SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

PT DEVI PRASAD CHOUBEY GOVT COLLEGE SAJA DISTT BEMETARA CHHATTISGARH

PT. DEVI PRASAD CHOUBEY GOVT COLLEGE SAJA DISTT- BEMETARA
491993
www.govtcollegesaja.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Our institution Pt. Devi Prasad Choubey Govt. College Saja district Bemetara ,was established in 16 August 1989. The college is permanently affiliated to the Hemchand Yadav University Durg Chhattisgarh .It is approved 2(F) and 12(b) of the UGC act 1956. College offers co-education in the faculties of Humanities, Science and Commerce at graduate and post graduate level. The institution committed to its responsibility of mentoring these students by providing quality in education to empower these students and motivate them by maintaining balance between traditional values, morality and modernity. The aim of the college is enabling the students to accept new challenges and inculcating moral values .Since its establishment. The motto of the college "vidya datati vinyam"mean (knowledge generates Humility) We uplift the academic standards to the youths and fostering an enduring sense of discipline also We try to best in overall development of all the students in academic , sports and cultural fields.College Build on a splaying out campus, offers a pollution free environment for away from the crowd. Our college always proves excellence through comparable academic results.

Vision

The vision of the college to provide and also improve the quality of higher education to the rural and under privileged belt of the surrounding area in the stream of science, Arts and commerce. We lay emphasis on inculcating moral value along with quality education in our college so that our children can easily learn their traditional human values as well as the new changing globle out-look.

Mission

Our college has to empower the students from the different background of the region with the variety of activities, Our mission and objectives as an integral part of development of the students along with the value education.To translate the vision into reality our mission is as follows-

- To provide quality education to the students belonging to the remote, educationally and economically backward, rural notified area.
- To encourage all round development of students through co-curricular and extracurricular activities .
- To infuse critical thinking and find new grounds of learning among the students.
- To achieve integrity through excellence in teaching learning.
- To inspire for employability as-well-as in self-employment entrepreneurial spirit among the students.
- To conscious about socio-economic issues, religious harmony, cleanliness, environmental awareness, gender equality, human rights and spiritual- cultural heritage .
- To adopt a new teaching-learning technique conducive to the pursuit of knowledge enhancement, skill development and trying to achieving excellence in education.
- Ensuring inculcation of high standard of morality and discipline among students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The major strength of the HEI is derived from the fact that the HEI is a premier institute of higher education in a remote area. The HEI is well-equipped with spacious classrooms, smart-classroom, ICT enabled classrooms, seminar hall, science laboratories, vehicle stand, playground, common room, toilets, central library, green landscaping, pedestrian friendly roads, surplus of seating facilities, supportive administrative & non teaching staff and teaching staff. The Teaching Staff of the HEI is academically qualified and experienced. The HEI conducts motivational lectures, skills training and counseling sessions for students development.

The HEI and its teaching staff carry out extension activities and engage local Anganbadis, schools and villages to motivate students for social causes. The HEI being a Government Institute provides government fellowships under various schemes like BPL, Minority/SC/ST/OBC fellowships apart from timely disbursing of money meant for computer tablets / smartphones as and when provided by the Government. The annual academic results of the HEI are consistently excellent. The annual students' strength is consistently on the rise every year. The HEI has a very strict Anti-Ragging committee and students' grievance cell. The HEI regularly conducts activities for the promotion of gender-equity and gender-sensitivity.

Institutional Weakness

The HEI is located in a very remote area and many students find it difficult to commute who are from financially weaker backgrounds but possess unrefined social, communication, verbal and written skills. However, the HEI see to it that the same set of students are transformed into refined and sophisticated social beings. Though the medium of instruction in the HEI is both in Hindi & English but the influence of vernacular medium of learning during schooling reigns heavily on most of the students. Most of the UG final year students of the HEI leave the HEI after the completion of UG programme for various avenues and this somewhat limits the progression of UG students of the HEI to PG programmes running in the HEI.

Institutional Opportunity

The HEI and its teaching staff put their maximum efforts for establishing of MoU for the benefit of students. The HEIs' IQAC Cell organize skill training workshops and career guidance for students. The HEI has designated wings like Red Ribbon Club, Green Army Club to inculcate social awareness and environmental consciousness inside the campus and among the local community outside the HEI. The intermittent activities of the HEI to provide infotainment, entertainment, fun-activities, sports activities and cultural activities keep the existing students attached to the HEI and also attract & urge outside students to enroll in the HEI.

Institutional Challenge

The quantum of sanctioned teaching posts in the HEI is not adequately sufficient to provide teaching services to the increasing students' strength year on year. This posed a great challenge to the teaching staff which was already overloaded with academic assignments. However, the HEI overcame this challenge by recruiting

Contractual Teachers. The prevalence of overall poor learning outcomes of the students passing out from current schooling systems poses a great challenge to the teaching staff of the HEI to induct, orient, teach and educate mostly average students. The HEIs' teaching staff has made few attempts to reach out and help students to improve their level of competency and help teachers to improve their level of proficiency. The HEI tries to arrange for trainings and workshops teaching relevant job skills and for also reorienting the students towards entrepreneurship and self-employment opportunities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The HEI considers its Curricular Aspects as one of its pillars of strength. Since the HEI is affiliated to Hemchand Yadav University Durg, the academic and administrative validation of the HEI is largely dependent upon the University. However, the HEI invests its best efforts to implement the curricular aspects as mandated by University rules and regulations. The HEI offers a diverse range of academic programmes with a greater academic flexibility of various subject combinations across its many academic programmes. The UG programme itself offers around 235 different subject combinations to choose from. Being a Co-ed HEI, these unique programmes are in sync with the inherent inclinations of local students The HEI makes it a point to see to that its students are timely and adequately oriented towards HEI education based livelihood-skills development and pertinent career choices through improvements in HEIs' academic flexibility, curricular planning & implementation and enrichment of curriculum. The usual features of curricular aspects like preparation of academic calendar, effective curriculum delivery through elaborated teaching plans, etc are well adhered to by the HEI teachers, IQAC and administration.

Teaching-learning and Evaluation

The HEI performs the basics of Teaching-learning and Evaluation. The HEIs caters to the educational needs of a multivariate population of students with diverse upbringings and aptitudes. The HEI continuously involves its students in advanced rationalizing and exploration through interactive teaching learning methods like use of ICT facilities, presentations, debating, etc. Mostly the teachers in the HEI are well-versed in digitally disbursing class notes, lecture notes, power-point presentations, study material, e-books, tutorials from YouTube Videos from authentic and trusted online resources via Emails or WhatsApp to students. The HEI regularly promotes teaches for attending faculty development programs to improve upon the professional aptitude and capability of its teachers. The HEI invests its earnest efforts to consistently gauge the efficacy of its teaching-learning techniques for constant evaluation of teachers' teaching performances through their incremental academic accomplishments and students' learning outcomes through their improved annual results reflecting higher pass percentages. The HEI being a Government institute has strictly adhered to the seat reservation policy for SC/ST/OBC students and has recorded an increase of 10-20% in student enrolments year on year. The HEI being a University affiliated

institute has shown exemplary efficiency in ascertaining the POs, PSOs and COs of its academic curriculum through timely conduction of examinations, evaluation process, results declaration and revaluation of results with serious promptness.

Research, Innovations and Extension

One of the HEIs' missions has always been to constantly develop the zill for Research, Innovations and Extension in the institute by fostering of research culture through perpetual encouragement to the teachers and students to indulge into research activities useful to the society. The HEI at present has 1 registered Research Supervisors. A total of 3 research scholars have enrolled under the research supervisor. The faculty members during the last 5 years have succeeded in publishing 5 Research papers & Review articles. A total of 1 book authored by HEI Professors have been published in the last 5 years. In the past five years, 2 functional MoUs have been formalized. The HEIs' social responsibility is being fulfilled through Extension Activities being spearheaded and carried out by HEIs' Red Ribbon Club and Green Army in Environment Protection, Tree Plantations, Swachh India, AIDS Awareness, Voter Awareness, Water Sanitation, etc.

Infrastructure and Learning Resources

The Infrastructure and Learning Resources of the HEI have enhanced significantly in the last five years especially the infrastructure which has grown by leaps and bounds. In the past five years, the built-up space has almost doubled. A new Cycle Shed have materialized. In total, 3 new Classrooms, 4 new Science Laboratories, 1 new Ladies Toilet and 1 gents toilet, 1 new RO water facilities, 1 new sanitizer vending machine and 100s of new Chairs & Tables and 1 new LCD projector facilities have been added to the pre-existing older construction of the HEI. The 12 Classrooms are well-equipped with LED lights, fans, dust-free green boards, comfortable chairs, tables, benches and desks for a smooth teaching-learning process. The HEI has a inverter battery backup among various departments. Budgetary provisions for the augmentation, maintenance and replacement of the physical facilities for continuous accessibility has been a regular feature of HEIs' infrastructure. Around more than 20,000 books are housed in the Central Library collections. Central Library also possesses other reading materials in various formats like government documents, reference materials and more. At present, the Central library management system is manually managed. other e-library resources like *e*-ShodhSindhu and Shodhganga memberships are provided which are free of cost.

Student Support and Progression

The HEI made earnest efforts in ensuring essential assistance, meaningful learning, holistic development and professional progression of students. HEI has established several mechanisms for Student Support Grievance Redressal Cell, Anti-Ragging Committee, Student Union, Alumni Association etc. Government scholarships provided through the HEI have benefited on an average nearly around 75 % of the total enrolled students in last five years. HEI imparted trainings on soft skills, language & communication skills, including tips on physical fitness, yoga, health & hygiene and computer skills to its students. On an average nearly 10% of total enrolled students were benefited by the guidance for competitive exams and career counseling provided by the HEI during last five years. The HEI strictly adhered to the execution of guidelines by statutory / regulatory bodies, zero tolerance on sexual harassment, online / offline submissions of students' grievances and timely redressal of student grievances in a transparent and expeditious manner. The HEI facilitated the vertical movement of its students from UG level to PG level. The HEI students participated in many inter-HEI / district competitions of cultural activities and sports during the last five years. The HEIs' Student Union was constituted every year and its office bearers were elected or nominated as per the Government directives. Red Ribbon Club has student members in plenty and they pro-actively participate in the social service, health sensitization and AIDS awareness activities carried out by the HEI. In addition to above, HEI has formalized other student bodies namely, Green Army to extend the HEIs' motto of social / national conciousness, environmental protection and water conservation. The Alumni Association of HEI has remained obliging & benevolent and contributed liberally towards HEIs' development.

