



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT NAVEEN COLLEGE SONHAT

GOVT. NAVEEN COLLEGE, SONHAT, BLOCK-SONHAT
497339

www.govtnaveencollegesonhat.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Government Naveen College Sonhat is an institute of higher education in Sonhat block, Korea district of Chhattisgarh, India. This college is affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja, Ambikapur (C.G.). The college started its functioning in a school building on the May 01, 2013. The college shifted to its present campus in the year 2018. Since then, the institution is making efforts to utilize available resources for the benefit of its students.

Presently the college offers graduation program in Arts, Commerce and Science (Bio) faculties. A team of qualified and hardworking teaching, and non teaching staff is rendering its duties to the students to enable them to get quality higher education.

To improve its administrative performance and explore its potential for the benefit of the students in most possible way the college has various committees comprising various members of the institute including students which function in coordination and co-operation with each-other. Some important committees are Anti-ragging committee, SC/ST student cell, anti sexual harassment cell and student's grievance redressal committee etc. Besides these committees we have cultural activity committee to provide constructive platform to the students to explore their creativity and improve their info-confidence level. The college aims to provide a productive and encouraging environment for learning and all round development of the students so that they can cope with and contribute positively in the ever-changing society.

Vision

This college envisages to instill a strong sense of global competitiveness and social responsibility in its students. We envision the constructive role for the youth in creating educated, advanced and informed society.

The college is committed to sensitize the youth with the requirements of society and the nation along-with developing a global perspective among them for the modern day challenges.

Mission

To provide higher education to the students coming from the surrounding rural areas so that they could contribute positively in the progress of society.

To inculcate human values in the young generation.

To make planned efforts for gradual academic excellence.

To sensitize and aware the youths about challenges and prospects of society, polity and nature

To explore and maximize the various traits of personality development by using the available resources through cultural and sports activities

To assist our students in improvement of digital skills

To utilize the available resources in most economical way

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The college has basic building infrastructure and it is gradually improving.
2. The college offers graduation program such as B.A., B.Sc. (Bio group) and B.Com.
3. We are eager to learn how to provide and increase the spectrum of co-curricular and extra-curricular activities apart from regular studies, so that our students get maximum benefits from the institute
4. The college provides scholarships (by state govt.) to the eligible students which encourage them to continue their studies.
5. Our sports infrastructure is expected to improve a lot in the coming years.
6. We have young, committed and sensitive staff which is ready to understand the needs of the students.
7. This college has CCTV surveillance which increases safety, confidence among its students and staff.
8. Our students come from tribal areas and poor economic background which makes them physically hard working and co-operative nature. This is our biggest strength which will help us utilize our potential in near future.

Institutional Weakness

1. We are newly established college so we lack sufficient modern infrastructure such as ICT facilities in our classes, sports-ground, boundary-wall, cycle stand, canteen, healthcare, auditorium, lab up-gradation, staff quarter etc.
2. We don't have regular assistant professors which adversely affect academic progress and public exposure to attract students.
3. The lack of sufficient non-teaching staff members and computer operator which significantly affects clerical work, library-sports-computer lab facility and regular updation of college website.
4. Most of the students depend upon the public transport services which are not adequate and regular specially in the rural areas.

Institutional Opportunity

1. This college is the only higher education institute in approx 30 km areas which offers degree program.
2. The state government is providing various kinds of scholarship to students therefore college has opportunity to attract and encourage them for pursue their higher education.
3. Most of our students belong to rural areas therefore college can provide them better platform for learning and acquiring higher education with minimum resources.
4. With the funds allotted by state govt. college infrastructure is gradually improving and education facilities and productivity will increase in near future.

5. State government is providing free books (Book Bank) to SC/ST/BPL students and free stationary for the SC/ST students.
6. The SC/ST students shall be benefitted with the post matric hostel to be started from the next session onwards by the state government.

Institutional Challenge

1. The traditional degree programs don't attract talented students these days due to lack of employability.
2. We don't have programs on computer application and English communication language which is a disadvantage to our students.
3. This area has poor network facility so we are unable to use the mobile as an advanced learning tool.
4. This area has poor transportation facility so students are unable to spend enough time necessary for their learning.
5. Enrolment of students in some UG program is not satisfactory specially in commerce.
6. Sometimes student's weak school background makes it difficult to qualify their first year exam.
7. Early marriages of many girl students also disrupt their higher education.
8. Most of the students are first generation college students so their families in some cases do not fully understand the importance of higher education and students are forced to adjust according to situations.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Government Naveen College Sonhat, Korea (C.G.) is affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja, Ambikapur (C.G.). The college follows the curriculum designed by the affiliating university. To increase the productivity of its students, the college prepares supportive internal academic calendar with the calendar provided by Department of Higher Education. Presently, this college is offering three undergraduate programs B.A., B.Sc. and B.Com. These under-graduate programs follow the annual system of examination.

The College administration is aware of the team efforts to fulfill vision and mission of the institute. For that purpose various committees are constituted or reorganized in the beginning of academic session every year. They work in a cooperative manner to ensure effective and timely implementation of the prescribed syllabus along with co-curricular and extra-curricular activities. These activities are helpful for students to become informed and educated citizen of the country. We are also making efforts to sensitize our students towards human values and environment protection and modern challenges to humanity.

From the session of 2022-23 this college has become an exam centre for annual exams. Earlier the students had to travel to lead college (30 km away), This will save time and energy of the students so they can further improve their results.

In the first year of all graduation programs environmental studies is mandatory for students and students complete their project/field work for this paper. This paper also includes topics on human rights with reference to India.

The college takes regular feedback from its students and other stakeholders to explore our possibilities and continuously improvise approach and functioning towards the students.

Teaching-learning and Evaluation

This college is situated in Sonhat Block of the District Korea (C.G.). Most of the students belong to other backward classes and schedule tribes and come from the rural background. Presently, three graduation programs B.A., B.Sc. and B.Com are available for the 12th pass-out students. The process of admission to various programs is fair and transparent. The admission process is online and monitored by the university. The students are given admission on the basis of merit. The college follows the reservation policy (ST-32%, SC-12%, OBC-14% & PwD-3%) as directed by state government of Chhattisgarh. Presently, seats in some programs remain vacant.

This college is a co-educational institution. Teachers are encouraged to introduce participative learning methods so that students get more exposure towards learning than just memorizing facts and figures. At the end of the session 2019-20 college has developed one hall as a smart class-room for the students. As the impact of covid-19 is now over, the college has started to utilize it for the students.

Teachers also use available and possible modern tools of technology to maximize the understanding of the concepts of the syllabus. Presently, the college conducts unit test/monthly test to evaluate the progress of the students along with projects/group discussion. The exam related grievances of the students are addressed by admission committee and office staff members team in fairly, time bound and transparent manner. Those students who are not satisfied with the evaluation system of the university, can apply for revaluation and recounting of the marks. The program and course outcomes are communicated to students in classroom interaction at the beginning of every session. The college has also displayed these PO's and CO's on college website and encourages students to visit the website regularly. The college has improved its feedback system after the establishment of IQAC in January 2020 and it has started taking alumni feedback as well. IQAC is taking measures to improve available mechanism and also to introduce new approaches wherever possible with the available resources.

Research, Innovations and Extension

Presently, the college provides only under-graduate programs for the students. The college encourages its students to explore the local capacity with the world of internet. The college has launched a you-tube channel with which the talents of the students has got a global platform.

The college has some limitations for traditional extension activities as compared to cities and towns. The college is encouraging its youths to contribute online by creating content for society and in the year to come time students will hopefully make the positive impact.

