



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT NAVEEN COLLEGE

**GOVERNMENT NAVEEN COLLEGE, BERLA, BEMETARA
491332**

www.govtcollegeberla.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government Naveen College Berla affiliated to Hemchand Yadav Vishwavidyalaya, Durg, Chhattisgarh, is an institute of higher education in middle of Chhattisgarh of India. Established in a school building in the year 2008 with Arts, Commerce and Science faculties, the college shifted to its present campus in the year 2014. Since then, it has been making strides in terms of academic and infrastructural up-gradation which has enabled it to emerge as a fore-runner in Education in the rural and economical backward rural populated region. The college offers Post-Graduation in Hindi and Physics (CBCS) four semesters and under graduate programs in B.A., B.Sc. and B.Com. Making a humble beginning with 115 students and one faculty member, today it has more than 3000 students. A team of dedicated and well qualified faculty members facilitate effectual teaching and contribute in shaping the Next-gen.

The college has a well-equipped partially automated library with a compendium of more than 7000 books, equipped with INFLIBNET, computer and internet facilities; cycle-stand

, full of greenery in the campus and zero power cut area with the help of a house 05 kWP SPV Power Plant, a vision project of the Chhattisgarh Renewal Energy Science & Technology Promotion Society.

Community, Hygiene and Sanitation, Greenery committees, Gender Equity and Women Empowerment, Literary, and Traffic Awareness through social work committee. Moreover the college has Anti-Ragging Committee, Help Desk, and Female sexual harassment and grievance redressal committee etc function in tandem with college administration. These committees work tirelessly as facilitators to enable students to explore their creativity and potential to learn the value of hard work and achieve excellence. The college aims at providing a conducive environment for personality development of the students and to provide them a platform to blossom into responsible and confident young students who can live a life of dignity and make meaningful contribution to society.

Vision

- **Nasti Vidya Samam Chakshu**

Mission

The Mission statements as displayed on the College's website are:

- To endow cost effective higher education of eminence and value oriented erudition to students
- To maintain excellent academic standards by utilizing modern tools & technologies for effective teaching-learning processes.
- To orient students towards honest academic practices and quality research through research & innovation.
- To motivate students to strive for self-reliance and entrepreneurship.

- To encourage and promote faculty members for advanced research and teaching methods.
- To inspire and prepare our students to compete at national and international platforms in the fields of academics, arts and sports.
- To inculcate the Indian heritage and culture and to instill moral values of life in the minds of the youth.
- To promote leadership qualities and to develop entrepreneurial skills among students.
- To expand the activities of the College for the development of the society.

The Core Values of the Institute as displayed on the College's website are:

- Students are of primary concern in our Institution.
- We religiously follow integrity, civility, chivalry and honesty.
- We pursue excellence with righteousness. We appreciate and propagate equality and unity in diversity.
- We support and promote creativity, enquiry, critical and scientific thinking.
- We follow the best methods of interactive teaching for better academics.
- We aim at building a future generation of responsible citizens for a better Indian society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The major strength of the College is derived from the fact that the College is a premier institute of higher education for students.
- The College is well-equipped with spacious classrooms, ICT enabled classrooms, Science laboratories, cycle stand playground, common room, toilets, canteen, central library,

Divyangjan friendly amenities, surplus of seating facilities, supportive administrative & nonteaching staff and guardian like teaching staff.

- The whole College campus is Wi-Fi enabled with uninterrupted password free access to students during working hours.
- The Teaching Staff of the College is academically highly qualified and experienced.
- College`s strength lies in the fact that this is the only college in the Block for both UG and PG Courses.
- Job/career orientation activities, life & livelihood skills training and counseling sessions for students `development.
- The College and its teaching staff carry out extension activities and engage villages to motivate students for social causes.
- The College being a Government Institute unequivocally provides government fellowships under various schemes like BPL, Minority/SC/ST/OBC fellowships apart from timely disbursing of money

Meant for computer tablets / smartphones as and when provided by the Government.

- The annual academic results of the College are consistently excellent.
- The annual students` strength is consistently on the rise every year.

- The students' progression from UG to PG is reasonably good in the College.
- The College has a very strict Anti-Ragging committee and students' grievance cell.
- The College regularly conducts activities for the promotion of gender-equity and gender-sensitivity.
- The College practices leniency towards those female students who earn a livelihood while studying.