Governance, Leadership and Management

The HEI has developed an organizational structure and culture that not just only succeeded in fulfilling the vision, mission and core values of the institute but also enabled efficacious jurisdiction, participative decision making, academic planning and administrative implementation for successful Governance, Leadership and Management in the HEI. HEIs' core principles of transparency, participation and functional democracy were followed in practice in the matters of financial management, planning human resources, performance appraisal and leadership. HEIs' administration is much decentralized, with participatory form of management. The Staff Council has its say in several academic and administrative aspects of the HEI. The major thrust areas of the

HEI have seen improvement because of the well-identified, well-designed and well-executed strategic / perspective plans like teaching-learning, FDP, new academic programmes, infrastructure, co-curricular activities, MoUs, fund mobilization, fund utilization etc. The implementation of e-governance in administration, finance & accounts, student admission & support and examination has only made things much smoother and efficient. Despite the paucity of funds, HEI tried its best. Some of the faculty members of the HEI also underwent face-to-face FDPs. The internal performance appraisal of the HEI staff was accomplished in a non-partisan manner without any fear or favor. The major resources of funds for the HEI have been funds collected through students' tuition fees, Government scholarships and few philanthropic organizations and individuals. IQAC of the HEI has been working relentlessly to ensure impeccable quality in all the curricular & co-curricular activities of the HEI. Institutional review system of the HEI has been managed well by IQAC through its structured feedback system, deliberation & brain-storming on corrective measures and their implementation.

Institutional Values and Best Practices

The HEI realizes its social and national responsibilities and prides itself as a valuable institution of higher education. The societal and national issues like Gender equity & sensitivity, Environmental sustainability, Divyangjan friendliness, Inclusiveness, Universal harmony & tolerance, Constitutional obligations, Professional ethics etc have always remained at the forefront of the HEIs' activities. Our institution helps in grooming of girl students to be self-reliant, continuous learners, effective communicators, socially responsible and sensitive to gender issues with zero tolerance towards sexual harassment. HEI undertook many initiatives to promote and inculcate aforementioned values in its students. HEI has developed a proper waste management system wherein solid, liquid, and *e*-wastes are adequately managed inside the campus. HEI treats its water resources judiciously and has put in place the systems for rain water harvesting, borewell recharge, and proper maintenance of overhead water-tanks and pipeline distribution. HEI has undertaken all the green campus initiatives like pedestrian friendly roads, plastic free campus and green landscaping of campus. HEI has performed an internal green audit of the campus and is also proactively involved in environmental promotion activities outside the campus. HEI has created a Divyangjan friendly environment inside its building by providing ramps with rails. HEI organizes various activities to promote harmony towards communal, egional, linguistic, socio-economic diversities. HEI also conducts several programs to sensitize the students and staff towards Constitutional duties & responsibilities. HEIs' formal Code of Conduct for students, teachers, Principal & non-teaching staff has been introduced by IQAC to streamline the professional ethics of all the stakeholders. The Institutional Distinctiveness of the HEI emphasizes on the special services extended by the students and staff of the HEI towards human kind.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PT DEVI PRASAD CHOUBEY GOVT COLLEGE SAJA DISTT BEMETARA CHHATTISGARH
Address	Pt. Devi Prasad Choubey Govt College Saja Distt-Bemetara
City	Saja
State	Chhattisgarh
Pin	491993
Website	www.govtcollegesaja.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	I. P. Dinkar	07825-9575738286	9575738286	91-	govtcollegesaja@gmail.com
IQAC / CIQA coordinator	Vijaylaxmi Dewangan	07825-9179597687	9179597687	91-9197597687	vijaylaxmi.vld@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	16-08-1989

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

State	University name	Document
Chhattisgarh	Hemchand Yadav University Durg	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-01-1996	[View Document](#)
12B of UGC	11-06-2010	[View Document](#)

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

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

Details of autonomy

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

Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Pt. Devi Prasad Choubey Govt College Saja Distt-Bemetara	Rural	14.283	1140

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Hindi	36	HIGHER SECONDARY	Hindi	200	200
UG	BA,Political Science	36	HIGHER SECONDARY	Hindi	200	193
UG	BA,Sociology	36	HEGHER SECONDARY	Hindi	200	131
UG	BA,Economics	36	HIGHER SECONDARY	Hindi	200	22
UG	BA,History	36	HIGHER SECONDARI	Hindi	200	33
UG	BA,Geography	36	HIGHER SECONDARY	Hindi	200	57
UG	BCom,Commerce	36	HIGHER SECONDARY	Hindi	70	56
UG	BSc,Botany	36	HIGHER SECONDARY	Hindi	100	99
UG	BSc,Zoology	36	HIGHER SECONDARY	Hindi	100	99
UG	BSc,Chemistry	36	HIGHER SECONDARY	Hindi	120	120
UG	BSc,Mathematics	36	HIGHER SECONDARY	Hindi	20	20

UG	BSc,Physics	36	HIGHER SECONDARY	Hindi	20	20
UG	BA,Home Science	36	HIGHER SECONDARY	Hindi	200	0
UG	BSc,Computer Science	36	HIGHER SECONDARY	English + Hindi	20	0
PG	MA,Hindi	24	HIGHER SECONDARY	Hindi	30	23
PG	MA,Political Science	24	HIGHER SECONDARY	Hindi	20	18
PG	MA,Sociology	24	HIGHER SECONDARY	Hindi	10	10
PG	MA,Economics	24	HIGHER SECONDARY	Hindi	10	7
PG	MCom,Commerce	24	HIGHER SECONDARY	Hindi	30	28

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2				0				14
Recruited	0	0	0	0	0	0	0	0	1	2	0	3
Yet to Recruit				2				0				11
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				10
Recruited	4	0	0	4
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				9
Recruited	4	0	0	4
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	2	0	3
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		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	11	4	0	15

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	85	0	0	0	85
	Female	79	0	0	0	79
	Others	0	0	0	0	0
UG	Male	428	0	0	0	428
	Female	490	0	0	0	490
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	34	41	46	36
	Female	67	49	50	25
	Others	0	0	0	0
ST	Male	18	21	14	27
	Female	27	17	19	20
	Others	0	0	0	0
OBC	Male	313	322	257	228
	Female	392	372	308	204
	Others	0	0	0	0
General	Male	34	37	28	23
	Female	31	24	25	23
	Others	0	0	0	0
Others	Male	0	0	0	6
	Female	0	0	0	1
	Others	0	0	0	0
Total		916	883	747	593

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
235	235	235	235	235

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1082	916	883	747	593

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
894	894	876	876	876

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File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
295	239	243	166	109

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

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

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
36	36	36	36	36

File Description	Document
Institutional data in prescribed format	View Document

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
1.90	4.87	8.08	6.62	1.05

4.3

Number of Computers

Response: 1

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:

Our Institute offers UG degree courses in B.A, B.Sc, and B.Com. programs, and PG degree courses in M.Com and M.A. (Hindi, Sociology, Economics, Political Science) programs. The parent university designs the curriculum and revises it as and when necessary. Last time the curriculum of B.A./B.Sc/B.Com. Part-I and M.A. Ist Semester were revised in the year 2018-19 with the implementation of new study materials. The college strictly follows the curriculum and exam pattern framed by the university. The curriculum is displayed on the website of the university and also available in the library of the college.

At the commencement of the academic year, the academic calendar is prepared for the said purpose and the same gets verified and approved by the Principal and he conducts a meeting before the commencement of every academic year. The teaching plan consists of workload and individual time table. There is sufficient flexibility in the teaching plan, so as to adopt the changes if any. The evaluation of the students is carried out periodically as per the norms of the University.

The Principal monitors the daily diary and also observes the teacher performing duties as per the academic calendar and teaching plan. To make the teaching-learning process more effective and well planned, the teachers identify slow learners and advanced learners amongst the students. Additional resources, efforts, and extra teaching are provided to slow learners.

Students are informed about the commencement of the academic sessions through college notice boards and university website/college website. For every class, a class teacher is assigned. The time-table prepared is displayed on notice boards. The annual teaching plan is prepared by teachers and

they also provide teaching material, question bank, etc. to students for practice.

The college mostly uses the conventional chalk & talk method as it facilitates the teacher to interpret, explain and revise the content of a text-only for better understanding of the subject by the learner. Other methods like interactive and ICT-enabled teaching-learning processes are also adopted to make education understandable.

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

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

Response:

- **The university declares the Academic Calendar at the beginning of every session. It starts in the month of July every year and ends in the month of June of the succeeding year and this academic period is followed by the college.**

- **The college prepares its own calendar, which is done parallel to the university. The University academic time-table includes various factors, such as the dates of commencement and completion of syllabus, theory examinations, schedule of internal assessment, curricular activities, term end examination dates, tentative dates of practical exams, and viva-voce.**

- **The time table prepared is implemented accordingly. The teachers**

prepare teaching plans according to the academic calendar and guidelines of the University.