Since 2021-22 NSS (National Service Scheme) general unit (50 seats boys and girls) has been started in the college and it is promoting awareness about community service among our students. We are in the process of learning and with the pool of NSS volunteers we are aiming to conduct extension activities in the years to come.

This college has cultural activities committee which organizes important cultural and other activities with the active participation of students to make them aware of human rights, climate change, environmental issues,

fundamental rights and duties towards society, health issues, aids awareness, and global challenges etc.

Infrastructure and Learning Resources

The college has its own building spread up 1354.5m² built up area, comprising 09 classroom, library, principal's office, staff room for teachers, girls common room, sanitary pad vending machine for girls, sports-room, NSS room, reading room and store room, stage for organizing cultural programs, safe drinking water and separate washrooms for males and females.

There are separate laboratories for Chemistry, Botany and Zoology. Every year the college purchase new equipments in order to upgrade its laboratories.

Recently the college has established a computer lab with more than 12 computers and smart class-room with overhead projector. The college library has more than 5000 books for students. The college has 24×7 CCTV surveillance facility.

The college has play ground for badminton, table tennis, chess, carom and outdoor playground for football, volleyball, cricket etc. From the session of 2022-23, the students have started to participate in sector level games of the university.

Student Support and Progression

The college prospectus provides the basic details to the students such as available programs, courses, seats, fee-details, reservation, admission process and facilities in the college. It includes anti ragging guidelines and code of conduct for all students. Recently the college has started its website, which provides all the aforesaid information in PDF format. After admission, the students become part of college family and they can use various facilities of scholarship, library, sports, co-curricular and extra-curricular activities for their development. The post-matric scholarships are provided by the college under the state govt. scheme. This college has book-bank facility for BPL students. Besides this, free of cost stationary is provided to SC/ST students.

Various committees are constituted at the beginning of the each academic session to fulfill various needs of students. Students also become member of many committees Some of the committees are anti-sexual harassment cell, anti-ragging committee, grievance redressal cell. The college focus on personal counseling for our students as well as career guidance. IQAC keeps learning good practices from prestigious colleges to increase the support mechanism for the students. Presently, the college does not have alumni association but consultation process is on to form it from the next year.

Governance, Leadership and Management

The rules and regulation laid down by the state government governs the structure and management of the college. The principal is the supreme authority in the college for financial transaction as well as administrative and academic decisions. The teaching and non-teaching staff members work as a team under his guidance. The state government allocates budget to the college every year. From the last session Janbhagidari fee is also collected from the students which will be supportive fund for development of students.

The allocated budget is disbursed and utilized by the principal in consultation with various committees to purchase books, equipments and other expenditure. The welfare measures for teaching and non-teaching staff members are available according to state government directives. The performance appraisal and confidential report for teaching staff and non-teaching staff is submitted annually to department of higher education with the opinion mark of principal of the college. The IQAC has started measures to improve productivity of college.

Institutional Values and Best Practices

The first and foremost core value of the college is sensitivity and it directs the college to understand the difficulties being faced by the students in their path to higher education. The college is located in rural area and students come to college from remote tribal areas. The college staff is informed and aware of ethics code of UGC and state govt. The college has regulating and monitoring committees in the college to discourage and stop incidence of ragging or sexual harassment. So far, no incident of ragging or sexual harassment is reported in the college and its credit primarily goes to local culture and society. The college celebrate the days of national-international importance according to the guidelines issued by government, which are helpful for the students to inculcate human values and raise the awareness about the social challenges. The college motivate the students and staff members to replace the plastic products with eco-friendly products. The college also inform the students about harmful effects of tobacco and liquor.

“Youth social responsibility” and “Environment conservation for all” are the two of our best practices where the college is in the process of learning from other prestigious institutions.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT NAVEEN COLLEGE SONHAT
Address	Govt. Naveen College, Sonhat, Block-Sonhat
City	Sonhat
State	Chhattisgarh
Pin	497339
Website	www.govtnaveencollegesonhat.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	A.c. Gupta	07836-9425580963	9406398981	-	gncollege.sonhat@gmail.com
IQAC / CIQA coordinator	Shailesh Mishra	07836-9406398981	9406398981	-	shaileshstudysms@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Chhattisgarh	Sant Gahira Guru Vishwavidyalaya Sarguja	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

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				

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	Govt. Naveen College, Sonhat, Block-Sonhat	Tribal	7.628	1354.5

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,Political Science Sociology Economics Hindi Literature	36	ten plus two	Hindi	60	40
UG	BSc,Botany Zoology Chemistry	36	ten plus two	Hindi	60	53
UG	BCom,Compulsory Subject	36	twn plus two	Hindi	60	13

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				10			
Recruited	0	0	0	0	0	0	0	0	2	0	0	2
Yet to Recruit	0				0				8			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	1	0	0	1
Yet to Recruit				4
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				3
Recruited	1	0	0	1
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	4		4		8

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	133	0	0	0	133
	Female	142	0	0	0	142
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	16	7	3	0
	Female	25	7	4	0
	Others	0	0	0	0
ST	Male	32	27	20	15
	Female	49	29	33	25
	Others	0	0	0	0
OBC	Male	48	31	32	37
	Female	48	27	23	30
	Others	0	0	0	0
General	Male	15	14	23	12
	Female	11	12	14	8
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		244	154	152	127

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The college is looking forward to receive guidelines regarding implementation of NEP based curriculum, from the university/government, involving multi-disciplinary/ inter-disciplinary framework.
2. Academic bank of credits (ABC):	The college is looking forward to receive guidelines regarding implementation of NEP based curriculum, from the university/government, involving multi-disciplinary/ inter-disciplinary framework.
3. Skill development:	this college has recently established computer lab for its students and it will help them to enhance their skills along with traditional courses.
4. Appropriate integration of Indian Knowledge	this college is already providing teaching in Indian

system (teaching in Indian Language, culture, using online course):	languages i.e. Hindi because the students belong to rural areas.
5. Focus on Outcome based education (OBE):	The college is looking forward to receive guidelines regarding implementation of NEP based curriculum, from the university/government, involving multi-disciplinary/ inter-disciplinary framework
6. Distance education/online education:	The college is a center of pandit Sunderlal Sharma distance learning open university where distance learning courses are available to interested students.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Presently we don't use nomenclature of electoral literacy club but we do appoint college ambassador boy and girl in our college they work under the SWEEP in-charge professor to conduct various activities regarding electoral literacy.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Students' coordinator are appointed by college and activities are continuously organized by college for electoral literacy. 2 senior active students (one male and one female) are appointed college ambassador every year and they can be termed as representative in character.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	As far as voluntary contribution in electoral process participation is concerned, we are doing these activities in our college campus and programs are organized by local administration in the college to raise awareness regarding voter registration information and college ambassador and other active students take part in voter awareness campaigns. quiz, essay, rally and various competitions take place according to guidelines issued by the local administration and higher education department.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	we have played our role in online registration of voter id and aadhar voter id link process in recent years.. we can contribute in more productive manners in the years to come.
5. Extent of students above 18 years who are yet to be	Most or students are aware of voter helpline app and

enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.

all of them have been enrolled as voters in electoral roll. Every year special campaign are run in the college with the guidance of local administration for voter registration drive and we are making efforts to contribute as much as expected by the higher education institute like us.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
244	154	152	127	114

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 2

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	2	2	2

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
17.51	21.23	32.70	20.79	6.14

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Govt. Naveen College, Sonhat follows the syllabi/curriculum prescribed by the University. To ensure the effective and time bound curriculum delivery and continuous internal examination various measure are taken, which are as follows.