Institutional Weakness

- Some teachers in the College are not technology savvy .
- Majority of the students of the College are from rural milieu and impoverished income group and therefore possess unrefined social, communication, verbal and written skills. However, the College see to it that the same set of students are transformed into refined and sophisticated social beings.
- Though the medium of instruction in the College is both in Hindi & English but the influence of vernacular medium of learning during schooling reigns heavily on most of the students.
- Most of the UG final year students of the College leave the College after the completion of UG programme for various avenues and this somewhat limits the progression of UG students of the College to PG programmes running in the College.
- College building is not sufficient to cater the demands of increasing student`s number.

Institutional Opportunity

- The College offers prompt admission to students belonging to scheduled tribe category from naxalism affected areas of Chhattisgarh.
- The Colleges' IQAC and Placement Cell regularly organize skill training workshops and career guidance & coaching classes in collaboration with various external agencies tied-up through MoUs for development of entrepreneurial instincts and elimination of job / interview fear in students.
- The College has designated wings like Eco Club to inculcate environmental consciousness inside the campus and among the local community outside the College.
- The intermittent activities of the College to provide infotainment, entertainment, fun-activities, art workshops, sports activities and cultural activities keep the existing students attached to the College and also attract & urge outside students to enroll in the College.
- The Teaching Staff and Alumni Association of the College generously contribute to support the students from lower income group.
- The Colleges' annual tuition fees is highly subsidized, minimal and among the lowest in Chhattisgarh State. The College never takes any donation from students.

Institutional Challenge

- The prevalence of overall poor learning outcomes of the students passing out from current schooling systems poses a great challenge to the teaching staff of the College to induct, orient, teach and educate

mostly average students.

- The prevalence of job crunch and overall job shrinkage in Indian markets due to advent of technology and gradual phasing out of manual workers is posing a challenge to students regarding career opportunities. The College is also equally concerned in this regard and therefore regularly arrange for trainings and workshops teaching relevant job skills and for also reorienting the students towards entrepreneurship and self-employment opportunities.
- The occurrence of COVID-19 put serious impact on the world economy and our institute is not different to that.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College considers its *Curricular Aspects* as one of its pillars of strength. Since the College is affiliated to Hemchand Yadav University Durg, the academic and administrative validation of the College is largely dependent upon the University. However, the College invests its best efforts in implementation of the curricular aspects as mandated by university rules and regulations. The College offers a diverse range of academic programmes with a greater academic flexibility of various subject combinations across its many academic programmes. The UG programme offered under Arts faculty itself offers many different subject combinations to choose from. The College

makes it a point to see to that its students are timely and adequately oriented towards college education-based livelihood-skills development and pertinent career choices through improvements in Colleges' academic flexibility, curricular planning & implementation and enrichment of curriculum. This is monitored and improved upon through the suggestions of the stakeholders- students and teachers which is collected and documented through a full-fledged feedback system in the College. The usual features of curricular aspects like preparation of academic calendar, effective curriculum delivery through elaborated teaching plans, mandating internships / field trips / excursion, provision of value-added courses etc are well adhered to by the College teachers, IQAC and administration.

Teaching-learning and Evaluation

The College performs the basics of *Teaching-learning and Evaluation* to a tee. The Colleges caters to the educational needs of a multivariate population of students with diverse upbringings and aptitudes. The College continuously involves its students in advanced rationalizing and exploration through interactive teaching learning methods like use of ICT facilities, experimentations, workshops, project-trainings, internships, presentations, debating, group deliberations and interviewing. Every Teacher in the College is well-versed in digitally disbursing class notes, lecture notes, power-point presentations, study material, e-books, e-articles, tutorial YouTube Videos from authentic and trusted online resources via Emails or WhatsApp to students. The College regularly conducts faculty development programs to improve upon the professional aptitude and capability of its teachers so that their teaching delivery remains at par with contemporary standards. The College invests its earnest efforts to consistently gauge the efficacy of its teaching-learning techniques for constant evaluation of teachers' teaching performances through their incremental academic accomplishments and students' learning outcomes through their improved annual results reflecting higher pass percentages hovering around 90% and greater attainment of first division and merit marks year on year. The College being a government institute has strictly adhered to the seat reservation policy for SC/ST/OBC students and has

recorded an increase of 10-20% in student enrolments year on year. The College being a University affiliated institute has shown exemplary efficiency in ascertaining the POs, PSOs and COs of its academic curriculum through timely conduction of examinations, evaluation process, results declaration and revaluation of results with serious promptness. The students of the College have hugely benefited from Colleges' swift and smooth

functioning resulting in greater learning outcomes and better academic performance leading to improved students' satisfaction year on year.

