts special fees, accounts along with the general non-salary (GNS) account, self-finance, Janbhagidari accounts are audited as per the government rules and by chartered accountant. For UGC grants the same procedure is being followed.

On in a 5 year that Accounts General (AG) chhattisgarh audits all the government accounts maintained by the college. Government audit has been carried out up to 2015. This financial audit process is very important because any financial discrepancy observed in audit is taken very seriously and affects the pension fixation procedure of the head of the institution. Thus extra efforts are put by the principal on the account persons to keep cash books of every head ready and correct.

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

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

**Response:** 43.75

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

2020-21	2019-20	2018-19	2017-18	2016-17
13.2215	11.65662	10.50575	5.41861	2.95069

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

**Response:**



In every institute, the availability of funds is very essential for any type of developmental work. It is also true that the mobility of funds is also important. If the mobility of funds is in the right direction the institution grows fast. All the expenditure is done in the name Principal. However the Principal constitutes a body to give suggestion to spend the money, called the **purchase committee**. This committee is constituted every year in the beginning of the session, or whenever needed. The allocated fund is utilized to purchase equipments, chemicals, furniture, books for library, maintenance and construction work, if any. There are following types:-

**RUSA-** If the fund is under RUSA head, then the items specified under it is strictly followed. For example, if the fund is for construction work, then the amount is given to PWD. If it is for preparatory grant, then suitable program is organized under college RUSA committee. With the permission of Principal.

**SALARY COMPONENTS-** The government pays the salary of the faculties. Government of C.G. also given an order every year to appoint the teachers against vacant post at the beginning of the session on the fixed wages. In the self-financial scheme faculty and staff are paid from the fee collected from the students of the course. Approximately 60% of the fees collected is spent on the salary of the staff sufficient funds are budgeted for effective teaching-learning practices such as organizing seminar for the faculty. The college center to the reserved category and financially weaker section of students is terms of scholarships, which is given by Government of Chhattisgarh. we take care that these students get the scholarship on time.

**EQUIPMENTS-** Equipments are purchased according to need. The Department Head give proposal to purchase the item. After receiving fund, the quotation is invited and a purchase committee monitors the purchase under the supervision of Principal. Bills are audited by the Chartered Accountant, at the end of every financial year.

**JANBHAGIDARI FUND-** The main aim of construction of *LOCAL JANBHAGIDARI COMMITTEE* is to earn resources for college, but not for the academic monitoring or managerial issue. This committee is constructed for a time-period of 2-year by the district collector. On the other hand, the Local JBS committee decide how much fees from all students and from self-financing students is to be collected per year, except the governments pre approved fees. The fund is mainly spent for the salary of JBS teachers. This fund is also audited by the Chartered Accountant every year.

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

## 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 college assurance its quality through IQAC. The IQAC was established in 19/06/2016. The aim of constitution of IQAC is to monitor the academic development. Through IQAC and its various committee have been working for the quality enhancement of the college. These committee's have been looking at various facets of the college viz academics, extra-curricular, administrative extension services and financial aspects under guidelines of IQAC. following initiatives are taken:-

1. Monitoring quality of the institution process.
2. Implementing quality initiatives, including ICT facilities to improve the quality of teaching-learning.
3. With full Spirit implementing quality measured in line with the vision and mission of the institution.
4. Regularly collect feedback from students for understanding their need and improve the facility for better student centric learning.
5. The IQAC keeps in touch with all committees and monitors their functioning.

**Best practices:-**

1. smart class;
2. Timely functioning of college;
3. Monitoring the department;
4. Regular meetings with faculty members;
5. Student feedback analysis.

The Institution applies several quality assurance mechanism under academic monitoring committee, we will discuss here one of them.

**Feedback analysis :-**

Feedback is the key aspect of monitoring and improving of teaching learning process. Feedback questionnaires are distributed discipline wise. For every session questionnaires comprises feedback on curriculum (from Students and teachers). Teaching-learning process teachers and overall functioning of college (from students). the fields questionnaires were analyzed and proper action is insured on the basis of suggestion reached. Feedback evaluation are confidential and its form with specific questionnaires are designed annually. it is based on curricular aspects, classroom teaching, quality of teaching and their teaching methods, teacher's attendance in class etc. forms are collected from the students and analyzed regularly. After analyzed of feedback form problems are also discussed with the principal.