1. At the beginning of the session, a detailed discussion is held on the annual action plan under the chairmanship and guidance of the Principal, In order to ensure effective curriculum delivery, an elaborate discussion on the annual action plan is done in the chairmanship of the principal of the college. The challenges and opportunities for the upcoming academic session are also discussed in the meeting. The difficulties faced by the students during the last academic session are discussed and reviewed, so that in the current session those shortcomings can be removed and a better environment can be provided to the students. The orientation program and internal examination schedule is also discussed.
2. The Department of Higher education Chhattisgarh provides an annual academic calendar in the beginning of the academic session in which proposed planning is mentioned. To implement the academic calendar in productive manner we prepare a supporting internal academic calendar.
3. To organize team effort according to the planned schedule various committees are constituted and responsibilities are assigned to conduct various activities in college.
4. The primary purpose of the teacher is timely completion of assigned syllabi. Monthly meetings are organized by the principal and progress of the syllabi is evaluated and necessary instructions are issued.
5. The teachers maintain their lesson plan /daily diary and attendance register which records the progress of syllabus taught in the class. The principal assesses daily diary and attendance register in the monthly meeting.
6. The principal talks to the students to get the information of their study progress and their complaints and redressal mechanism.
7. Unit tests are conducted by subject teachers monthly to assess the student's progress and after these tests students are counseled and encouraged to improve their performance in the forthcoming tests.
8. To help students about their learning capacity group discussion, question answer session, speeches and different learning methods are also used for better learning.
9. The college library and reading room enables the students to get essential study material.

The institution implements internal evaluation plan to help students prepare for their annual examination. From the month of September unit tests are conducted by the subject teachers and their schedule is provided to students in advance. After these tests teachers counsel their students and give their tips for better performance. In the month of February when most of the syllabus is completed, the college focuses on the annual examination preparation. At this time it focuses on the student's writing skills and comprehension of question papers and time management.

Presently, the marks of internal examinations are not added in the annual evaluation, so internal exams do not create exam pressure upon students. Therefore teachers are asked to make students sincere about internal exams.

With the formation of IQAC, there has been further improvement in the discussion on the Annual Action Plan. Whole of the feedback process has been revised and improvised.

The continuous analysis and efforts are being made to explore the conditions for the students get an environment conducive for their studies and personal development.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 0

File Description	Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 0

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Response:

The various programs taught in the college appropriately incorporate the topics of business ethics, gender issues, human values, environment and sustainable development in their curriculum. The two most pressing challenges of the present world are environmental crisis and violation of the human rights. The Environmental studies is a compulsory paper for the first year students of all programs B.A., B.Sc. & B.Com in the college. This paper introduces the students to the environmental changes and challenges and the concept of sustainable development. This paper also covers biodiversity, natural resources, ecosystem and environmental management.

The last two units of this paper include a detailed study on Human Rights and challenges before them. This paper also covers the study of Indian Constitution, Fundamental Rights and Duties, Institutional Framework for Human Rights in India, Human Rights Commission, State Human Rights Commission and their functioning in the context of human rights. Along with the compulsory study of these topics. various program B.A., B.Sc. and B.com. include in-depth analysis on various topics. There is one paper on ecology in B.Sc. 3 class which covers detailed information on the scientific aspects of environment.

The courses in B.A. program like Political Science and Sociology cover social topics i with broad details. The political science final year paper covers human rights, environmentalism, terrorism, etc. The first year syllabus of political sciecn covers Indian Constitution, Feminism, Social Change. Sociology covers gender issues and social change. The economics includes sustainable development and challenges in its syllabus.

The B.Com. program offered by the college focuses on business management and the subject includes discussions on business ethics.

In addition to its syllabus, the college includes gender issues, human rights, environmental challenges, etc. in its policies and procedures to make students familiar with the study dates. Tuition fees are waived for girl students at the time of admission in the college, which is a small effort towards solving the gender issue by encouraging the girls students to further their study.

The college not only involves the students in environmental activities in and around the college campus but also makes them aware of the surrounding environment. In the competitions and programs organized on various important days in the college, subjects like environment, gender issues, human rights etc. are included from time-to-time.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 51.64**1.3.2.1 Number of students undertaking project work/field work / internships**

Response: 126

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 54.67

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
126	80	93	94	99

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
180	180	180	180	180

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 55.86

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
79	60	60	51	60

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

2021-22	2020-21	2019-20	2018-19	2017-18
111	111	111	111	111

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio**2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)****Response:** 122**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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process****Response:**

Presently, the college offers three graduation programs B.A., B.Sc. B.Com. in the arts, science and commerce stream respectively. These programs and their courses demand general and specific learning methods based on the topic and content of the subject. Besides the content, the capacity and foundation of the students is the other factor which affects the learning and performance of the students.

The college teaching staff adopt different methodologies to enhance learning of the students. The students of science stream learn through practical work in their labs, on the other hand the students of the art

stream learn through participative learning in the classes by taking part in discussions, class seminar etc. The students of the commerce stream get their share of extra knowledge through the market news and numerical data. Class room discussions, quizzes, image information etc. are the participatory methods used by the teachers. Science stream subjects demand more experiential learning as compared to arts and commerce. For experiential learning hands on laboratory, field visit, model creation etc methods are used by the teachers for better learning of the students.

In humanities, sociology and political science subjects provide knowledge of the surrounding social-political life. Economics and commerce use problem solving methodologies. The students of the science stream learn through participating in practical work.

Along with the regular classes, cultural activities and competitions like drama, drawing, posters making also provide extra chances of learning to students and these presentation explore their possibilities and brings out their hidden talents. Creative essay writing, debate, speech etc. help students to raise their level of imagination and develop their views on various issues regarding society and nation. The college level competitions like rangoli, poster drawing speech also help them to raise their confidence level. Institute encourage its students to actively participate in these activities and enhance their confidence and chances of learning.

The role of the ICT is well known reality in modern studies. The college is utilizing and upgrading available resources to introduce modern tools of technology to enhance the learning and grasping skills of the students. The college has established smart room where an overhead projector/smart board and TV set has been installed. A time table has been made to utilize it for all the faculty members at least once in a week. Teachers prepare their content for PPT presentations in advance for the classes. The college encourages the students to learn these presentation methods to enhance their presentation skills. The teachers make individual and collective efforts to provide other available online resources to the students. They inform their students to explore and utilize you-tube and other social media as a learning tool. The college has introduced You-tube channel, where activity reports of special programs are uploaded regularly in short video format. This method has encouraged the students to improve their performance in all activities. Two of the teachers have created you tube channel and content creation process has been started. During the Covid-19 pandemic classes have been conducted through Google Meet and other similar apps. The college has a network issue in this area and many students don't have full time mobile facility so the college tries to provide maximum knowledge in classes.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 20

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
10	10	10	10	10

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 50

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	1	1	1

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The mechanism of internal and external examination is quite transparent. The internal examination are conducted by the college while the annual or external examination are monitored by the university. The

scores of internal marks do not contribute to the annual results of the students. Yet they help students in their preparation for annual examination. To prepare students for annual examination, there is an established system to conduct internal examination and counsel them accordingly. During the orientation program students are informed about the importance and pattern of internal examination. Unit test/monthly tests are conducted by subject teachers in their classes and schedule for these internal exam are notified by concerned teacher in advance to their students so they have sufficient time for preparation. The teachers also inform the students about examination forms and exam dates in their classes. The students are informed about the examination schedule in college WhatsApp group/telegram group. The faculty members conduct these tests in their respective classes. Question paper format is decided by the teacher keeping in mind the nature of the subject and capacity of the students.