Research, Innovations and Extension

One of the Colleges' missions has always been to constantly develop the acumen for *Research, Innovations and Extension* in the institute by fostering of research culture through perpetual encouragement to the teachers and students to indulge into research activities useful to the society. The College at present has 2 registered Research Supervisors including the principal. A total of 4 research scholars enrolled in the College have completed their Ph.D. in the last five years while 6 research scholars are pursuing their Ph.D. from the College. The faculty members during the last 5 years have succeeded in publishing 16 Research papers & Review articles in 13 National Journals of repute A total of 04 Chapters have been published in reputed Books & Edited Research volumes. In the past five years, 7 functional MoUs have been formalized with various Institutions and Authorities for the purpose of imparting trainings related to livelihood skills to the students of the College. The Colleges' social responsibility is being fulfilled through Extension Activities being spearheaded and carried out by Colleges' student`s in the field of Environment Protection, Tree Plantations, Swachh India, AIDS Awareness, Voter Awareness, Water Sanitation, etc.

Infrastructure and Learning Resources

The college has own building spread up 1280 m² built up area comprising 28 class room, Library, Principal office, teacher seating room, Girls common room, cycle stand, staff parking and separate washrooms for male and female and Divyangajan toilet. There are separate laboratories for Physics, Chemistry, Botany, Zoology. College library has more than 6000 valuable collections of books, subscription of magazines and newspapers We are member of NLIST (INFLIBNET) from where teachers and students get access to e-journals and e-books. Besides this college campus is partially Wi-Fi enabled. Further to emphasize the use of ICT college having 1 overhead projector. To enhance the security entire college under 24×7 CCTV surveillance. To lower electricity consumption, LED as a lighting source used in all the rooms. The college has more amenities include sports equipment/small playground which encourages students to participate in different sports event. Moreover, college has been providing safe drinking water facility through installation of aqua guard and also developed herbal garden for benefit of society.

Student Support and Progression

On the beginning of every academic year the college publishes its updated prospectus and uploaded on its website which gives information regarding college, guideline for admission, available programme, fee details, Facility available in the college, code of conduct and other relevant details. Once admitted in the college, the students avail the various facilities in the form of sports facilities, encouragement for participation in cocurricular activities. The eligible students get financial assistance in the form of scholarship from state government sponsored scheme. More than 5 Lakh rupees have been sanctioned under different scheme in last 5

years to support the education of different poor category students. The SC, ST students are provided facility of free books and stationery. The college also conducts remedial classes for needy students. The college developed the culture capability enhancement cell such as guidance for competitive examination, career counselling, personal counselling, yoga and meditation and career opportunities in changing global scenario. We are giving support for pursuing higher education from reputed universities/institution. For the care and support of female students we have established woman grievances/support cell and girl's common room. The students from socially and economically weaker section of society and physically challenged students gets special attention to address their issue such as admission, financial support, career counselling, remedial coaching, ramp facility etc. In addition, the college granted the membership in various administrative bodies of the college such as student union, Help desk committee, legal literacy committee, IQAC of the college. The college has alumni association established in the year 2016. The alumni meets organized once in a year. Alumni visit the institution as per their convenience throughout the year and college incorporate the valuable advice from them.

Governance, Leadership and Management

Being a government institution, its organizational structure, management and governance comes under rules and regulation laid down by state government. In hierarchy, the Principal of the college at apex who is entrusted with overall in charge of college like financial transaction, administrative, academic activities etc. The principal is assisted by Heads/coordinator of various departments, librarian, office staff and janbhagidhari funded staff. The Budget allocation to college made by state government/District Administration (Sometimes)/Janbhagidhari samiti which is disbursed by the principal in consultation with IQAC member to different department/committee for purchasing of books, equipment's and other necessary expenditure. The academic and co-curricular activities are main concern of the college which looks after by different faculty member of concerned subjects. The sports activity is run by under guidance of sports in-charge, library is run by librarian. So in a nut shell college affairs look after by various committees. The college always striving for improving academic quality, infrastructure up gradation and opening of new programme to accommodate ever number of increasing number of students with their holistic development. The welfare measure for teaching and non-teaching staff availed according to state government directives. The performance appraisal for teaching and non-teaching staff submitted to department of higher education every year after opinion mark by head of the institution. The college has well established IQAC which actively take part in developmental decision of the college including academic audit and infrastructural up gradation. The IQAC taking feedback from all stakeholders upholding the principle of quality improvement and assurance. Thus, IQAC convene the meeting with different department/stakeholders and assess their progress. The college has systematic organizational structure to manage the function of the college.