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

**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 approach of IQAC has always been focused on learner-centric teaching learning process and has designed the policy to assess and evaluate it from time to time. Accordingly, IQAC complements the teaching learning activities and modify after taking the review, suggestion. For this the institution reviews its teaching learning process, structure and methodologies of operation and learning outcomes at periodic intervals throughout IQAC set up as per norms and recorded the incremental improvement in various activities. here is some example of it:

**Academic review in beginning of the session -**

There are three main meeting of academics is organized in a session. First at the beginning of the session, Second before annual examination and third at last of the session. In this meeting the internal examination committee and college faculty meets. At the beginning of new session, a new time table is prepared, the academic calendar of the university and colleges is discussed and other committee for the college activities are constituted. Before annual examination, the instructions to invigilator, superintendent workers and examination committee members are given by the examination center superintendant.

**IQAC prepare a tabulated result analysis-**

In the formal meeting of IQAC, the review of examination result is done. this is also called the academic audit, here are the results analysis prepared and tabulated.

**Filling the post of JBS teacher-**

Joining of non-teaching staff's

**Use of ICT in teaching and learning-**

The IQAC motivates the Departmental faculties to use the ICT. The Departmental faculty gives the message, notices and study material to students. For this purpose, many teachers has created whatsapp's group for students. The educational use of social-media has also been utilized to establish communication with the students and peers.

**Smart-board/Projector/PPT presentation-**

Some classrooms have projector and is used by the taching faculty. Teacher occasionally take, but not regularly their classes through ppt presentation. Motivational lecture and guest lectures are also organized with the help of Smart-board/Projector/PPT presentation.

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

**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 intitatives 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 any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

##### Response:

Our college is for girls. Students get equal opportunity in all activities of the college. There is help desk facility available and different committees in the college functioning for the development of the students. there are different types of programs and activities organized in the college that promotes the gender equity.

##### Women empowerment :-

On 02/02/2016 Collector of Bemetara, Rita Sadilya address the students. she said women empowerment is continuous process. if women decided they can achieved anything. Function in charge Dr. P. P. Chandravanshi (Principal) said that women empowering herself become Ghar Lakshmi to Rashtra Lakshmi and gender-based inequality is a serious issue in Indian society. Dr. Vinita Gautam in her speech said that daughter transmit the culture in the family.

##### Domestic Violence and Sexual Harassment-

Department of Commerce conducts program on domestic violence and sexual harassment in which sociology prof. Dr. Kunti Sahu delivered her speech and expressed her concern about the increasing cases of domestic violence and wondered why instead of giving safety and respect to women in households, they are insulted and tortured.

Dr. Vinita Gautam also addresses the students and said that the layers of social level and structure lead to social inequality which is the main barrier in the empowerment of women.

##### Traffic Awareness Camp-

District SP Shri Prashant thakur made aware about road safety rules and traffic signs. the awareness of road rules can lower chances of accidents. Over 150000 people in india are killed every year in traffic accidents with per day average of 400 fatalities. India has one of the highest rate of accident. the primary reason is negligence of road safety norms and traffic sign. Be it a pedestrian or a person driving car/motorcycle having awareness about road safety norms and traffic sign is an absolute necessity in today's time. Traffic sign do not only help in the smooth flow of traffic but also guide and warn people on how they should conduct themselves while on the roads.

##### 1. Safety and security :-

Women grievance cell is capable of dealing anything happen to the student and conducts different activities to encourage women fight against any kind of injustice. The safety and security of students is our top priority. CCTV cameras and Fire Extinguishers are installed. Attendance of student is strictly taken regularly and kept in record. Student are bound, not to leave campus during the teaching schedule.