Most of the question papers are of descriptive nature and based on the pattern of annual examination. Once these tests are conducted, students are informed about their performance by the concerned teachers. There weak areas and strength are assessed by the concerned teacher and counselling is made accordingly to improve their performance. The scores of the internal assessment are communicated to the students. Their answer sheets are also supplied to them so that they can analyze them and they can also claim for re-evaluation etc, if they find any irregularity. It helps to maintain transparency about the assessment process.

Students can raise any examination related concern or demand/issue before the grievance redressal committee or the principal and any concern raised by the students in this regard is taken seriously and efforts are made for their solutions.

The external examination are monitored by the university so the grievances related to these examination are dealt by the university itself. The college work as a platform to put forward these problems to the examination cell of the university. The university co-operate sincerely on the grievances of the students. After the declaration of annual results the university notifies the deadline of 15 days to apply for revaluation, verification, photocopy of answer sheet and re-verification of answer sheet. Earlier this college was not exam center so students had to appear in the lead college for annual examination. The college staff used to work under the lead college during the examination period and staff has fulfilled its duties fairly. From the current session the college has been made examination center so a long pending demand of the students has been resolved.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Program outcome and course outcome has been displayed on the college website. Earlier the college

was using offline prospectus to inform interested entrants about our programs and their duration. Teachers inform students about program objective and course outcome in the beginning of the session. The students are informed about their syllabus and expected outcome of the subjects. The course outcomes and program outcomes are also available offline in the college library to the students on demand. They are also informed about the nature and scope of competitions and required hard work to pursue their study. Presently, three graduation programs offered by our college include arts, commerce and science stream. The college has also uploaded short video on program and course outcome information on our recently created youtube channel. It will be helpful to generate interest of our students. The course outcome and program outcome with the syllabus in pdf format is shared with the students in college WhatsApp group in the beginning of the session. It gives them an overview of the syllabus and expectations of hard work required from their side.

The graduation program in the stream of arts, offer political science, hindi literature, sociology and economics as optional subjects. and students choose three of them as their main subjects. Hindi literature provides them the knowledge of humanities and Hindi literature. while three other courses are useful for social science. Economics tells them about modern economic system, sociology informs them about the Indian social system and social challenges and social change. The course on political science informs them about them about Indian political system and world politics.

The graduation program on science we include courses like botany, zoology and chemistry. They provide foundational knowledge on their respective streams and also update them about modern changes and possibilities of science.

The graduation program on commerce include all compulsory papers which provide the knowledge of market theories and changing pattern of modern market system, including tax structure and business management.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words

Response:

The college administration understands the importance of attainment of program and course outcome. Attainment is made directly through the assessment of university results. Indirectly attainment is a continuous process and it is evaluated through feedback process and by regularly monitoring and assessing the performance of students in various activities and internal exams. The college analyzes the results of all classes at the beginning of the each session and focus is made to improve it. To help the preparation of students for the main exam the college conduct unit/monthly tests. and teachers analyze the performance of the student for further guidance. The students are encouraged to work upon their writing skills.

The principal keeps track of student's progress through the meeting of staff council and necessary

instructions are issued from time-to-time to complete the syllabi within the scheduled time framework.

The principal has special interaction with the student sometimes to understand student's problems and encourage them to utilize available resources to their progress.

Once university results are declared, the college conducts course-wise analysis to find out, in-which courses students are performing and where they need extra counseling. With the establishment of IQAC the attainment process has been revised and orientation program has included lecture on program outcomes and course outcomes. Besides the orientation, the teachers have been instructed to take special class to inform the students about the course outcomes and program outcomes.

The IQAC has observed that course on English language has been the weak area of students and it has affected their performance in the annual results. The college is going to focus on improvement of English language in the coming sessions for much better annual results. The results of second year and third year students are better in comparison to first year students. The college is also planning to utilize recently developed computer lab for the further growth of the students and make them familiar with the technology. It will help them to prepare for the future competition.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 96.55

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

2021-22	2020-21	2019-20	2018-19	2017-18
57	24	20	9	2

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

2021-22	2020-21	2019-20	2018-19	2017-18
57	24	23	10	2

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Provide Links for any other relevant document to support the claim (if any)	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 students on roll as per 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 in the institution during the last five years (INR in Lakhs)

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Presently, this college provides graduation programs only, but it is trying at its level to encourage the students to explore their knowledge, some of the initiatives include the following:-

1. The college library provides opportunity to the students and teachers to access available free online and offline study material.
2. The college is equipped with one LCD projectors, which is set in the seminar hall. The faculty members are encouraged to make use of them to take their classes.
5. The college encourages the faculty members to publish their work.
7. The teachers and the laboratory staff work hard to enable the students to earn hands-on experience with the chemicals and equipments available there.
8. Various competitions motivate the students for creative skills of their interest.

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years**Response: 2****3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	2	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards**3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years****Response: 0****3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response: 0****3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college is aware of its role in making the students sensitive to social issues and sees the role of this sensitivity in their overall development in a positive way, so college students are encouraged to fulfill social responsibility. Besides providing the formal higher education to the youth from the surrounding areas, the college is also working to make the youth aware of the socio-political-constitutional values. With the increase in the number of students in the college, the role of the college in the progress of the society is increasing. The youth of the college enthusiastically participate in tree plantation programs organized by local gram panchayats at the local level and are aware of the importance of their civic role towards the environment protection and conservation. The students of the college have participated in drug de-addiction rally, voter awareness rally, rally against domestic violence organized by the gram panchayat. This participation provide them ample understanding of the issues and challenges faced by the society and their understanding of the socio-political implications of these topics has improved. The students of the college have also participated in the health camp organized by the panchayat and have done supportive volunteer work there. After the establishment of the National Service Scheme unit in the college in 2021-22, there has been an increase in the exposure and social activism of the students. In the first year itself, many youths participated in the 07-day special camp and through this special camp, they have got an opportunity to understand the challenges of rural life and every year through these special camps and general activities of NSS, their awareness about social issues is increasing. With the increase in the number of students in the college, the college is started to organize rallies on various social issues, and it is proving helpful for the knowledge and awareness of the students related to social issues and impact on their daily life. Along with the awareness on social issues among the youth, their contribution in building a better society is also increasing continuously. Many students have started free coaching to the poor students around them, which is a commendable effort. In 2021-22, this work was started by the students registered under the Blue Brigade and this activity is now expanding. The college students under the leadership of college ambassadors play an important role in the voter awareness in and around the college and play a positive role in increasing the awareness about the voter helpline app. Young students of the college participated in a special camp organized by the local administration for making Aadhaar cards for the disabled persons in 2021-22 and worked as volunteers, this gave them an important opportunity to learn about the difficulties faced by the disabled persons and there is an increase in sensitivity about the disabled persons. Other students also get inspiration from these students and overall atmosphere of college become more supportive and productive through these activities.

File Description	Document
Upload Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The role of the college in the progress of the society is being recognized gradually by the local administration and local panchayats. There is continuous growth of registration of students each year. Along with the formal education to the youths the positive role of the college towards its surrounding environment is also increasing. The college ambassadors are appointed annually and they work for increasing the voter awareness in and around the campus. They are rewarded by the district administration with a certificate for their contribution in electoral awareness activities. From the session of 2021-22 the NSS unit has started functioning and it is general unit so boys and girls both are eligible to participate in it. With the NSS unit, the social contribution of youths is increasing and those students who have done commendable work under Blue Brigade (UNESCO) have received certificates. Apart from this, the youths have an important role in bringing social change and taking the society forward. This fact is recognized by the local administration and gram panchayats and the youths of the college are being given the opportunity to participate in their special programs and work as a volunteer. Through these activities the youths of the college get an opportunity to learn the social values. The youth of the college have participated in voter awareness rally, helmet awareness rally, domestic violence awareness rally, drug de-addiction rally and they continuously participate in tree plantation program. The college students get chance to work and learn in special camps organized by the local administration. It is an important award and recognition for the college, which motivates the youth of the college to continuously work to make them socially useful.