Institutional Values and Best Practices

The institution is much concern about gender equity and environmental issue. To address the concern college conducts programme on educating girl child, woman legal right through the woman development cell. Moreover, college has committee against sexual Harassment, anti-ragging committee to look after different gender related issue. There is a green committee in the college which supervises plants and sapling planted inside the campus. There is herbal garden developed in the campus. Students are sensitizing towards energy

conservation, emphasizes on use of renewal energy, waste management and sustainable development. Our college using the energy efficient electronic gadget like LED bulbs, LCD screen, computer, laptops and overhead projector etc to save electricity consumption. Not only in the college campus but cleanliness and awareness drive has been conducted outside the campus like district Hospital, nearby village and message is delivered regarding clean/pollution free environment. Our college premise is plastic/polythene free and no smoking zone. Staff and students are encouraged to come to college by bicycle, public transport or if distance is far then use bike pool. The college teacher follows the code of professional ethics issued by UGC and state Government. On the occasion of great Indian personalities, we are organizing their anniversaries like Mahatma Gandhi, Swami Vivekananda Jayanti etc. In the best practices our college focused on plant sapling and health and hygiene owing to tribal students.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT NAVEEN COLLEGE
Address	Government Naveen College, Berla, Bemetara
City	Berla
State	Chhattisgarh
Pin	491332
Website	www.govtcollegeberla.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Premlata Gaure	07825-9179510747	9179510747	-	collegeberla2008@gmail.com
IQAC / CIQA coordinator	Jyoti Mishra	07825-222222	7999249257	2545-222222	jyoti8mishra@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	18-07-2008

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

State	University name	Document
Chhattisgarh	Hemchand Yadav University Durg	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	27-02-2014	View Document
12B of UGC	28-12-2017	View Document

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

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

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Government Naveen College,Berla,Bemetara	Rural	12.3	4474

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Department Of English	36	Higher Secondary	English	200	165
UG	BA,Department Of English	36	Higher Secondary	English	260	260
UG	BCom,Department Of English	36	Higher Secondary	English,Hindi	80	73
UG	BA,Department Of Hindi	36	Higher secondary	Hindi	260	260
UG	BCom,Department Of Hindi	36	Higher Secondary	Hindi	80	73
UG	BSc,Department Of Hindi	36	Higher Secondary	Hindi	200	165
UG	BA,Department Of Sociology	36	Higher Secondary	English,Hindi	260	0
UG	BA,Department Of Political Science	36	Higher Secondary	English,Hindi	260	0
UG	BA,Department Of Economics	36	Higher Secondary	English,Hindi	60	0

UG	BA,Department Of Geography	36	Higher secondary	English,Hindi	40	40
UG	BSc,Department Of Physics	36	Higher Secondary	English,Hindi	60	45
UG	BA,Department Of Home Science	36	Higher Secondary	English,Hindi	20	20
UG	BSc,Department Of Botany	36	Higher Secondary	English,Hindi	140	120
UG	BSc,Department Of Chemistry	36	Higher Secondary	English,Hindi	200	165
UG	BSc,Department Of Zoology	36	Higher Secondary	English,Hindi	140	120
UG	BSc,Department Of Mathematics	36	Higher Secondary	English,Hindi	60	45
PG	MA,Department Of Hindi	24	Graduation	Hindi	50	36
PG	MSc,Department Of Physics	24	Graduation	English,Hindi	30	24

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	2				0				13			
Recruited	0	2	0	2	0	0	0	0	5	8	0	13
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				1			
Recruited	0	0	0	0	0	0	0	0	1	0	0	1
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				6
Recruited	2	3	0	5
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				7
Recruited	1	1	0	2
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	0	0	0	1	0	2
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	2	0	0	0	0	6	7	0	15

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	190	0	0	0	190
	Female	308	0	0	0	308
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		0	0	0	0

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
60	60	60	15	15
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1292	1289	966	736	693
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
366	366	355	244	232

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
427	242	219	124	73

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	15	13	11

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	15	13	11

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 28**4.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1646000	1222000	709000	16240000