- **In the month of July the session starts with the admission process of UG & PG, Admissions to both UG and PG classes are provided on the basis of merit and the Government's reservation policy for SC/ST/OBC students.**

- **The teaching time table is displayed on the notice board of the College.**

- **UG & PG classes teaching plan is prepared by the faculty**

- **Classes start from the first week of July. UG classes operate on an annual basis while PG classes are divided into two semesters per academic year as per the parent University rules.**

- **Induction programs are organized by IQAC for newcomers. The awareness about curricular, extra-curricular, and co-curricular activities is also conveyed to the students.**

- **The conduction of internal assessment is a regular process and is part of the curriculum. In the month of September Internal assessments for PG classes start, and the half-yearly exams for the UG classes are also conducted in the month of January.**

- **Co-curricular and Extracurricular activities are conducted in the month of December which helps the students to improve their personalities and be responsible citizens. All the activities like Annual cultural programs, Annual Sports, and Annual Day are organized in the month of December or January every year. The participation of the students in these events gives them the opportunity to express themselves.**

- **Final exam of UG is conducted in the month of March and the PG exam starts in May according to the University.**

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

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

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

Response: D. Any 1 of the above

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

1.2 Academic Flexibility

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

Response: 0

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

Response: 00

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

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

Response: 0

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

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

File Description	Document
List of Add on /Certificate programs	[View Document](#)

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

Response: 0

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

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

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The college has been working for the overall development of the students and various programs are arranged which are related to gender equality, sustainability, human values and ethics. The students are made to engage in various activities through expert lectures and different programs. The environmental issues are dealt with in detail in the classroom through a regular subject entitled 'Environmental Studies' and are lectured by special teachers in the class. The said subject includes the chapters such as *Scope & Nature of Environment Science, Natural Resources, Eco-System, Bio- Diversity, Pollution, And Social Issues & Population.*

Environmental awareness is a mandatory subject for the UG first-year students of B.A, B.COM and BSc. The results of the students are declared only on clearing this subject at graduation level.

The current issue of environmental awareness has been thoroughly addressed by the college in the curriculum. The students must understand human values & follow professional ethics in their relevant field. Political Science and Sociology departments do organize lectures on human values, human rights, gender equality, women empowerment, and skill development for the students of the college. The students are also engaged in value-added programs to make them aware of their responsibilities and professional ethics. We are proud enough to state that we have not noticed till date, any major issues of ragging and complaints from students. Thus, the college has a special arrangement to work after the issues relevant to gender equality, environment, and such related social issues.

The study tour by Geography Department and Science field visits made students aware of the various nearby areas. They learned the practical aspects from their study tours and field visits. The students prepared a separate project on the environment as a part of their study. Accordingly, the students are made aware of contemporary issues. The college works with the objective of generating social awareness among the students.

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

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

Response: 2.13

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
5	5	5	5	5

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document]
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document]

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

Response: 13.59

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

Response: 147

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

1.4 Feedback System

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

Response: A. All of the above

File Description	Document
Any additional information (Upload)	[View Document]
URL for stakeholder feedback report	[View Document]

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

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

2.Feedback collected, analysed and action has been taken

3.Feedback collected and analysed

4.Feedback collected

5. Feedback not collected

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

File Description	Document
Upload any additional information	[View Document]()
URL for feedback report	[View Document]()

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 58.63

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

2020-21	2019-20	2018-19	2017-18	2016-17
1082	916	883	747	593

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

2020-21	2019-20	2018-19	2017-18	2016-17
1440	1440	1440	1440	1440

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

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

Response: 38.16

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

2020-21	2019-20	2018-19	2017-18	2016-17
372	352	327	328	307

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

29-11-2021 12:48:36

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:

The students admitted to our college are coming from various economic sections and communities of the society. Most of the students are from backward categories i.e. ST, SC, and OBC. The college is very much aware of their overall growth and social upliftment in the society.

HEI has a fair system for the admission process. The students are admitted to our institution without considering caste, creed, and gender, and religion, social and economic status.

The institution gives preference to girl students for enrolment in college in order to equip them with higher education so that they can empower themselves to face future competition and to create their own entity.

After admissions, colleges adopt a process to identify slow and advanced learners amongst students. Advanced learners and slow learners have been identified as per their responses in the classroom as well as the performance in the unit test, internal examinations.

After knowing slow and advanced learners, the teachers prepare a separate list of slow and advanced learners and conduct extra lectures for weaker students.

The teachers observe whether the students are easily understanding the lesson. If they fail to understand the topic or teaching of a teacher, the same was explained again in an easy way. This is the informal way to complete the teaching-learning process and it is also convenient for both teacher and students.

Advanced learners are encouraged to ask their concerns freely and frequently with the teachers, in a formal way. Students are encouraged to refer to advanced textbooks, journals, and for their advanced studies. Advanced Learners are provided with additional books as per their

requirement in order to facilitate them with more books to enhance their knowledge of the subject.

Home assignments and projects are prepared by the Students. They are also encouraged to apply for different competitive examinations. They are motivated to participate in seminar presentations, poster presentations, quiz competitions, debates, etc.

Course wise special classes are arranged for slow learners to develop their basic concepts.

Also, remedial classes are organized for slow learners to help them recall the taught contents of the syllabus during regular classes.

Students are motivated to learn problem-solving, writing & elucidating, and time management during exams.

Advanced learners are given exclusive guidance to pursue their interests in fields like,

UPSC, State PSC, NET, SET, and other competitive exams. However, our faculties are available beyond the classroom hours for guiding both slow as well as advanced learners.

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

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

Response: 54:1

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

2.3 Teaching- Learning Process

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

Response:

HEI is committed to ensuring the overall development of the students by adopting various teaching-learning methods by faculty members. In addition to the traditional teaching-learning method, other methods used by the faculty members are Lecture Method, field study, Project-based Learning, Experiential Learning, use of different modes. Students are taken on study visits for getting first-hand knowledge on their respective subjects which enhances students to make decisions and be accountable for results.

Lecture Method :

The conventional teaching-learning method is mostly used by the faculty members. The biggest advantage in using this type of method is that the content of the text can be revised by the teacher for better understanding by the learners. The teachers have a 1-2-1 interaction with their students and thereafter the students are given specific assignments which further helps them in better understanding of the subject.

Case studies- A case study on any topic or subject is quite powerful in the sense that students can think out of the box in any situation which in return helps them to develop their interpersonal skills. Professional skills can be sharpened with the use of various real-time case studies. It further enhances the communication skills, written skills, time management skills, and more.

Interactive method - The students are motivated by the teachers and due to which they actively participate in quiz competitions, group discussions, games, current affairs, and role play. Many innovative methods are adopted by the teacher for making it more interactive.

Experiential Learning -The teachers encourage the development of the students by giving them a friendly learning environment. We make our

students interactive by encouraging each and everyone to work things out for themselves. All the students are guided through their learning rather than just bookish knowledge during practical classes. Throughout the experiential learning process, the students actively participate, being curious and also pose questions.

Co-Scholastic Learning Components - Variety of co-scholastic learning components like games and sports, field visits, co-curricular activities, yoga, cater to the interest and potentialities of the students. These learning components play an important part in the overall development of the students.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

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

Response:

The essence of the teaching-learning process is innovation and creativity and the teachers of the institute follow new technologies as a learning tool. The College encourages teaching staff to use ICT-enabled tools for effective teaching in the classroom The teaching staff at HEI advised and insisted upon learning the use of ICT tools.

- **Faculty members use social media platforms for sharing lecture notes, study material, tutorial videos, weblinks of e-articles, e-books, and videos with the students.**

- **Teachers use the latest technologies for imparting education to the students for an effective teaching-learning process.**

- **Every Teacher in the College is well-versed in the use of either**

Smartphone or PC Tablet or PC Desktop to perform e-teaching as and when required.

- **LCD Projectors with fixed screens available in (Room No. 01) for common use.**

- **Most of the faculty use Powerpoint presentations for simulation to improve the effectiveness of the teaching-learning process.**

- **Google Meet, Google Classroom, Zoom, applications are used to manage online classes during the pandemic.**

- **General ICT Tools used by faculties are laptop, desktop, Projector, Printer, Photocopier, tablets, Pen Drive, Scanners, Microphones.**

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

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

Response: 68:1

2.3.3.1 Number of mentors

Response: 16

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

2.4 Teacher Profile and Quality

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

Response: 56.11

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

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

Response: 22.86

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
5	5	5	5	3

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

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

Response: 5.3

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

Response: 106

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

2.5 Evaluation Process and Reforms

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

Response:

Response :

HEI has a transparent and robust evaluation process both in terms of frequency and mode. The evaluation process along with all the corresponding documents are displayed on the notice board. The evaluation process is reviewed in the staff meetings and gaps if any are adhered to. The internal assessment is the mirror of success in teaching. All internal assessments like class tests, home assignments, internal exams, and model exams are conducted by the College to the students. Our institute maintains a well-organized and transparent mechanism for the internal assessment exams.

- **College completely follows the University's examination procedure.**

- **The college organizes the class tests, assignments, internal exams, and model exams According to the University's academic calendar**

- **The Examination Committee displays the schedule of internal exams on the notice board, and managges the mode of internal assessments**

- **The signatures of the students are taken at the time of internal exams. The Examination Committee of the College**

- **In UG programmes, an annual examination pattern is adopted.Half**

Yearly exams are arranged in the month of December / January and 10 % of the marks obtained in this exam are added to the final scores in annual exams.

- **At PG semester there is an internal assessment of 20 marks which is based on written tests. Main theory paper exam consists of 80 marks.**

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

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

Response:

Response :

Internal/external examinations related grievances are completely transparent, time-bound and efficient because all the internal examinations

are conducted by the college. The criteria are followed as per university guidelines at various levels. . The student if required can approach the teacher or principal to redress his/her grievances.

- College adhers to the norms and regulations of University, Colleges' Internal Assessment Committee assures the effective implementation of the internal examination and evaluation method. At the time of orientation of students, they are briefed in detail and are well informed of the university norms on award of internal assessment marks, question paper patterns and university examinations.

- The time table for internal examination is prepared by the College committee and notified on the notice board at least one week before the commencement of internal examination. The Annual examination Time-Table provided by University is also displayed on the notice board as well as on the college website.

- Examination is held in three shifts, - morning, afternoon and evening. Centre Superintendent and Assistant Superintendents look after for a successful examination .

- The invigilators are directed to be attentive & alert while performing their duties. The invigilators record the attendance of students at the time of examination. Both internal and Annual exams.

- Answer sheets are kept in safe custody in the Strong Room and sent to university on time for further actions.

- Grievances of students with regards to the internal/ Annual exam is addressed by the subject teacher in the Departmental Level and Exam committee .

Departmental Level:

The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are

allotted based on defined strategies and displayed on the notice board. Query if any is discussed with faculty .