File Description	Document
Upload Additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 9

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

2021-22	2020-21	2019-20	2018-19	2017-18
3	0	3	3	0

File Description	Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration

3.5.1 *Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

Response: 0

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college shifted to its own building in June 2018. Since then facilities for students are consistently improving.

The college has nine classrooms with green board and lecture stand facility with chairs and tables for the students which are sufficient to the present need of three year program B.A. B.Sc. and B.com. For the science students, the college has three practical laboratories. The practical lab equipments and other materials are bought every year according to the allotted budget and need of the college. The lab facilities are gradually improving.

The college also has one room for NSS. The necessary equipments for special camp has like vessels, mat, induction, pressure-cooker, room heater etc has been purchased from the college budget. The college has established one room as common room for girls where dressing table, curtains, etc is made available. The college has one room for library and one adjacent room is set up as a reading room where students can read books and available newspapers. The college also has one room each for IQAC and Red Cross. The college has clean drinking water facility for the students and four separate washrooms for boys and girls. One room in the college building is allotted to the center of a distance learning university Bilaspur (C.G.). The college has CCTV (16+16=32 camera) camera installation at suitable place for monitoring and safety.

At the end of the session 2019-20, in one room adjacent to conference hall, a computer lab of 12 computers has been established and 06 more computers have been added there recently. The college has provided one computer in each lab of botany, zoology and chemistry along with NSS room, reading room and library. Students use these computers according to their need.

At the end of session 2019-20, along with computer lab, an overhead projector has also been set up in the conference hall and this facility is being utilized as a smart room from the session of 2021-22 after the Covid-19 pandemic. Recently, one more overhead projector has been established in the reading room (under repairing). The college has one classroom projector for zoology lab which was purchased earlier. For the cultural activities the college has permanent stage in-side the college building and uses conference hall with sound box system.

For sports facility the college has one sports room where sports material is stored and it is also utilized for chess and carom and table-tennis. The college also has sports material for cricket, badminton, volleyball, football chess, carom etc. Presently, the college has two sports ground, one is inside the college campus which is used for badminton along with gathering program and cultural activities. The second ground is

outside the college where football and volleyball polls are setup and it is used for outdoor games. The college has small gym equipment also for the students and it been set up in sports room and it is available for students in the morning time.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 53.88

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
6	12	23	9	3

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The library plays a very important role in the learning of the students because it reduces the financial burden for purchasing books and many students can't afford to buy these books because of financial reasons. This college has more than 5000 thousand valuable books for the students and teachers and small collection of books of multiple dimensions is also available there. The reading room is located adjacent to the library and many books and newspapers are available there. The students and teachers can study their

according to time table and in their leisure time. For SC/ST students and BPL students extra book bank facility is available and books are purchased annually for the purpose. The books are issued to the students for 15 days initially. In the reading room, the students can study their subject books and other books without getting them issued in their personal record and they have to submit them before leaving the reading room. The tense chart has been displayed in the reading room to encourage the students to improve their English grammar. One computer set each has been setup in the reading room and library room to assist students in their reading. From the next session there is plan to use KOHA/open source software to start semi automation process in the library. The college is making efforts to encourage the students to develop the habit of reading and spending their daily time in the library and reading room.

The computer lab is located at same floor and there is extra study and learning material for the students in the form of pdf, video etc. The online free study material available has been downloaded there and it plays supportive role in the study of the students.

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

Response:

The college understands the importance of IT facilities in the modern education. The college is gradually developing its IT infrastructure and the state govt. is taking steps to provide better facilities for the students. In the year of 2020 computer lab of 12 computers has been established in the college and e-library is scheduled in future. Presently the college doesn't have Wi-Fi campus and broad band internet connection. The college has made correspondence with the BSNL to provide broadband connection to the college but the request of the college has not been accepted so far. Along with the computer lab, a smart room has been established in the conference room and the college is using this smart room to enhance the learning capacity of the students. The computer lab is being utilized by the students and teachers to improve their computer skills and time table has been made to ensure the proper utilization of computer lab. There is plan to establish another projector in the reading room in the next session and it will enhance the resources of the college.

From the current session the college has explored the possibility of using the social media and you tube as a broader platform to increase the exposure of students. This effort has inspired the students to improve their performance in co-curricular and extra-curricular activities. The students are encouraged to enhance their knowledge of mobile and utilize the full potential of mobile.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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

Response: 13.56

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 18

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 5.08

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)

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	1	0	0

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 38.43

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
117	47	64	46	30

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	View Document
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	View Document
Upload policy document of the HEI for award of scholarship and freeships.	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: D. 1 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 11.63

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

2021-22	2020-21	2019-20	2018-19	2017-18
92	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 *The institution adopts the following for 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
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 13.68

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	7	5	1	0

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
57	24	23	10	3

File Description	Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 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) during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

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

Response: 6.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	0	9	6	6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

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

Response:

At present the alumni association of the college is not registered but the college has had a vibrant relationship with its alumni since its inception. The alumni association of the college is not only growing each year, but college is getting regular benefits from the continuous active support of the senior students on many fronts. The alumni of the college take part in important activities of the college and share their views on the issues affecting the performance of the students of the college.

Since 2018 when the college has shifted to its own building, these senior students join the college at the occasion of national festivals like Republic Day and Independence Day to celebrate them enthusiastically. The college's annual function and Saraswati Pujaare are the two other occasions when the alumni members not only attend the function, but actively participate in these activities and also guide to students.

The alumni members of the college have been interacting with the colleges staff and students for a long time and providing their useful suggestions to the college from time to time and the college is gaining from their useful inputs and suggestions, With the establishment of IQAC, feedback of alumni members has been given a formal entry into the feedback process.

Two contributions of the alumni members of the college are worth mentioning here.

1. Due to less number of students, the unit of NSS could not be opened in the college since its inception, the alumni members of the college have made sincere efforts to demand NSS from the public representatives and university administration and from the session of 2021-22, a 50-seat NSS general unit has been established in the college. Now with the start of NSS unit, the opportunities for personality development through social service for students have increased.
2. Earlier the students had to appear into the exam at lead college of the district Korea which is 30 K.M. away from the location of college. It has been the biggest difficulty for the students at the time of annual examination and they had to face a lot of mental and financial problems. There has been a lot of struggle by the alumni members of the college to solve this fundamental need of the students. The alumni members along with the regular students have made consistent efforts and put forwarded their demands to the public representatives and the local administration. Due to this active cooperation of the alumni members to students the long pending demand of the students of the college has been fulfilled. From the academic session of 2022-23, college has been accepted by the university as an exam centre and a great difficulty of the college students has now been resolved.

Although the alumni members of the college are currently not able to make a financial contribution to the college, but their ideas and their participation in the college activity are very important and from this point of view the role of the alumni members of the college is commendable.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

Response:

This college envisions the positive and constructive role for youth in creating educated, advanced and informed society and mission statement follows this aim. The college has mission for gradual excellence academic along with sensitizing youths about challenges and prospects of society, polity and nature.