4.3**Number of Computers****Response: 5**

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Government Naveen College Berla is affiliated to Hemchnad Yadav Vishwavidyalaya, Durg and it follows the university prescribed curriculum. Although each department is takes care of implementation of prescribed curriculum. So various steps have been taken by the college to ensure effective curriculum delivery through a well-planned and documentation processes are as follows:

- An Annual Academic Calendar provided by Department of Higher education Chhattisgarh prior to the commencement of academic year. The college also prepares its own academic calendar which works in tandem with affiliating university and Department of Higher education. This calendar specifying available dates for significant academic, co-curricular and extra- curricular activities to ensure proper teaching learning process and it is displayed on notice board and Website of college.
- The course, work load of each department is allotted to concern faculty on the basis of their competency, specialization, expertise and interest. The syllabus of each course made available on college website.
- Time-table is prepared by the Time table committee priors to the commencement of academic session and accordingly theory and practical classes are conducted keeping in mind of university semester/annual exam. The Time table displayed on notice board and on college website.
- Each faculty making the lesson plan and maintaining the teaching diary each day of covered syllabus in the class. So they keep the track on time to cover the details in the syllabus.
- Wherever possible conventional class room is mixed with reasonable use of ICT to make teaching learning process more efficient and learner centric. The college encourages experimental and participative learning for effective curriculum delivery and also guided students to use online sites to get relevant information.
- Besides the class room teaching the seminar, group assignment, workshops, unit test, projects, field trips are helpful for effective delivery of curriculum.
- The college library provides essential study material for its stakeholder.
- Internal examination like unit test, quarterly test, midterm tests are conducted in tune with academic calendar to check comprehension of students as outlined in the objective of the curriculum. On the basis of above test advanced learned and slow learner identified. Advanced learner made to solve more problems, expose them to more depth of syllabus and for slow learner remedial classes are carried out.
- Extra classes are conducted if syllabus is not covered in prescribed time limit.
- The college encourages faculty members to attend Faculty development program, Orientation/Refresher courses, seminar/workshop etc to upgrade their skill for effective delivery of curriculum.

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

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

Response:

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- The college encourages faculty members to attend Faculty development program, Orientation/Refresher courses, seminar/workshop etc to upgrade their skill for effective delivery of curriculum.

File Description	Document
Link for Additional information	View Document

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

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

Response: A. All of the above

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

1.2 Academic Flexibility

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

Response: 0

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

File Description	Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

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

Response: 1

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

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

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Link for Additional information	View Document

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

Response: 1.24

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

2020-21	2019-20	2018-19	2017-18	2016-17
80	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

In order to integrate cross cutting issues which address Gender, Environment and Sustainability, Human Values and Professional Ethics college has already some courses under its offered program. The College runs course on Environmental Studies in UG program. Moreover in the syllabus of undergraduate and postgraduate program there are ample topics (Units) in the courses which addressed the above mentioned topic *e.g.* the undergraduate and postgraduate programs have compulsory paper on **Environmental Studies, Intellectual property, Human Rights and Environment Basics** .In the subject Sociology there is plethora of material taught on the issues pertaining to gender equity, their status from past to present and

ways and means of improvement. Besides this we conduct different activities pertaining to gender issues, Environment and Sustainability, Human Values and Professional Ethics. Some photos, newspaper cuttings are available on college website.

Curriculum relevant to Gender Issues:

B.A.II Sociology-Paper-I: Unit-II, Women and Minorities.

Curriculum relevant to Human Values and Rights:

B.A.III Pol.Science-Paper-I: Unit-V, Human Values.

B.Com.I Paper-II: Unit-V, Human Values

B.A.III Geography-Paper-I: Unit-IV & V, Environment.

B.A.III Pol.Science-Paper-I: Unit-V, Environment.

B.A.(I,II,III):Environment and Human Rights

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

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

Response: 31.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
30	30	30	1	0

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

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

Response: 22.45

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

Response: 290

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

1.4 Feedback System

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

Response: C. Any 2 of the above

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

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

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

2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

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

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 93.98

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

2020-21	2019-20	2018-19	2017-18	2016-17
559	588	430	380	343

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
600	600	460	400	380

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
366	366	355	244	232

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

There is a well organized system for assessing the intelligence level of the students after their admission in the College. The planning of the academic session is based on the needs and requirements of the students, undertaking every measure to take individual disparity into consideration. The College conducts meticulously planned sessions to recognize different students i.e. advanced learners and slow learners. The orientation and counseling sessions at the time of admission develops a congenial environment for teaching learning process. Teachers evaluate the academic performance and learning outcomes of the students at regular intervals through individual class responses, group discussions, presentations by the students, observing the students during laboratory practical, performances during unit tests and previous

exams results. This helps the teachers in differentiating between advanced and slow learners. For optimal teaching, different strategies are planned for two different groups of students.