College Level:

Superintendent and assistant superintendent are appointed for smooth conduction of examinations. If students are facing any problems, they are solved by the institution.   The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section.

 Redressal of grievances at University level:- The queries related to results, corrections in mark sheets, other certificates issued by university are handled at the examination section after forwarding such queries through the college examination section. Students are allowed to apply for revaluation, recounting and challenge evaluation by paying necessary processing fees to the university.

File Description	Document
Any additional information	**View Document**
Link for additional information	**View Document**

2.6 Student Performance and Learning Outcomes

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

Response:

Our Institute has clearly explicit the educational and learning outcomes of various programs and courses. The students are made aware about the courses and programs during the introduction class itself and are also displayed on notice boards and websites too.

- **Program Outcomes (POs): POs represents the knowledge and skills that the learner ought to have gained at the top of the course completion of their respective program. This helps to bring a change in the attitude of the learners and the way they start thinking. Learners are introduced to varied communication skills development programs. On the successful flourishing and completion of the programs, they are more inspired to follow and practice their learnings and skills in their routine life. With reference to the curriculum and syllabus, the programme and course outcomes are also discussed with the students scope of concerned discipline concerned and the possibilities for further studies including research, and career.**

- **Program Specific Outcomes (PSOs): PSOs essentially define outcomes of a program. The syllabus is structured in such a way that each of the courses meets at least one of the outcomes associated with the knowledge and skills that students earn as they make progress through the program. The course within the program is meant with clear institutional objectives that are mapped to the student outcomes that contain a direct implication for the betterment of the society. individual teachers allot subjects who remain in-charge of monitoring**

programme and course via the conduct of internal tests, and other methods including project field visits etc.

- **Course Outcomes (COs): It provides the resultant knowledge and skills the scholar acquires at the end of each course. The scholar is able to demonstrate the presentation skills and also additionally be able to write a descriptive essay/case study while applying the fundamental elements of communication using soft skills. Students' learning outcome of the program is shared with students by their respective faculty members. after completion of a particular topic, conducts a discussion in which the level of**

- **understanding of the topic is gained. In the next step the students are evaluated through assignments, quizzes and tests for the specific topic.**

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

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

Response:

HEI Pt. Devi Prasad Choubey Govt College Saja is affiliated with Hemchand Yadav University, Durg. The UG and PG courses offered are under the faculty of Arts, Commerce, and Science streams. For all the courses, the university syllabus is followed. The program outcomes, program-specific outcomes, and course outcomes are overall evaluated as per the rules and regulations of the affiliating University and in consultation with the respective faculty and the result of the same is informed to the students in a formal classroom discussion and also displayed on notice board.

The program outcomes and program-specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Regular and continuous internal assessment is done which is essential for the fulfillment of the course outcomes and program outcomes. Direct assessment methods are those with direct examinations, group discussions, assignments, or through observing the knowledge and skills of students whereas indirect assessment strategies are through feedback, alumni survey, or co-curricular/extra curricular activities.

Besides, our institution also tries to attain the course outcomes and program outcomes by conducting activities like cultural activities, career counseling, and communication skills, health awareness program, etc.

After the successful completion of the program and course outcomes, students were able to apply the basic skills necessary for the analysis of programs in their respective subjects. Students get motivated enough to contribute to the development of our community and country. Students have improved their creative and critical thinking and have also developed and improved their communication skills. The respective departments

organize field visits and excursions which serve the dual purpose along with that students also get a practical first-hand experience.

In short, apart from the traditional methods, various creative methods are also used to measure the attainment of program outcomes, program-specific outcomes, and course outcomes by the institution. The result of the same is reviewed and shared with the students. The weaker students are thereby identified and work on their areas of weakness.

29-11-2021 12:48:39

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

2.6.3 Average pass percentage of Students during last five years

Response: 81.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
286	231	181	109	77

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

2020-21	2019-20	2018-19	2017-18	2016-17
295	239	240	166	109

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for the annual report	[View Document](#)

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)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

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

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

Response: 5

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

Response: 1

File Description	Document
Institutional data in prescribed format	[View Document]

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

Response: 0

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

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

3.1.3.2 **Number of departments offering academic programes**

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

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

3.2 Innovation Ecosystem

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

Response:

The spacious classrooms and smart-rooms are well established for conduction of classroom/ internal seminars, group discussions and awareness programs that enable not only the students, but also the faculty for exchange of views and innovative ideas.

The well set laboratories are the best centers for transfer of knowledge through technology- savvy practical.

Our HEI contributes not only in the physical fitness of students but also train their minds with attitude of team spirit and humanity.

The Library is loaded with a variety of books, journals and magazines.

The field in the vicinity and the garden beds are the easy source in imparting knowledge about flora and fauna, also including herbs and medicinal plants.

The club activities conducted by the Dept. of Zoology motivates the students to take care of plants and animals around, study biodiversity and maintain the Ecosystem.

Special awareness programs, sessions and coaching are usually conducted by career guidane.

MOUs with Panchayat and hospital help the students maintain proximity with latest technologies and their

applications.

Students are encouraged to share the information about their respective or related subjects through newspaper and magazine cuttings, displayed on the notice boards.

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

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

Response: 0

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

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

File Description	Document
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

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

Response: 3

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

Response: 3

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

Response: 1

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

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

Response: 0.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	1	00	00

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

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

Response: 0.05

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

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

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

3.4 Extension Activities

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

Response:

The institution provides quality education to students and engaged in activities which inculcate social and moral responsibility among them. Furthermore, students are also exposed to various activities to improve their personality and mature as responsible citizens .

Our institute organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contributing to community and strengthening community participation. The college students take part in various initiatives like organizing camps, Swachh Bharat initiatives, SWEEP Plan, Unnat bhart abhiyan awareness programmes on AIDS prevention, Suicides prevention etc.

Events like Sadbhavna Divas, International Yoga Day, Ahinsa Divas , Yuva Divas Healthy Youth for Healthy India World Tobacco Prohibition Day, Contents and Awareness Programs in nearby villages on world AIDS Day, see large participation of the students who take up activities in collaboration with other college spread awareness. Career Guidance and Counseling Programs etc.helps students to develop a bond with the society and community.

Career Guidance and Counseling Programs etc, helps students to choose and build up their bright future and also develop a bond with the society neighborhood. Exposure to extension and outreach activities sensitize the students towards social issues and customs prevailing in the society ,it helps and keep student informed and aware regarding their personal and social awareness role and responsibilities.

and in a way, also to legal and social remedies for matters domestic violence, cyber security, Nasha Mukti Abhiyan , child abuse, beggars, female child, victims of violence, Dowery refugees and displaced persons

etc. Awareness program on Traffic Safety in like Traffic Safety Week To acquire social values and a deep interest in environmental-related issues like Vriksharopan, Jalsanrakshan, initiatives of Water conservation.

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

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

Response: 1

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

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

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

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/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: 96

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	28	25	19	19

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

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

Response: 2.42

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	28	25	19	19

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

3.5 Collaboration

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

Response: 0

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

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

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

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

Response: 2

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	02	00	00	00

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document]
Any additional information	[View Document]

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

HE Institute is geographically located at 21°40'14.7828''N,81 °17'35.3184''E, away from the city and surrounded by fields, as well as the college itself is full of greenery, there is ample fresh air, sunlight, pedestrian-friendly road, and has a peaceful environment conducive to teaching and learning. The college campus has a total land area of ??14.283 acres. The college building is well designed with basic amenities including well ventilated classrooms and corridors. The college has minimal adequate physical facilities for teaching-learning activities but its lush green and eco-friendly campus creates a good learning environment.

Classrooms:-

The college has two teaching blocks. The old block has around 9 rooms including one seminar hall with a seating capacity of 120 students and and new 3 class rooms with a seating capacity of 50 to 60 students. It also has

- **'Eco-Friendly Open Class Rooms' is an initiative to tell the importance of nature in the process of teaching and learning.**

- **Sufficient ventilation facilities are maintained in the classroom .**

- **The classrooms are fitted with LED lights, fans, comfortable chairs, tables, benches and desks for a smooth teaching-learning process.**

- **dust free green boards/ black boards with good quality are available in the classrooms.**

- **The College has one Smart Classroom equipped with , LCD Projector and Microphone & Sound system to be used for PowerPoint and**

audio-video presentations. The College also has one Seminar Hall with seating capacity of 60 students .

The Library:-

The college library has 32856 reference and text books where students can enrich their knowledge by using the books related to their subject N-list available to the students and staff members of the college.

The footfall of library is encouraging with the following details-

Session Footfall

- **2016-17   656**
- **2017- 18   375**
- **2018-19   408**
- **2019-20   435**
- **2020-21   195**

The Laboratories

College has well equipped Science Laboratories in the departments of Chemistry, Physics, Zoology, Botany, the students learn the experimental part of their courses. The instrument / equipment facilities available in different science laboratories are listed beneath.

Physics Laboratory :- Theorems, Telescope, Microscope, Polarimeter, Spectrometer, Microprocessor, Bipolar Transistors, Photoelectric devices, Amplifiers, Oscillators, Modulators, C.R.O., Digital Electronic Apparatus.

Chemistry Laboratory :- UV-Visible Spectrophotometer, pH meter, Flame

Photometer, Conductometer, Polarimeter, Refractometer, Turbidity meter, Colorimeter.

Zoology Laboratory:- Electrophoresis, Rotary Microtome, Microscopes, Digital Photo colorimeter, Hemoglobinometer, PH meter.

Botany Laboratory :- Microscopes, Cooling centrifuge, Turbidity Meter, Fridge, Binocular Microscope, Microtome.