**2. Counselling:-**

Women's protection committees are activated in the college. In the institution sexual harassment of students are nil. Students are highly disciplined in the campus. The women's protection committee is regularly conducting counseling of women for any type of problem or issue related to girls students. Counseling committee motivates students for higher education and their personality development.

**3. Common Room:-**

The college has a common room for girls. The girls may take rest, lunch and refresh there. The common room is provided with chairs & tables etc. The students use this room for completing their notes and discussion with each other.

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

**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:** C. 2 of the above

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

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

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

**Response:**

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

**1. Solid waste management:-**

The solid waste generated in our college is completely managed. This solid waste material is managed daily by the sanitation workers of the Municipality Bemetara. A clean and pure environment has been established in the college by managing the waste.

**2. Liquid waste management :-**

Liquid waste is managed in our college. Most of the wastes are chemical liquids that are generated during experimental work in the department of chemistry, for example in the titration method, etc. to prepare solutions. These liquids which are acidic in nature and change the pH value of the soil. It is managed by a drainage in which it is collected through the waste pipeline into the toilet tank, thus lowering the pH of the soil.

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

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

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

**Response:** A. Any 4 or all of the above

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

**7.1.5 Green campus initiatives include:**

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

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

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

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

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

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

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

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

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

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

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

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



**Response:**

**TOLRENCE AND HARMONEY TOWARDS CULTURAL DIVERSITY**

College students and teachers jointly organize regional and national level programs special days set by the government such as tree plantation program, National Youth Day, National Service Scheme Day etc. Programs are celebrated by the college. Regional sports competitions are organized. Annual sports competition is also organized by the college every year in the college.

In sports competition, regional level sports like kabaddi, kho-kho and chair race, jalebi race etc. Along with this, sports competitions of national level like 100 meter running, marathon run, badminton etc. are also organized by the college. Every year “Quami Ekta” Week Day is organized by the college to increase the communal harmony among the students. On this occasion, competitions like essay, speech and rangoli are also organized in the college. In this way the institute efforts in providing an inclusive environment. On various occasions in the college, students and teachers of the college communicate in the official language Hindi and Chhattisgarhi. On special occasions, rangoli is made by the college students in the college, along with flower bouquets and garlands are also prepared by the college students. On special occasions the college students are assisted by the Sanitation Officer of the college.

**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:**

In our institution fundamentals duties and rights (Right to equality, Right to freedom, Right against exploitation, Right to freedom of religion, Cultural and educational rights, Right to constitutional remedies), national anthem and pledge etc. are clearly displayed.

The College make sure that sovereignty, socialism and secularism mentioned in the Constitution of India are firmly adhered to so that the students and staff are not deprived of social justice, equality and fraternity in the College. The College never discriminates among its students and staff.

Our institute had arranged number of programs on values, rights, duties and responsibilities of citizens. Teachers giving lectures on the constitutional obligations national unity and social harmony in the college. “Constitution Day” is celebrated in our institution on 26th November.

**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	<a href="#">View Document</a>

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

**Response:**

The college believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in a student. The College makes efforts in celebrating the national and international days, events and festivals throughout the year.

National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness.

Some of the festivals such as Yoga Day, Independence Day, Raksha Bandhan, Teacher's Day, Hindi Diwas, Gandhi Jayanti, Children's Day, Dussehra, Diwali, Rashtriya Ekta diwas, Republic Day, Constitution day, Holi etc are celebrated in the college at the time of festival.

## 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:**

#### First Best Practice

**TITLE:**

"Awareness on menstrual hygiene"

**GOAL:**

To create awareness among adolescent girls on menstrual hygiene.

**CONTEXT:**

The goal has been set by the college to achieve the following objectives, which are as follows:

1. Educating young people about their periods and feminine hygiene.
2. Creating awareness about women's rights to access to sanitization and good menstrual hygiene.

3. Making the girls aware of the dangers of using unhygienic things during periods.
4. Educating the girls of having hygienic and healthy food during menstrual.
5. To solve the problems of girl students through individual counselling.
6. Helping the young girls to manage their periods better, safely, hygienically and without embarrassment.