Course / Paper wise special classes are arranged for slow learners to develop their basic concepts... Also remedial classes are organized for slow learners to help them recall the taught contents of syllabus during regular classes.

Advanced Learners are provided with additional books from both Central as well as Department Libraries as per their requirement in order to facilitate them with more number of books to enhance their knowledge of subject.

Special coaching classes for preparation of PSC, Banking & other competitive exams are organized for advanced learners to facilitate them to explore & identify their potential and to study beyond the requirements of the syllabus. Advanced learners are provided training to make them aware of the avenues available after they pass out.

Students are motivated and opportunities are provided to them to gain experience through Industrial visits, Educational trips, Seminars, Guest lectures and Workshops for overall development of their skill set.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 86:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The College is indeed a student centric teaching institution because the College designs activities, teaching strategies and evaluation methods focusing students as integral & active participants of teaching learning process.

The major student-centric methods employed in the College are mentioned below:

- The College organizes Group discussions, Debates, Laboratory practicals, educational, industrial visits and other competitions like quiz, poster/paper presentations, live viewing of Legislative Assembly proceedings during Question Hour for overall exposure & development of students.
- The College provides well equipped laboratories for all the practical based subjects.
- To familiarize students with research, they are assigned relevant topics to accomplish project works under the supervision of experienced faculty members.
- In addition to the regular academic curriculum, special coaching classes for PSC / Banking / English language and personality development sessions are also conducted regularly by the College.
- Excursion tours, Field work and Industrial visits are arranged regularly by various departments to enhance the exposure and experiential learning of students.
- To enhance the skill set of the students, various Workshops and Trainings are organized by the IQAC & Skill Development Cell of the College.
- Women Cell of the College organizes various sessions for learning Legal rights and Traffic rules, thus enhancing the social skills of the students.
- Students are also trained in Beauty tips, Hair styling and Mehndi (Henna) art. This is majorly done to enhance their aesthetic sense of personal grooming.

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

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

Response:

The College promotes, supports and facilitates the use of ICT based tools enabling better, enhanced and

effective teaching-learning process for the benefit of students. The College encourages and mandates its teaching staff to use ICT enabled tools for effective teaching in the classroom. The teaching staff at Colleges' behest is advised and insisted upon to learn the use of ICT tools like Internet, Smartphones, PC ,PC Laptops, PC Desktop, LCD Projectors, Emailing attachments, WhatsApp etc for sharing lecture notes, study material, tutorial videos to the students. The ICT based facilities provided to the students by the College are:

- 1..Openly accessible free Wi-Fi with high speed 4G internet available to all the Smartphone / tablet / laptop / desktop users in all the classrooms, labs, library, common room, staff room,etc. with five hot-spots strategically placed to cover every nook & corner of the College building.
- 2.LCD Projectors with fixed / foldable screens available.
3. Desktop Computers with high speed internet Wi-Fi connectivity and printing facility available
- 4.A PC Laptop for common use for various PowerPoint presentations in the College.
- 5.Every Teacher in the College is well-versed in the use of either Smartphone or PC Tablet or PC Laptop or PC Desktop to perform e-teaching as and when required.

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

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

Response: 86:1

2.3.3.1 Number of mentors

Response: 15

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

2.4 Teacher Profile and Quality

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

Response: 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document

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

Response: 10.02

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	1	1	1

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

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

Response: 21.87

2.4.3.1 Total experience of full-time teachers

Response: 328

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

2.5 Evaluation Process and Reforms

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

Response:

All internal assessments that are arranged by the College like class tests, home assignments, internal exams and model exams are intimated in advance to the students. The results obtained by the students in these internal examinations are also conveyed to students on request or enquiry.