The administration and leadership of the college has always been eager and welcoming to work according to the vision and mission of the college. Since its inception, it has been the endeavor of the college administration to provide the best facilities and friendly environment to the students and utilize the available resources to maximum capacity. This fact can be underlined in the institutional practices of the college.

As far as NEP is concerned, presently the college has not received new instructions from the university, so their implementation has not started. The college currently provides arts, science and commerce faculty programs, so according to NEP, options are available to the students.

The college has marked the sustained growth over the years in the admission of students and resources as well. From the current session the college has also been approved as an examination centre by the affiliating university. The facilities provided by the college to the students have also improved as common room for girls, sanitary pad vending machine, drinking water, reading room and library, smart room and computer lab has been added.

The policy of decentralization has played major role in the continuous progress of the institution. Various committees are formed at the beginning of the academic session so that the potential of the members can be optimally utilized as a team. Important committees working in the college include Anti Ragging Committee, Sexual Harassment Prevention Committee, Scheduled Caste-Schedule Tribal Student Committee, OBC and minority Committee, Discipline Committee and Staff council Committee, Grievance Redressal Committee, Cultural Activities Committee. These committees work according to their objectives and regular meeting and discussions are held.

IQAC has been formed for the overall development of the college. In addition there are other committees like admission Committee, time table committee etc. All these committees are given required autonomy by the leadership of the institute so that they can take effective decisions with detailed discussion and provide their maximum contribution in the quality promotion of the institute.

Along with the concept of decentralization, the administration and leadership of the college has also been ready for participatory management. All stakeholders are consulted before taking important decisions regarding the college. All members are consulted in the monthly meeting of the Staff Council. Planning for upcoming important activities is also discussed and their creative suggestions are encouraged.

Students are also invited to give suggestions for various arrangements of the college and they are also invited in various committee meetings. Along with public representatives, parents have also been given an important place in the public participation committee of the college. The alumni of the college also have an active role in the development of the college. So they have been included the public participation committee and the IQAC.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

Being a government college it is primarily governed and directed by department of higher education. The major issues like finance, budget, infrastructure, transfer, posting, sanctioning of new post, commencement of new course or program are directly handled by department of higher education. At the same time operational autonomy is provided to the college administration for the effective functioning. Various institutional bodies under the guidance of the principal make the functioning of the institution efficient and effective and it is reflected in the organogram of the college. The principal is the head of the college administration who takes the lead in the governance and management of the college. The principal implement all the instructions of the higher education department and university in the college and communicate with the authority whenever required with the support of academic and administrative staff. He co-ordinates between the academic staff and administrative staff and utilizes their capacity in the best interest of the institution. The delegation of power and decentralized use of authority by the principal through the various committees ensures the timely effective implementation of the academic calendar and it is monitored and reviewed through the regular meetings.

Presently total twenty one posts have been sanctioned in the college out of these posts eleven are for academic staff including principal and other posts include 03 post for office staff, 03 posts for technician and 02 for peons and 01 post each for night watchman and sweeper.

The appointment or recruitment process for teaching posts including librarian and sports officer takes place by the state public service commission from time to time through the open competition and the recruitment process of class three and class four is conducted by VYAPAM (professional body for recruitment for the state) through the competitive exams. All the staff (teaching and non teaching) is governed by the C.G. state service rules and proper code of civil conduct including discipline and impartiality is mandatory for all the govt. employees. If sufficient permanent teaching members are not appointed for some reasons in the colleges then guest faculties are appointed following the rules and guidelines set up by the UGC to run the academic session smoothly.

There is a systematic mechanism for the deployment of institution's strategic or perspective plan for the whole academic session. For this purpose in the beginning of the session staff council meeting is organized which discusses the action plan for the whole year and various responsibilities and power is delegated to different members. The library, laboratory and sports department work under the supervision of appointed teachers or the available staff as decided by the principal according to the needs of the institution. Various committees constituted in the beginning of the session for different needs such as academic, co-curricular and extra-curricular activities. One teaching staff is appointed as NSS officer for the duties of National Service Scheme (NSS) and Red-cross and SVEEP activities are delegated to some other teaching staff for efficient functioning. The public participation committee and IQAC provide supervision and guidance for the overall performance of the college.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2 Institution implements e-governance in its operations

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 of each module reflecting the name of the HEI	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institute has established mechanism for effective welfare measures and performance appraisal system for teaching and non teaching staff which is directed and governed by the Department of Higher Education Department. Welfare measures and pay scale is revised with the acceptance of pay commission by the state government from time to time.

Some of the major welfare measures are as follows.

1. There is group insurance scheme like GPF, GIS and NPS for the regular employees.
2. There is compassionate appointment mechanism in case of sudden demise of an employee.
3. There is medical reimbursement facility available for the permanent staff members.
4. Various types of leaves are available for the employees both teaching and non teaching staff as casual leave, earned leave, medical leave, duty leave etc.
5. Under the special welfare measures for teaching staff there is provision of study leave and advance increment and for non teaching staff there is free uniform facility, clothing allowance and grain advance facility available.
6. State Govt. increases the dietary allowance from time to time for all employees following the policies of the central government.
7. There is maternity leave facility and child care leave facility for regular female employees.
8. Male employees are also eligible for paternity leave.
9. There is facility of partial withdrawal of money from employee's GPF account.
10. There is advance increment facility and promotion on completion of PhD for faculty members.
11. Faculty members are encouraged to attend the orientation, refresher program and faculty development program.

There is systematic appraisal system in place for teaching and non-teaching staff which plays an important role in the functioning of the college.

Every year all the teaching and non-teaching staff members have to submit the confidential report (C.R.) and the principal marks his opinion about the performance of the employee and route it to the commissioner of higher education. The observation of the principal during the whole session plays a big role in making his opinion about the performance of employee and it helps to maintain discipline and sincerity of the employees towards the aims and objectives of the institution.

Along with this C.R., teaching staff members have to fill in the PBAS (Performance Based Appraisal System) annually. This PBAS form has column for teaching hours, workshop, seminars attended during the year, administrative work record, participation in other committees, other responsibilities like admission duty, exam work and election duty etc. This PBAS is used for calculation of API by IQAC and SLQAC (State Level Quality Assurance Cell).

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 27.27

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	2	0	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	0	0

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from

various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

For being the govt. college, the main funding source for the college is state government and other source is fee collection from students. The state government allocates fund under the different sections like salary, books, furniture, equipment, electricity, telephone, contingency etc to the DDO. Fee collected from the students is divided in AF, development, welfare, janbhagidari fees according to the established rules.

The optimal utilization and mobilization of the funds is the major responsibility of the DDO. It is the duty of the DDO to ensure that rules regarding preparation of bill are duly observed. The DDO plays most important role in the financial administration and distribution of the funds of the college. To assist the principal in the job every year purchase committee is constituted and state govt. has issued particular guidelines for purchase procedure which are mandatory to follow and purchase committee of the college follows them. There are two type of purchase mechanism one from online platform like e-manak and second one is from quotation/tender method in which most suitable vendors are recommended by purchase committee and principal orders the vendor to make the delivery according to given order. The payment of these orders takes place through the treasury and bank according to the rules and regulations.

Along with the purchase committee, there is mechanism of proper record keeping like cash book, stock register for every fund received and spent. The provision for external audit are set by state government. The state govt. sends the audit team to conduct financial audit of every department from time-to-time and the college also come under this mechanism. The college has requested the Department of Higher Education to conduct audit of its record, so far the request of the college is in the process. The college underwent the audit process by the CA for the NAAC purpose and its report has been attached herewith.