Geography Lab :- Prismatic Compass, Toposheet, Weather Map, Arrow, Ranging Rod, Dumpy Level, Theodolite, Globe.
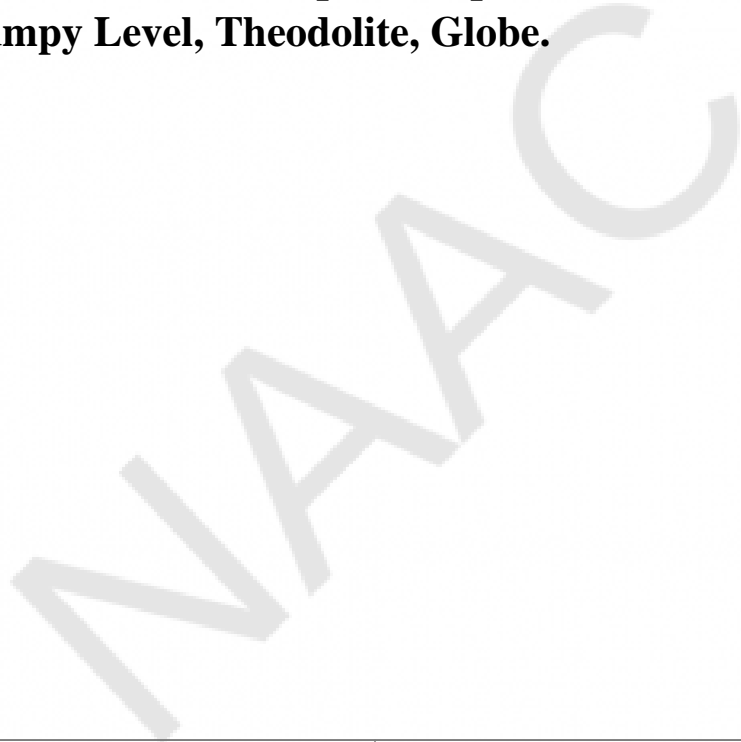
File Description	Document
Upload any additional information	View Document

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

Response:

Sports

Our college has a well maintained campus and is spread over more areas of serene green land. The institute believes in the all-round development of our students. Students are encouraged to participate in sports and cultural activities simultaneously and thus they are awarded and rewarded

accordingly. College teams are formed to take part in state level and University level competitions and other intercollege competitions.

The outdoor games such as shuttle badminton, volleyball, cricket, kabaddi, kho-kho etc, are well practiced and played by the students. Indoor sports like badminton, carrom, chess and outdoor game equipment for cricket like practice nets, helmets, arm & leg guards, gloves, ball, volleyball & net are available.

Details Area Uses :-

Sports Ground   -   Annual Sports :   All outdoor games such as Throw,Jump, Race and team events, etc.

 Annual Day   -   Prize distribution and cultural events.

Open Stage   -   For small events.

Seminar Hall   -   For organise Seminar, curricular and co-curricular activities.

Cultural Activities

Our college is situated in a rural backward notified area which is composed of rural populace, the cultural heritage of the college is deeply influenced by the local rural culture. The students of the college take an active part in the cultural performances especially in the annual prize distribution ceremony and other functions of the college, which inculcates a deep attachment to the local culture.

Students are very much encouraged to participate in the cultural events held in the college like Annual Sports Day, Annual Day, dance, mimicries, youth festival, women's day, rangoli competition, creative writing, quiz, extempore, etc., to exhibit cultural

Talents and to explore the talented creativity of students. All these activities are conducted in the open space inside the campus.

gymnasium, Yoga Centre

Our college believes that along with the expansion of mental knowledge, education, and physical strength is also necessary for the students, an indoor gym has been established in our institute, which students use to make their body healthy.

The Gymnasium has sport utilities for the students which includes weight training equipment. We do not have any dedicated space for yoga sessions but occasionally students and faculty members do meditate and even practice yoga.

File Description	Document
Upload any additional information	

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: 8.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

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

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
1.90	4.87	8.08	6.62	1.05

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

4.2 Library as a Learning Resource

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

Response:

We have a manual system where books are issued and recovered. The library is well furnished and accommodates students at a time and provides a favorable environment for study. the academic needs of students, library consisting of 32856 text and reference books and. Different newspapers in Hindi and New arrivals of books and journals are displayed on separate racks. Each student gets 3 to 5 text books for a 15 days period on renewal basis. We are providing book bank facilities to the students for each semester.

HEI Library has N-LIST subscription for e-book and e- journals for the students . Library has a good collection of Science, Arts & Commerce

books. In addition to serving core subjects, the library also has many book of general knowledge and current affairs for students to gain their knowledge more broaden beyond the curriculum.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

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

Response: B. Any 3 of the above

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

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

Response: 1.9

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
0.97	3.37	2.18	2.04	0.92

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

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

Response: 17.7

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

Response: 195

File Description	Document
Details of library usage by teachers and students	**View Document**

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The essence of the teaching-learning process is innovation and creativity and the teachers of the institute follow new technologies as a learning tool. The College encourages teaching staff to use ICT enabled tools for effective teaching in the classroom The teaching staff at

Colleges' advised and insisted upon learning the use of ICT tools.

- **faculty members use social media channels for sharing lecture notes, study material, tutorial videos, web links of e-articles, e-books, and YouTube videos with the students.**

- **Teachers use the latest technologies for imparting education to the students for an effective teaching learning process.**

- **TheTeachers in the College is well-versed in the use of either Smartphone or PC Tablet or PCDesktop to perform e-teaching as and when required.**

- **LCD Projectors with fixed screens available in (Room No. 01) for**

common use.

- **Most of the faculty use Powerpoint Presentation for simulation to improve the effectiveness of the teaching–learning process.**

- **Google Meet, Google Classroom, Zoom, applications are used to manage online classes during the pandemic.**

- **General ICT Tools used by faculties are laptop, desktop, Projector, Printer,Photocopier, Pen Drive, Scanners, Microphones.**

- **The faculty members utilize the Audio Visual aids to demonstrate the concepts to the students**
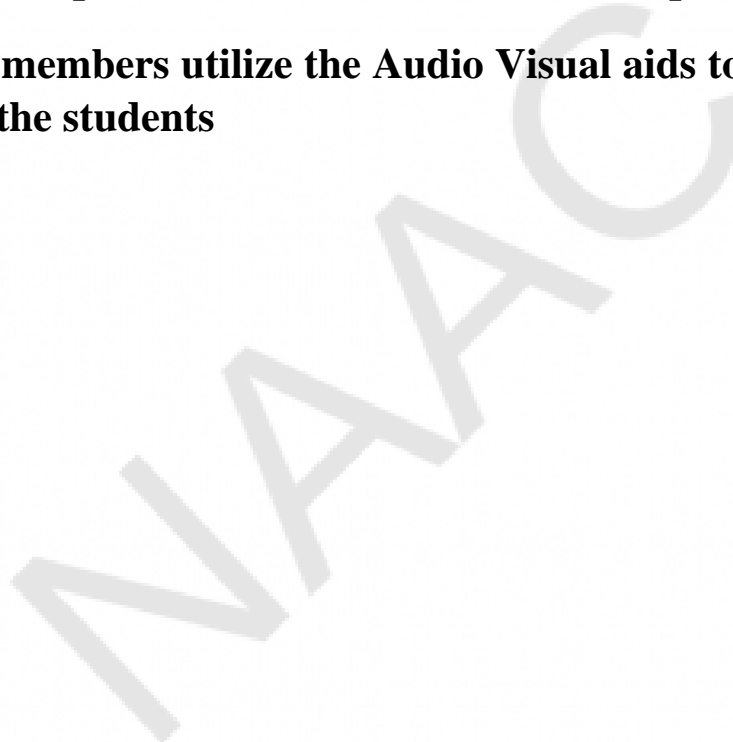
4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 1082:1

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 62.44

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
1.35	2.55	6.18	3.21	0.67

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

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

Response:

The institution practices a policy of decentralization of authority for efficient look over, maintenance and best utilization of its available resources. The systems are adhered to in maintenance of academic and support facilities.

Laboratory: All the records and account maintenance is maintained by the lab attendant. They are supervised by the respective department HODs. Equipment is maintained properly, calibrated and serviced periodically.

Library: The books and journals are maintained against disfiguring. Book binding is carried out for damaged books to save it from further damage. To ensure return of books, 'no dues' from the library is mandatory for

students before appearing in exams. **Proper cleaning is done on a regular basis for maintaining books.**

Sports complex: The institute does not have a dedicated sports complex but does have an open space where different activities and games are organized. This is cleaned on a periodical basis.

Computers: For the maintenance and repair of our computer, the institute takes assistance from technical experts.

Classrooms: In - house staff is employed for maintenance of cleanliness, hygiene, and infrastructure on the campus so as to provide a beautiful learning environment. Staff rooms, classrooms, lab, seminar halls,etc are cleaned and maintained regularly by non - teaching staff assigned.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 75.63

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
892	738	642	565	396

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

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

Response: 0

5.1.2.1 **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
00	00	00	00	00

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

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

following

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

Response: C. 2 of the above

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

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

Response: 0

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

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

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

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 0

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

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

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

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

Response: 66.44

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

Response: 196

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Civil Services/State government examinations, etc.)

Response: 0

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

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

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

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

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

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

Response: 0

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

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

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

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

Response:

The HEI firmly believes in participative working and student co-partnership. Students are encouraged to be part of committees and they do are represented in almost all the committees of the college. As per the norms of the university, every year student's council is constituted. Students securing highest marks are being nominated as Office Bearers of the Students Council and as Class Representatives. Student Union comprises of President, Vice President, Secretary and Joint Secretary. Apart from this various other student bodies are also constituted by the College for various activities.

The council meets periodically to plan the future activities and also to take stock of activities already done in the college. Thus, the college is very sensitive and responsive to the student-related activities of the college and assigns them various tasks. Following is the notice for students regarding Students Council Formation. The students are asked herewith through this notice to fill up the application forms by rules and regulations.

Another wing of Colleges is the Red Ribbon Club which is comprised of student Members who work as a team to spread awareness for AIDS are amongst the student community of the College and also amongst the local residents, especially youths. The student members of the Red Ribbon Club hold rallies campaigns through, poster presentations, Nukkad Natak, debates and group discussions to generate AIDS awareness among youths.

The college has formed a Eco club consisting of student members who also

spread awareness about environmental protection and also do duty towards cleanliness. The members of Eco Club carry out plantation drive by planting saplings in the college campus and its surrounding areas. The student members of the Eco Club also see that the greenery inside the college campus remains intact and clean environment, keeping the college campus plastic free and dirt free by conducting regular cleanliness drives in support of Swachh Bharat.