**PRACTICE:**

1. Sanitary vending machine installed by the college.
2. Awareness program was organized by the college for the use of sanitary napkins.
3. Hygiene related charts are posted on the wall of the campus.
4. Students give cleanliness education to the nearby people.
5. Students distributes sanitary napkins to the women of nearby village.
6. Newspaper cuttings and dustbin are available in washrooms.
7. Our college promotes Prime Ministers Jan Aushadhi Kendra.

**EVIDENCE:**

Photographs are attached.

**PROBLEM:**

1. Due to lack of knowledge on menstruation preparedness or due to shyness and embarrassment the situation becomes worse for girls.
2. Menstrual hygiene practices were affected by cultural norms, parental influence, economic status and socio-economic pressure. These norms were the barriers in the path of good menstrual hygiene practices.
3. Menstruation is a natural process but it is still a taboo in Indian society as it is considered unclean and dirty.

**ACTION TAKEN:**

Awareness program is organized by NSS of the college.

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**Second Best Practice**

**TITLE:**

"Motivating the students to clean the college premises and classroom"

**GOAL:**

Maintaining a clean and tidy classroom (Campus).

**CONTEXT:**

1. Keep students and Administration healthy and install positive habits.
2. Motivating the students to clean the college premises and classroom.
3. To better understand the importance of keeping the campus clean.
4. To make a better environment for learning so the students maintain higher grades and better graduation rates in clean educational environments.
5. To reduce student absences and teacher sick days.
6. To maintain infrastructure, quality of teaching and teachers and extra-curricular activities.

**PRACTICE:**

1. Competition like “MERA CLASS SABSE SWACHH” are organized by the college.
2. Campus stores Rain water and fed to plants through it.
3. Herbal plants were grown in the campus.
4. Students are taught about proper handwash.
5. College provides hand sanitizer and disinfectant wipes to the students.
6. Students are taught about germs.
7. The CR in each class has been appointed who looks after the cleanliness of the class.
8. Photos of scientist, writers and Philosophers are pasted on the walls of the classroom.

**EVIDENCE:**

Photographs are attached.

**PROBLEMS:**

1. Due to poverty, communities find it difficult.
2. Different ethnic groups have varying beliefs and customs on hygiene.

**ACTION TAKEN:**

Cleanliness programs are organized by the college.

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

**7.3 Institutional Distinctiveness**

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

**Response:**

Institutional Distinctiveness is shown in following points:-

1. Highly trained teachers are appointed by the college as guest faculty and the teachers working in the college are motivated for the progress of the academy.
2. Extra classes are arranged by the college for the weak students.
3. Keeping in mind the rules set by the government, the facility of post matric, BPL, minority scholarship is provided to ST, SC, OBC students studying in the college.
4. To keep the students studying in the college physically and mentally healthy, the college provides necessary information about yoga classes for self-defense from time to time.
5. The work of NSS is also done in the college and by motivating the girl students studying in the college to participate in the activities of NSS, the girl students are motivated for the social development.
6. Book bank facility is provided by the college to ST, SC, OBC students following the rules made by the government, every student is allowed to keep books till the completion of the examination
7. ST, SC, OBC, Minority Cell has been formed by the college, from time to time awareness programs are organized for the students.
8. The facility of mentor-mentee is provided by the college to establish better communication between the students, for this the mentor-mentee meeting is organized from time to time.
9. The work of social development is done every year by organizing seven days camp by the NSS unit run by the college.

## 5. CONCLUSION

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### **Additional Information :**

The aim of the institution is to strive for the betterment of girl students and to provide them maximum opportunities for self-reliance by educating them. Empowered with moral values and education, they can achieve anything in their life.

### **Concluding Remarks :**

The main motive of establishment of our college is to educate all girl students. Most of the student is financially weak. The College aimed at the betterment of the girl students in particular and the society in general. Our college is spreading awareness on social issues through NSS.

Admission procedure done through online mode for the ease of students and the government norms are followed.

The College is trying to fulfill its aims and objectives in honest and sincere manner.