File Description	Document
Upload 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC was established in January 2020 in this college and since then IQAC has played a very productive role in institutionalizing the quality assurance strategies. Following are the institutional strategies introduced by the IQAC.

1. It has recommended starting the process of gender audit, green audit and energy audit at internal

- level from the session of 2021-22.
2. IQAC had underscored the need for strengthening of ICT infrastructure and use of ICT in teaching and learning process in its first meeting and efforts were increased to provide the ICT facility for students.
 3. Presently guest faculty members are playing very important part for academic needs of the college IQAC has formulated the appraisal form for them from the session of 2021-22.
 4. Utilization and updating of college's you-tube channel.
 5. IQAC has also been experimental in encouraging teachers to learn and use the modern ICT tools in their teaching methods.
 6. Utilization and exploration of available facilities like sports equipments, reading room facility and computer lab has been the focus area of IQAC and after the covid-19 impact is over the strategies for institutional improvement are being utilized to some extent.
 7. Participation of students in sports activities of university calendar

The IQAC has consulted with all the stakeholders to improve and maximize the potential of the college. It has identified various areas where cooperative hard work can be very helpful as internal exams, students participation in co-curricular activities, feedback system, website creation and regular update, alumni association etc.

The review of the teaching learning process and suggestion of IQAC –

It has reassessed the functioning of various committees. On the recommendation of IQAC, following improvements have been made.

1. The process of updating college's you-tube channel and utilization for providing the broader platform for students has been started.
2. IQAC has expanded the feedback form and included many new areas for better exploration of our potential.
3. Along with feedback of students and teachers, alumni feedback has been added to feedback process system.
4. English foundation and computer skill can boost confidence level of our students. IQAC has underscored the need to work on these two areas in the forthcoming times.
5. IQAC has observed that technology can help to reduce the dependency of students on external resources for their growth and to attain this, exploration of mobile and its application IQAC has suggested to include topics like career guidance and mobile literacy in tutorial classes along with other topics in the weekend on.
6. On the recommendations of IQAC, the college included more important days in our academic calendar.
7. From the session of 2022-23 class in-charge teachers have been given responsibilities to assist and guide students in more productive manner on the recommendations of IQAC.
8. In the college website online complaint function has been added so students can register their complaint online.
9. Participation of students in sports calendar of university has been started from the session of 2022-23.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: D. Any 1 of the above

File Description	Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The institute conducted the first internal gender audit in March 2021 involving academic and technical and non-technical staff and students in the institution after the end of Covid-19, Through this exercise the institution has got valuable information about the practical aspects of gender equality in surrounding environment and efforts are being made to improve the institution performance.

Even before the establishment of the IQAC, the college has been working cautiously and continuously in the direction of the gender equality.

Attempts are made to address the issue of gender equality at four levels.

At Policy level-

1. There is a provision of 30 percent reservation for women in reserved and unreserved seats in admission, which helps them in admission process and study in higher studies.
2. To support gender equality further, girl students are exempted from admission fee by the institution so that they are encouraged for higher studies.
3. The facility of maternity leave is available for full time women members of the institute.
4. The prevention of sexual harassment Committee, is constituted every year which is authorized to take immediate action on any related complaint in the college and provide necessary solutions. The committee meetings are every month.
5. On the recommendations of the IQAC, the girls students are appointed/ invited in the meeting of prevention of sexual harassment committee.
6. There has been no complaint of gender discrimination in the college till date.

At curricular level-

1. The subject of gender equality has been given an important place in the curriculum of the college. The last two units are devoted to human rights in the mandatory first year environmental studies paper, which integrates the issue of gender equality into the discourse and raises awareness.
2. The courses of political science and sociology include detailed discussion on feminism, social change, human rights etc
3. The college has included the topics on gender discrimination in the orientation program on the recommendation of IQAC and special lecture program have been conducted with the help of lead college.

At co-curricular level-

1. Gender equality is also given importance in co-curricular activities and there is no gender discrimination in college activities.
2. The active presence of girl students in all the programs of the college is evidence of this.
3. The girls are encouraged to take part in sports activity also to boost their confidence level.
4. Visual images make more impact than preaching that's why Important posters of good touch-bad touch, anti sexual harassment awareness have been displayed at suitable place in college building.

Facilities for women-

The institution provides the following facilities for women

1. About thirty two CCTV cameras have been installed in the college at suitable places which encourage the sense of security among the girl students.
2. A common room has been set up for the girl students in the college where the facilities of dressing table and clean water, curtains etc. have been made available.
3. There are two separate washrooms /toilet for girl students, which are cleaned regularly.
4. Sanitary pad vending machine has been installed in one of the girls' washroom /toilet.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The college takes religious, social, economic and cultural diversity of its students in a constructive manner. Therefore the college makes the various efforts at following levels for the development of inclusive awareness.

At the policy level-

- 1.The college does not discriminate in any form in the admission process/scholarship by fully following the policy rules of the government. at the policy level
2. There is a code of conduct for the students admitted in the college, whose information is mentioned on the prospectus and entrance of the college.
- 3.The students of the college are given information about social harmony and importance in the orientation program.
- 4.Besides this the teachers motivate the students to develop an inclusive behavior style through their own conduct.

At the curricular level-

1. The college includes detailed learning topics on human rights in the last two units of the mandatory first year environmental studies curriculum for all students. These topics provide information on human rights as well as the fundamental rights and duties of the Indian Constitution.
2. Indian national movement, fundamental rights and duties and other constitutional provisions are also part of the course of Political Science, Sociology in the college. There are additional chapters on democracy and social change.

At the co-curricular level-

1. Programs are organized every month in the conference room on important days and anniversaries. Through these programs students get acquainted with the great personalities, and the importance of their contribution to the society like National Unity Day, Constitution Day, Human Rights, Aids day, Youth Day etc.
2. On these important days, apart from lectures by teachers, various competitions such as speech, essay, rangoli painting etc. are also organized which help students to develop their personality as well as improve their knowledge and information.

At others level-

1. Pictures are more effective on human minds than words, the college has utilized this psychological fact for the benefits of the students and preamble of the Indian constitution, fundamental rights and duties are displayed at appropriate places in the college. Along with this, famous quotations of various world famous personalities are also displayed in the college, which inspires the students for the great life and ideals.
2. Social media is used a lot by youth, so students are informed about the positive use of social media in the program of the assembly hall of the college. The advantages and disadvantages of social media have also been displayed in the college.
3. Water conservation and environmental protection and messages discouraging the use of plastic are also displayed at suitable places in the college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	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

1. Title

Youth Social responsibility

2. Objectives

The objective of this practice is to incorporate the importance of social responsibility along with the regular education. The students study human rights in their compulsory environmental studies paper theoretically and they get the chance to understand the topic in practical manner.

3. The Context

The role of education is not limited only to get a job and remain confined to ourselves. The real education creates socially, politically aware and environmentally friendly citizen. On the other hand cleanliness is deeply connected with health issues and it is also need of the time to raise awareness about nature conservation. The college is surrounded largely by forest area so it creates genuine respect for nature. Most of our students belong to agricultural backgrounds so they are aware of economic hardships and difficulties of agricultural economy and recent negative impacts of climate change. So we have decided to raise sensitivity towards environmental issues.

4. The Practice

The students actively participated in online voter registration activity which is the first step in becoming citizen of the country. It was a great chance for our NSS volunteer to become part of special camp for divyang people organized by local administration. Many of our volunteers have adopted the practice of free coaching to poor children. The students become part of national aids awareness program every year actively. They also spread awareness of human values through the human rights day. They also raise awareness about social issues through rangoli and painting competition.