Students are actively involved in different statutory committees like, Women cell, Science society, Cultural committee, sports committee etc. Build leadership skill and team work to the students with the Participation of the various academic, cultural and administrative committee and other activities.

File Description	Document
Upload any additional information	View Document

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

Response: 6

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
00	8	9	7	6

File Description	Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

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

Response:

HEI was established in the year 1989 with the motive to serve the society. From tlong time, the college has been trying to provide maximum facilities and welfare to its students. Hence, the alumni have been attached with the college with heart and soul. At present, in the college, the second generation is being taught which shows that thousands of students at Graduate and Post Graduate level have passed out from this esteemed institution. As a result, although all the students may not directly contribute to the college's development, but the ex-students are associated with the college and are always eager and committed for its development. It is because of the mouth publicity and the alumni acting as ambassadors, that the college doesn't need any media advertisement for admission like other colleges.

The college has a functional Alumni Association which is not yet registered but it meets from time to time to discuss ways and means to improve the academic environment of the college, to enhance the quality of higher education, to establish employment and to create new opportunities. The alumni of the college have contributed to the development of the college over the past few years.

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

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

Response: E. <1 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The leadership of the HEI through its goals setting approach with clarity on path and directions created an eco-system of governance which is supportive and participative for the stake holders of the institution system viz. teachers, staff and students. There is a systematic process of representation by each stake holders have been provided by the institution through its formal Authority Bodies, Academic Bodies and Administrative Bodies as members or special invitees. Such representation provided an opportunity each of the stake holders to participate and contribute to the betterment of the governance of the institution. Minutes of all such meetings and interactions are recorded. All major policy decisions be it academic or administration are arriving at after thorough discussions and consultative process in a transparent manner.

The vision statement of the college is "to provide and also improve the quality of higher education to the rural and under privileged belt of the surrounding area in the stream of science, Arts and commerce. We lay emphasis on inculcating moral value along with quality education in our college so that our children can easily learn their traditional human values as well as the new changing global out-look." And mission of college is to empower the students through co-curricular and extracurricular activities, to infuse critical thinking and find new grounds of learning, to adopt a new teaching-learning technique conducive to the pursuit of knowledge enhancement, skill development and trying to achieving excellence in education with high standard of morality and discipline. Performs teacher functional duties in carrying out the college's vision and mission statement, and plays an active participatory role in the college's decision-making processes. All are endowed with considerable administrative and academic autonomy within the regulatory framework to run their respective disciplines. Through the various committees constituted, there is help in the running of the college. The committees prepare plans and ensure their

implementation. **Various committees are set up like student admission, academic time table, student examination, procurement, extension activities and student welfare.**

Formulation of action plans and defining the policy objectives attempts to address the issues of systematic change to provide quality education. Creating robust principles, frameworks, systems and processes the institution intends to reinforce the culture of excellence. All the systems work together as a team aiming to be champions of organizational change. The Departments fosters a healthy competitive atmosphere among themselves and each one strives to accomplish excellence in their standards.

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

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

Response:

The institute promotes participative management. Ideas related to better campus life and organizational progression is collected from stakeholders to promote efficient functioning of the college.

Various committees have been formed for the smooth functioning of the college there are teachers, committee members and conveners. Each committee has a convener who calls the meeting of the committee and records the minutes of the meeting. The Staff Council Secretary maintains a record of the proceedings of all meetings. All department heads and principals are accountable for completing the academic calendar, completing the syllabus, internal assessment, practical and theory examinations. Decentralization of administration is the essential element which the college enforces among the members and Faculty members make decisions about planning teaching, making theoretical practical classes and planning to complete the courses. Organizes meetings to complete courses, make future plans, etc. Department heads conduct meetings. The college is

granted considerable administrative and academic autonomy to run its respective disciplines. It facilitates rapid development of academic leadership among faculty members.

The staffs with a positive attitude lead in morale building of the students which leads to increased efficiency and improved communication. The institute believes in decentralization so decisions on finance, infrastructure, etc are taken through the college development committee members.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

For any institute to grow and develop, it should have a strategic planning system in place. The long term plans have been laid down in the strategic plan in consultation with Department committees.

Our institute has sustained its excellence and distinctiveness by following a strategic plan that is built upon sub areas namely

- **Academic Process**

- **Employability**

- **Self-Learning**

- **Personality development**

HEI is actively engaged in promoting the spirit of skill development along

with entrepreneurship among students to fulfill the vision of the institution. The staff members are actively working for creating awareness about entrepreneurship among the students of colleges and to promote women empowerment. The Teacher encourages the students for buildup of leadership qualities, health awareness and team spirit by organizing various events. The student representatives take the responsibility towards students to be available to them and listen to their views and concerns, and actively represent them in an objective and accurate manner.

The College under the leadership of the Principal identified major strategic / perspective plans &Imperatives and employed necessary efforts to improve the thrust areas like: Enhanced Teaching and Learning, Co-Curricular Activities, Extra-Curricular Activities Alumni Association, and Utilization of Government funds.Proper use of non-government public participation funds is made in the college, to run the administration smoothly and to enhance its teaching-learning process. Public Participatory Lecturers are appointed to share the additional teaching load for which the sanctioned faculty strength is not sufficiently large. It is one of the successfully implemented activities based on strategic planning. Due to shortage of lecturers and workers, the college has decided to appoint public participatory lecturers and workers. This initiative of the college has been beneficial for the students and helps in timely completion of their syllabus.

File Description	Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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:

Academic & Administrative Head - The Principal

- **To facilitate in conducting internal, end and other examinations**

- **To prepare all the agenda items, co-ordinate in conduct of meetings and arrange to follow-up all actions required.**

- **Departmental issues are monitored**

- **Attendance registers are maintained**

IQAC

IQAC plays an important role in the conduct of all the curricular and co-curricular activities to ensure quality outcomes through proper planning, regular monitoring and periodic review.

College IQAC is constituted as per the guidelines of NAAC, with the focus on developing and improve the academic and administrative performance.

Faculty Members

The faculty members are actively involved in the teaching-learning process. They ensure regular attendance of students and their inclination in studies. Against the sanctioned vacant posts, Guest Lecturers are appointed as per the rules and regulations of State's Higher Education Department. Contractual Teachers are also appointed to support the sanctioned teaching staff.

Committee

Various functional Committees and Cells established to support the academic & administrative work of HEI such as - Staff Council, Discipline, Anti-Ragging, Internal Audit, Purchase and, IQAC, Student Union etc.

- **The committee in charge will look after the committees program and**

operation

- **These committees at college level assist the department in proper discharge of their duties and smooth functioning of the college.**

- **Each and every committee has well defined roles and responsibilities. Each activity conducted by the committee is as per the guideline.**

Non Academic Staff:

- **Non-Academic Staff includes Head Clerk/Accountant, Class III and Class IV Staff. They perform their duties under the supervision of the Principal.**

Grievance Redressed Mechanisms:

These include Anti-Sexual Harassment Cell, Internal Complaints Committee, Anti-Ragging Cell and Grievance Redressed Cell.

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

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The Institute is well informed that the well being of all the teaching and non-teaching staff is important for effective functioning of the Institute. List of welfare measures provided by institute for teaching and non-teaching staff:

Welfare measures for Teaching Staff and Non Teaching Staff:

- **Salary timely credited to bank account - Every month end, the employees' bank accounts are Credited with their respective salaries.**

- **Duty leave is given if applicable.**

- **Medical leave – as per University acts and statutes, medical leaves are given.**

- **Employee Provident Fund granted as per PF rules.**

- **Gratuity – applicable to every staff member after 5 years of permanent service.**

- **Encashment of EL at the end of service – At the time of superannuation of an employee, they can encash earned leaves (EL) as per the rules of the Higher Education Department.**

- **Full paid maternity leave – 180 days fully paid maternity leaves to all the female employees.**

- **Medical leave encashment.**

- **Loan without interest from their provident Fund.**

- **CCTV camera to ensure safety and security**

- **Clean drinking Water facility.**

- **Facility of part final encashment in case of marriage and in illness.**

- **Proper disbursement of Government welfare schemes to the employee**

- **Central Library membership & service facility.**

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

Response: 0

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

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

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[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
00	00	00	00	00

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

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

Response: 4

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
03	01	00	00	00

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

An effective performance management system plays a crucial role in managing the organisation in an efficient manner. The performance of each employee is assessed on yearly basis. The objective is to evaluate the performance and also identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

Teaching Staff

- **The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS) as the promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.**

- **Apart from academics the institute also undertakes wide range of activities, for which faculty members are assigned additional responsibilities. The Institute accordingly assigns appropriate weightage for these contributions in their overall assessment.**

- **The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Institution.**

- **Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.**

Non-Teaching Staff

- **All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.**

- **The parameters under which these staffs are assessed falls under categories like discipline, reliability, hard working, character and habits, efficiency in filing documents and technical abilities.**

- **The Principal evaluates the performance of a non-teaching staff members and hold discussions with them about their performances based on their work output and quality. Appraisal is absolutely based on the performance and is free of any fear or favor.**

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

HE Institution has an effective mechanism for auditing the account and is regular audited by both internal and external statutory audits to ensure financial compliance.

So far there has been no major findings / objections in the accounts. Minor errors of omissions and commissions when pointed out by the audit team are immediately rectified and precautionary steps are taken to avoid recurrence of such errors in future.

Process of internal audit:

All vouchers are audited by an internal financial committee on yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. Year to year the same process is being followed.

Process of the external audit:

The college accounts are audited by the recommended chartered accountant as per the government rules. The auditor ensures that all payments are duly authorized. Queries, if any are adhered to immediately within the prescribed limit. The institution has not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid any sort of misappropriation of funds of the institution.

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

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

Response: 0

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

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

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

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

Response:

Our institute is a fully funded govt college and affiliated under 2F and 12B as per UGC act The IQAC, monitors the utilization of funds and makes

sure that the funds are spent as per allocation. Directions are issued by the principal for optimum utilization of resources.

- **The funds spent on beautification and cleanliness of college campus is monitored and utilized as per allocation.**

- **Purchases are done in accordance with the rules and regulations of the university.**

- **The other sources of funds for the college are schemes, grants received from the university for purchases of sports equipment or/and conducting workshops-seminars & conferences.**

For each academic year a budget is prepared and is approved by the concerned budget holder. The financial statement details are available with the institute.

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

6.5 Internal Quality Assurance System

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

Response:

Internal quality assurance cell (IQAC) has been established for initiating quality enhancement scheme. It has been constituted as per the format

prescribed by the NAAC and the meetings are held periodically. IQAC has benefitted the institute in many ways and some of them are:

- **In one of the IQAC meeting subject wise result analysis of students from all departments had come up for discussion in detail and it was proposed for necessary remedial steps to be taken out and implemented immediately to improve the pass percentage of the students. There was improvement observed in the pass percentages thereafter.**

- **The institute always promotes for collaborative learning to impart quality education to the students. This involves groups of students working together to solve a problem or complete a task. The idea is that learning is natural and it is the social act in which the participants talk among themselves.**

- **The IQAC had earlier proposed for green practices to maintain eco-friendly college campus through the activities like no to plastic, awareness program on renewable energy, plantation drive, clean and beautiful Campus, no vehicle day, and e-waste management**

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

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

incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

IQAC monitors the teaching learning process periodically and the members of the IQAC in its last meeting felt that in various departments, some posts were lying vacant either due to retirement of staffs or transfer and some extra teachers are required to be recruited by the institute for smooth functioning of regular teaching in the institution. Accordingly guest faculties were appointed on contractual basis and the posts were filled up by qualified persons.

Periodically IQAC has trained teachers and non- teaching staff on use of ICT i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc during different workshops. The use of social media has also been utilized to establish communication with the students and peers. Faculty members have used the online platforms for teaching contents by recorded/live videos. The IQAC has advised to upgrade the ICT infrastructure by purchasing advanced ICT tools, internet, and Wi-Fi facility.

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: D. 1 of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

HE institute has a strong ethical work culture that is based on inclusivity. It observes highest ethical standards in its activities. Our ethos, healthy traditions and work culture have led to the enrolment of more women students and they are more than 50% of total registered students. Gender sensitivity is an inherent value in the cultural ethos of the institute and is evident from the following activities :

Awareness campaigns on women safety and gender sensitivity are organized through street plays (NukkadNatak), rallies by students.

· Formal and informal counseling of male and female students and staff for academic and other issues/problems.

· Girls are always motivated for self employment and also self-defense.

· Girls are provided with common rooms

· From time to time we investigate into practices unfavorable to women and accordingly suggest suitable remedial measures.

· Complaint Box.

· College bodies like Women Harassment Redressal Committee, Student's Grievance Cell and Anti Ragging & Disciplinary Committee.

· Safety and security - College Campus is guarded 24x7 and equipped with CCTV cameras

· Arrangement of Medical / Health / Dental Camps - College regularly conducts and organizes medical / dental camps for students so that the physical health & fitness of the students can be self monitored.

· International Women's Day is celebrated annually on 8th March.

AIDS Awareness Workshop arranged annually in the College campus on 1st December.

·   **Student Help Desk - for online applications of admission & fees payment.**

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

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

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

Response: D. 1 of the above

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

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

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**

- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The college is always aware that less waste is generated and the environment is not damaged much. college Major activities have little impact on the environment as colleges produce as little waste as possible.

The College has segregated its waste management into four parts:

Solid waste management

Liquid waste management

Biomedical waste management

E-waste management

Water recycling system

Hazardous chemical and radioactive waste management

Solid waste management -

Various types of wastes are generated in the college during many routine activities and this mainly includes waste paper, pencils, pens, torn files/folders, pins, threads and food waste etc. The daily waste is segregated from every part and department of the college and the garbage is collected on time. The sweepers collect, segregate and collect the waste in the respective dustbins. The college has approached an agency authorized to collect this waste and dispose it at the landfill authorized by the government. The college has entered into an agreement with Nagar Panchayat Saja for proper disposal of solid waste from the solid waste pit every day.

Liquid waste management -

The only sewage waste which is the liquid waste generated by the college is a hidden sewage system built in the college which consists of underground septic tanks made of concrete. The sewage effluent is channeled inside the covert drainage which connects to the main sewage drainage system provided by the Nagar Panchayat Saja. Waste water generated from the laboratories is very small in quantity so they are handled along with septic sewage.

Biomedical waste management-

The major biomedical waste generated on daily basis is sanitary pads used by girl's students and faculty. The used sanitary pads are disposed of by using the dustbin every day.

E-waste management –

Electronic equipment such as computers, printers, and photocopying machines are repaired and reused when they are damaged. We do not have much electrical equipments and as such E-waste is normally not generated. Printer cartridges are reused on-premises refilled and repaired.

Water recycling system-

As of now, there is no water recycling system in the college, but the facility proposal is under consideration and may be operationalized soon.

Hazardous chemical and radioactive waste management-

The College neither has the requisite license nor handles any sort of hazardous chemical or radioactive material.

File Description	Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)
Link for any other relevant information	[View Document](#)

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: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **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: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Link for any other relevant information	[View Document](#)

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

Response:

It is an essential goal to develop morality and social values ??in the minds of youth so that harmony can be established in the changing social conditions. To develop the core moral values ??of the nation like equality of opportunity, social justice, democratic freedom for all, harmony, tolerance and equality of all religions. To promote the counter-cultural, regional,

communal and socio-economic diversities among the students, an environment is to be created in which greater potential for co-existence, overall socio-economic progress and development is to be developed.

Our Institution provides an inclusive environment with tolerance and harmony for everyone towards communal, regional, gender, cultural, linguistic, socio economic and other diversities. Cultural activities and lectures are organized regularly in the college campus to propagate social, moral, human, cultural and universal values, in which a large number of students and staff participate in such activities and get the benefit of it. One must be motivated to contribute to the society on an individual level. In the college, the birth anniversary of great men and inspirational days of national importance are celebrated enthusiastically to support universal values ??like moral conduct, truth, non-violence, love, in which students participate enthusiastically.

Our institute also boasts of women grievance redressal cell which deal with matters without taking into consideration of anybody's cultural or regional background. Institute also has code of ethics as per university guideline, for students and a separate code of ethics for teachers and other employees which has to be followed by each and every one of them irrespective of their regional, communal, cultural, linguistic, socio economic and other diversities.

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

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

Response:

Our institute undertakes various initiatives to sensitize students and

employees about the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens.

The college strictly adheres to the values ??of Republic, Sovereignty, Socialism and Secularism as enshrined in the Constitution of India so that no student and employee is deprived of the spirit of social equality, justice, fraternity in the college. The college never discriminates on the basis of gender, religion, creed, color and ethnicity and therefore provides freedom of thought, expression, as well as opportunity to all to ensure the spirit of nationalist and the dignity of the Constitution.

The college strictly follows the Constitution of India and respects the fundamental rights guaranteed by the Constitution of India, such as the right to equality, the right to freedom, the right against exploitation, the right to freedom of religion and culture,

The college tries to sensitize the students and staff by placing special emphasis on the Constitutional Fundamental Duties like respecting the Constitutional ideals, institutions, National Flag and National Anthem of India. To develop the spirit of noble thought that inspires national interest to uphold the sovereignty, unity and integrity of India. To create a safe and clean environment that promotes the spirit of harmony and brotherhood. Several initiatives and activities were taken to sensitize the students and staff in the college about the constitutional obligations.

Every year on 26th January, Republic day and 15th August, Independence Day is celebrated with tri color flag hosting and followed by national anthem and sweets distribution which is a regular decorum of the program. To highlight the importance of Indian constitution and highlights the struggle of freedom. Some activities are also done.

Similarly, constitution day is celebrated on 26th Nov every day. The program commences with preamble reading of the constitution and is later followed by lectures to sensitize students on responsibility towards the constitutional values, rights, duties and responsibilities as a citizen. Students are encouraged to participate in activities like essay competition on the related themes.

All the celebrations/events are attended by the students, faculty, employees and other attendees.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)

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

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

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	[View Document](#)
Code of ethics policy document	[View Document](#)

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

Response:

The institute has been celebrating the national and international commemorative days, events, anniversaries and festivals throughout the year. It has conducted several related activities as it is an integral part of learning and building a strong cultural belief in a student and also promote

ethics and values.The College in its every academic year celebrates India's Independence Day on 15th August, International Day of Non-Violence in commemoration of Mahatma Gandhi's Jayanti on 2nd October, Teachers day (5thSept) as birthday of great teacher Dr. SarvapalliRadhakrishanna National Unity Day in commemoration of Sardar Vallabh Bhai Patel's Jayanti on 31st October, World AIDS Day on 1st December, National Youth Day in commemoration of Swami Vivekanand's Jayanti on 12th January, India's Republic Day on 26th January and International Day of Yoga on 21st June. The College organizes various cultural, patriotic, humanitarian, environmental, national, and universal awareness activities to mark the significance of the aforementioned national and international commemorative days / events / festivals

The institute practices the pluralist approach towards all, irrespective of caste and creed and encourages the students and faculty to showcase the same. Every year our institute organizes functions/events. Staffs and students are able to understand the importance of national integrity.

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

7.2 Best Practices

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

Response:

Best practice-01

Title of the practice: EMPOWERING GIRLS THROUGH ACADEMIC EXCELLENCE

 "Bitiya Padhegi , Aage Badhegi " To Promote girl's education, the college is committed to continuously promote girl child education and develop awareness among them so that the girls of rural areas can make their full development.

Objectives of the Practic-

- **The main objective of girl's education is to empower the girl child, explore new opportunities and spread education which enables her to become self-reliant.**

- **When a girl gets educated, the whole family gets educated so empowering the girl through academic excellence is a worthy objective.**

- **Our aim is to fight against the orthodox rural tradition of the society which does not allow girls to go out for education.**

- **The sole objective of an education mission of girl is to bridge the existing social activities between men and women**

The Context –

In our institute, about 60 percent of the girls are studying in the current academic session and they come from rural areas, about 10 to 20 km away from the college, where there is not much means of transport and no facilities like auto, bus are available. Even after this, due to the passion for teaching-learning, she mostly comes to college by bicycle. All the girls come from facing many problems to get higher education so that they can achieve something better for their society, for their nation and for their bright career. They have some dream in their eyes to make those dreams come true.