The NSS unit of college organizes special camp to spread the awareness about social issues . The NSS unit has a positive feedback from the public. During the special camp NSS volunteers conduct various social surveys regarding gender discrimination, female literacy, pollution and health awareness etc. they also work to raise awareness about cleanliness, plastic impact on environment etc.

5. Evidence of Success

The NSS volunteers organized first special camp successfully last year. They conducted various social activity and participated in the cleanliness drive in the village. The students participated in divyang facility camp and their role was praised by local administration.

The college has been partially successful in reducing the use of plastic bags in and around the college campus. The students have also become more conscious about sanitization and cleanliness.

6. Problems Encountered and Resources Required

Our students and staff find it difficult to contribute financially towards society but they have learnt that they can contribute by other means.

Being a small village place we get limited opportunities to involve sociallyant chances to improve and perform. Public transport is not supportive to our students so they are unable to take part some time in

rallies or similar activities.

Presently, the Nss unit has 50 seats limitation, so every interested students cannot become part of it.

Best practice 02

1. Title

Environment conservation for all

2. Objectives

The structure and future of the society is based on the youth, if the youth can be sensitized towards social issues, then the educational institution will make the most important contribution to the society and humanity, keeping this purpose in mind, the college is gradually developing this practice. Environmental crisis is a biggest crisis before humanity and its impact is being felt by the whole world and this subject demands human unity and conscious effort. The objective of this practice is to sensitize the youth studying in the college to environmental issues and to inculcate the importance of environmental protection among them. The purpose of this practice is to develop self-awareness about environmental issues.

3. The Context

The subject of environmental studies should not become a subject of formal study for students and society gets actual benefit of their knowledge, this thought idea has been the reason for developing this practice. The environmental changes and challenges are so widespread that they are affecting the whole world.

The college students have basic understanding of the agriculture and they also understand the adverse effects of climate change on agriculture. In the Covid-19 period, when outdoor activities were severely restricted, the teachers and the students of the college developed an understanding of the environment around them in their online discussions.

The knowledge of traditional methods to develop resistance to diseases has been proved, popularised and expanded during Covid-19. Therefore, the college has inspired the students to adopt the habit of nature conservation in and around their neighborhood.

4. The Practice

Environmental conservation, is a work where local contribution is also of global importance. In order to acquaint the students with the benefits of environmental protection in the college, first of all they were asked to collect the information about the plants found in the area. After this, the students were given the responsibility to identify the environmental problems around them which they feel themselves, Students are divided into collective responsibilities towards plant conservation within the college campus. They are encouraged to plant saplings and to take care of these plants in their surrounding environment outside the institution.

5. Evidence of Success

Students have included various dimensions of environmental conservation, protection in the expansion of their understanding. Students are also trying to spread the information about the beneficial aspects of environmental protection in agriculture around them. Students are becoming aware of their responsibility towards environment and plant protection.

Plant protection which was earlier a formal activity in the college campus has now become a fun activity. The knowledge of students regarding Ayurveda and medicinal plants has been expanded. Information about environmental conservation, protection and agricultural relations has expanded and this process continues.

6. Problems Encountered and Resources Required

Absence of boundary wall in the college is the biggest obstacle in the efforts of environment promotion. Whatever and whenever plantations are done by the students in the college campus, they are destroyed by local animals. There is a shortage of water in summer season; this also harms the efforts of plant protection. The space inside the college campus is limited and many medicinal plants demand more space outside the pots.

File Description	Document
Best practices as hosted on the Institutional website	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:

Until learning becomes part of student's hobby, an institution can't get success in exploring full potential of its students. The college is determined for the all-round development of the students from the beginning. The aim of the college staff has been to provide opportunities for the all round development of the students with the available resources while fulfilling their teaching related needs. The annual result and personality development are interconnected and this has been an area of special priority for the college and this area demands long term strategy. The college is located in a remote rural area and our students face general and specific difficulties during their education session.

Therefore, the college has taken various steps from the admission process to the examination to improve the results of the students. To improve the results of the students, the college was required to improve its functioning in the many areas. The students of the college come from remote areas and even after having an inclination towards studies, the conditions are not always favorable for them. Earlier admission process was offline so it was sometime difficult for the students to remain informed, now the admission process of the college is online and it is transparent, if students face any difficulty at the time of admission they are

guidance by the office staff. After admission process is over, special efforts are made by the teachers for additional guidance to the students so that the students can focus on their study. In order to prepare the students for the annual examination, there is a system of internal assessment examination in the college and monthly tests are taken by the teachers and necessary counseling by the teachers on the basis of their performance help them a lot.

Cultural activities are very helpful in personality development. The college accepts their positive impact and specially encourages the students for active participation in cultural activities and provides necessary guidance. Efforts are made by the teachers to develop the general and specific talents of the students and they are encouraged to develop self-confidence in the students. Due to the efforts of the college, the participation of students in cultural programs and their self-confidence has increased continuously. Continuous efforts are being made to diversify and expand the cultural activities of the college so that students can get more opportunities to enhance their talents. For this, competitions like essay, speech, painting, Rangoli, debate, quiz, etc. are organized from time to time in the college and counseling is done for better performance of the students.

Sports play an important role in personality development, therefore, for the use of sports facilities available in the college, students are informed at the beginning of the session and sports facilities are provided to them according to the time table. In the past years, the college team has not been able to participate in the sports competition and now special efforts are being made in this direction so that various teams of students can participate in the university level competition and progress has been made from the current session.

Students are encouraged to use the library and available newspapers. At present, mobile is an important resource, so the information about the use and power of mobile application is also being provided to the students. We are sharing our knowledge of mobile applications with the students and also learning from them in some areas like social media.

Special efforts are made by the teachers at the end of the teaching session to prepare the students for the examination and they are given guidance for analysis of exam questions and time management.

The National Service Scheme unit has been started in the college from 2021-22. Students are getting more opportunities for social service and personality development. Students are also getting opportunity to know the various aspects of social service and during the special camp the students get comprehensive information regarding a disciplined lifestyle and social life.

In the years to come, the college is determined to continuously improve its quality and performance and strives to make the best possible use of the available resources.

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

This college is located in rural tribal area so it has some advantages and disadvantages same time. We are located in environment friendly atmosphere but we also have network related problems. To address some of these challenges college has decided to utilize the power of social media. From the current session we are uploading activity report on our college channel on you tube and its address is

<https://www.youtube.com/@govtcollegesonhatkoreachha9324>

This channel is providing a broader platform to our students and also to learn and perform in a better way. Being a new college we don't have bigger strength compare to other colleges in surrounding areas but now we have global audience and viewers to encourage to our students;

We are also using other social media platform like facebook twitter and instagram and their address is given below.

<https://www.facebook.com/govtcollegesonhat>

<https://twitter.com/nssonhatcollege>

<https://www.instagram.com/sonhatcollege/>

<https://www.facebook.com/nssonhatcollege>

these social media applications/platforms have reduced our dependency on local news papers to spread messages of awareness in surrounding areas and connects us with the local environment same time. We are also encouraging our teachers to utilize these platforms and provide extra study material on these platforms specially on their youtube channel so that students learning can be improved.

Concluding Remarks :

We are utilizing available resources for the benefit of our students and we are committed to make required efforts to upgrade our quality education in the years to come. We are on our way to explore our potential in various areas, some areas have been identified like online education, sports participation etc. With the NEP we have more chances to be more productive for our society. and it is going to help our students immensely.

in the coming session we have plan to focus on the english language improvement of our students and also inform them about online education platforms like swayam etc.