All the faculty teachers of our institute including the principal are doing the best work at the college level to give them better facilities, to give them security, so that the girls can come to study and their parents can let them come to the college. Our institution is rural area and there is superstition in the societies, there is discrimination between boys and girls at many levels. To take the society out of this, our college keeps on organizing awareness programs at the college level from time to time.

The Practice-

In the awareness program, maximum parents residing in Saja area, in which parents of all caste, income group have been included. In which the assistant professor and principal of the college will also be involved in the awareness program. Apart from this all the students studying in the college will also be involved, the activity program is as follows - The day of scheduling includes a motivational presentation and interactive session with the students of higher secondary classes in different streams in the schools. The content covers various opportunities in higher education including related job opportunities. The activity program is as follows - On the day of the program, the officers of the rank of Assistant Professor conduct field visits and oral discussions are held with as many parents as possible, important information about higher education, information about courses, information about each subject. Information and advice are given about future prospectus, guidelines and rules and regulations in a clear and

concise manner. The job prospects of various courses are also discussed in the conversation. The far-reaching positive effects of girl child education are discussed. To promote girl child education, many activities like street plays, poster making are conducted by the students at the college level. Due to which awareness comes for girl child education and every year the admission percentage of girls is increasing.

Evidence of success –

The number of enrolment in higher education (for girl child) is ever increasing.

Problems Encountered & Resources Required-

Our institute is located in rural area, it is at a distance of about 70 kms from affiliated university and district headquarter. Due to lack of rural area and education and awareness, many types of problems come. Lack of transport facility is a big reason because most of the students come from remote areas, along with this, awareness about girl child education is also a big problem. There is a problem of resources in addition to the isle - requires sufficient resources, manpower, equipment etc. which are not available on time.

Best Practice- 02

Title of the practice:-

Oxy and green zone campus

Objectives of the Practice :–

- **The main objective of this practice is to make our institute a clean and eco-friendly environment. In which students can develop their**

personality completely.

- **To explain to the students the importance of the environment that why it is necessary to protect and promote nature, so that the coming generation sustains life and they can get a healthy environment.**

- **To connect all the students and staff with the environment and make them understand the importance of nature and keep practicing for it by encouraging them to save nature.**

The Context: –

Although our college campus is surrounded by fields, barns, due to the red soil of the college campus, the ability to hold water is less in the soil, due to which it is almost difficult to grow trees, Desertification is becoming a major problem of today's time. The Global Pollution Scale suggests that the increase in temperature contributes to desertification resulting in global warming. but in today's time,our campus rich with greenery, provides a place of peace and calming mind and body in which students can feel well connected with nature. It includes rare medicinal plants along with the common flora of Chhattisgarh, where the teaching-learning process is intertwined with environmental protection and awareness.

The Practice-

The rich flora and fauna help to create bonding between nature and students and make the students more responsible about the environment Our institute conserves the many plants, like Eucalyptus, Neem, Neelgiri Gul Mohar, Karanj, Aamla, Aam, Neebu, Riya, Ber, Sitafal providing nesting and places for various kind of birds and insects. The echoes of the melodious chirps of birds and whistling of insects are making the campus so delightful and spiritual serenity . The surroundings of our college building provide a green pasture for various cattle to graze and dung produced by them is used for producing manure.

Every year on World Environment Day on June, not only saplings are planted, but proper protection and care and maintenance of those plants is also done by the college. Green Army has been formed by college which takes care of plants and also promotes environmental awareness

The institute does green audit periodically and the department of Botany and Zoology, and green club guide students to complete small surveys that aids in compilation of area wise data regarding the flora & fauna of the campus. The soil testing are included in Geography department in their practical syllabus.

Ours oxygen rich campus make the natural beauty invokes spiritual upliftment of the students as well as staff and faculties . The campus is lighted with natural lights and cool breeze which less utilization of electricity hence less carbon emission that contributed in maintenance of green campus.

Evidence of success –

The environment of the college is delightful due to the natural surroundings which provides the right environment for the students to participate in maximum student teaching-learning process. Our Institute organizes "Vriksha Ropan" every year for a week in which the dignitaries and officials of the area are also invited. Where the number of trees was almost negligible at the time of construction of the college, now there is a beautiful idyllic environment, every year by planting trees and cultivating trees, they are contributing a little to nature. Students also participate in it with great enthusiasm and enthusiasm.

Problems Encountered & Resources Required-

After plantation, we should take care of the trees from time to time, give fertilizer along with water very carefully we should take care of it till it grows.

The importance of nature has to be understood by all people and it is necessary to encourage everyone to plant trees, for this it is necessary for everyone to be personally aware because environmental protection is not the work of any person, caste, community, class or organization, but all It is the collective effort made by it that makes it successful, that's why all the faculty of the institute are involved in it and spread awareness for the environment at different levels.

To prevent the increasing pollution and to save the environment, plantation is encouraged to plant trees giving very important place everywhere, our main problem is that after most of the plantation, much attention is not paid to the maintenance of trees, due to which the trees grow. It is either exhausted before it or is harmed by animals. Along with planting trees, our organization also maintains and promotes it and continuously encourages the students and staff for the same.

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)
Link for any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

Our HEI, Pt Devi Prasad Choubey Govt College Saja was established in the year 1989 with an aim to provide the rural students, especially girls, of the surrounding areas to pursue higher education for their own self development with the . The students are encouraged to participate in events and other extra curricular activities.

To understand and develop awareness about the importance of higher education as well as environmental and social responsibilities so that they can become good citizens. Understanding the importance of environmental elements, the college has done water harvesting, water conservation and water recharge work in collaboration with the students.

Rainwater harvesting , Water conservation and Groundwater recharge done to save water by the college Rainwater harvesting is the method to collection and storage of rain, rather than allowing it to run off. Rainwater is collected from a roof-like surface and redirected to a tank, cistern, deep pit, aquifer, or a reservoir with percolation, so that it seeps down and restores the ground water. In water conservation we includes all the policies, strategies and activities to sustainably manage the natural resource natural resource of fresh water, to protect the hydrosphere, and to meet the current and future human demand, and Groundwater recharge or deep drainage or deep percolation is a hydrologic process, where water moves downward from surface water to groundwater.

Institutional Specification We build a system to capture and collect rainwater from the roof of the college building and grounds into a pit . It can be converted into an artificial recharge system. We ensure that this method is less costly and very useful and not only helps in raising the groundwater level of the college but also helps in implementing these practices in other nearby villages as well. With the help of college teachers and students.

we transfer collected water from water conservation to the village pond adjoining the college, which benefits the people living there and uses the water of that pond in many ways. The water of our water conservation reaches the canal built in village Kehka, another village adjacent to the college. And the surrounding fields are also irrigated through water conservation. Impressed by this method and saving water in the college,

similar water conservation was done in village Mohabhatta, in which rain water was stopped by making a drain, in which the college faculty and students gave help and suggestion to them. with the help of the government, a dam was built there. These important initiatives have been taken by the institute in continues basis, the most important things was the effort to change the life of villegers and changing mind towords the students to make them more responsible citizen .

File Description	Document
Link for appropriate web in the Institutional website	View Document
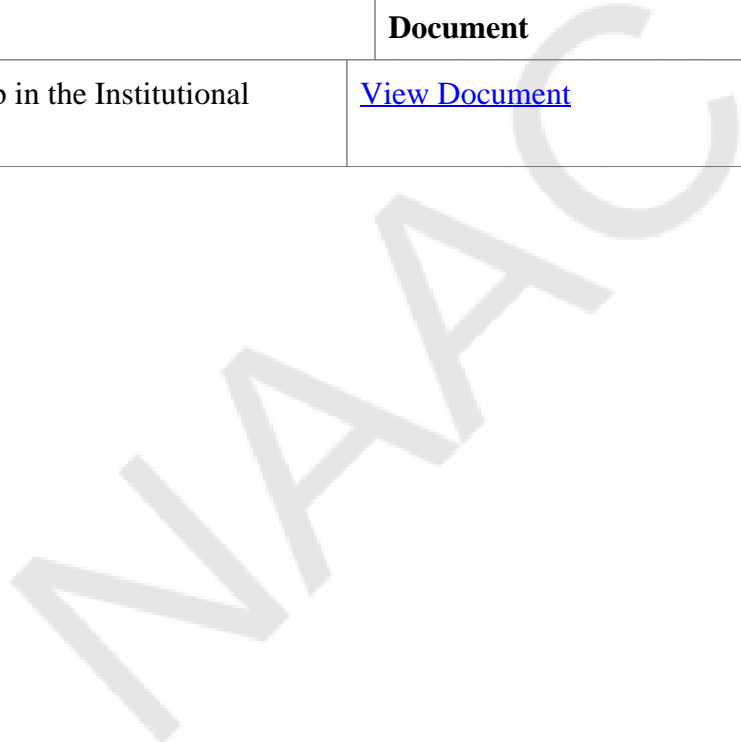
5. CONCLUSION

Additional Information :

Though the HEI is located quite in remote area but offers excellent services at the local area and thereby provides locational advantage to the natives of the local communities and areas through following activities. The HEI Central Library has been providing books to students on regular basis.

Concluding Remarks :

Our HEI Pt. Devi Prasad Choubey Govt HEI Saja has been taking measured yet definitive strides in the right direction and on the right path to attain the goals reflected in the statements of Vision, Mission and Core

Values of the HEI. The HEI ensures that its every initiative and activity is student-centric and aimed at the betterment of the students in particular and the society in general. The HEI is determined to

continually improve upon its performances in the criteria of quality indicator framework namely Teaching-learning and evaluation; Research, innovation and extension; Infrastructure and learning resources; Student support and progression; Governance, leadership and management; Institutional values and best practices as laid down by NAAC for higher education institutes. The HEI while fulfilling its aims and objectives in honest and sincere manner has made a good journey so far leaving behind a great legacy and look forward to bolster its reputation and valuable guidance from NAAC.