- According to the University's academic calendar, College organizes the class tests, home assignments, internal exams and model exams.
- The Internal Examination Committee displays the schedule of internal exams on notice board. The signatures of the students are taken at the time of internal exams.
- The students are provided with the corrected answer sheets by the relevant subjects' teacher. The doubts and queries of the students are clarified by the examiner.
- This information is given to the parents during parent-teacher meetings.
- The names of the meritorious students of every year are displayed on the College notice board.
- These students are awarded during the Annual functions which motivates all the other students to improve their performance.
- The Examination Committee of the College manages the frequency & mode of internal assessments.
- The committee also maintains the transparency in internal assessment mechanism and also manages the internal assessment related grievances of the students, if any.
- Examination procedure – College completely adopts University's examination procedure. In UG programmes, annual examination pattern is adopted. Model exams are arranged in the month of December / January and 10 % of the marks obtained in this exam are added to the final scores obtained in annual exams.
- At PG level, College has semester system in which there is an internal assessment of 20 marks which is comprised of written tests and assignment topic presentations. Main theory paper in the semester exam consists of 80 marks.

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

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

Response:

Indeed the internal/external examinations related grievances are completely transparent, time bound and efficient because all the internal examinations are conducted adhering to the norms and regulations of Hemchand Yadav University, Durg. Colleges' Internal Assessment Committee chaired by the Principal assures the effective implementation of the evaluation method.

- Orientation sessions are conducted by IQAC to familiarize students to the examination patterns and internal & external examinations.
- Question papers for internal examinations are prepared very confidentially by the subject teacher and the time table for internal examination are prepared by the College committee and notified on the notice board at least one week before the commencement of examination.
- Internal examinations are conducted in a fair manner. The invigilators are directed to record the attendance at the time of examination.
- The answer sheets are evaluated with utmost care and confidentiality.
- After evaluating the answer sheets, teachers give special attention to those students who scored less marks and then remedial classes are organized to help and solve their problems.
- Grievances of students with regards to the internal exam are addressed by the subject teacher and HOD at the department level.
- Colleges' Internal Assessment Committee address to student's any grievance regarding evaluation for objective and effective redressal at College level.
- Principal and Exam Superintendent ensure the smooth and transparent conduct of university examinations (external examinations).
- For university examinations, flying squad constituted by the university makes surprise checks in the examination hall to prevent malpractices during examinations.
- Student's grievance regarding main annual exams or semester exams (external exams) conducted by University is addressed as per the university's rules and regulations.
- The students are readily permitted to apply for re-totaling of marks and also reevaluation

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

2.6 Student Performance and Learning Outcomes

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

Response:

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

- The concerned departments take initiative to clearly communicate the syllabus, timetable and curriculum of the particular discipline to the students after their admission.
- With reference to the curriculum and syllabus, the programme and course outcomes are also discussed in the students' Orientation meetings. This would help the students to get a sense of the scope of concerned discipline and the possibilities for further studies including research.
- All this is done after a series of meetings and consultations at the department and college level.

- The syllabus is allocated to individual teachers who remain in-charge of monitoring programme and course outcomes via the conduct of internal tests, seminar and other methods including project field visits etc.

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

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

Response:

The college has designed the teaching, learning and assessment strategies in such a way so as to

Give enough weightage to each of the specific learning outcomes. Provision of a favorable learning environment, proper implication of curriculum and effective evaluation system ensures the attainment of the specified learning outcomes. The college collects data on students' learning

Outcomes in different ways mentioned below:

1. Comprehensive student feedback in prescribed format.
2. Seminar presentations and classroom group discussions.
3. Surprise tests.
4. Continuous tests.
5. University examination results.
6. Involvement in curricular and extracurricular activities.
7. Performance in practical classes and field trips.
8. Involvement in completing UG & PG assignments.
9. Paper presentations of PG students.
10. Participation of student in exhibition conducted in college.
11. Paper presentation of research scholars in national and international seminars.

- The examination results and feedback reports are analyzed by the IQAC and steps for improvement are planned accordingly.
- The Department of Sports keenly observes the performance of students in sports.
- Performance of students in extracurricular activities is observed by the College Student Union and the teachers in-charge of various clubs.
- IQAC & Staff council both discuss the findings of the feedback of stake holders and accordingly prepare plan of action for subsequent year.
- The department level activities like internal assessments, remedial classes, seminars, projects and academic discussions are reviewed by the department level monitoring committee.
- Annual results of the University exams have recorded excellent performance of the College students who occupy the merit position in the university almost every year.
- The departments track the number of students who successfully pass the academic programme and gain employment or progress further for higher studies.
- Continuous assessment provides feedback for the efficacy of the teaching –learning process and learning outcomes of each course.
- The Principal and IQAC members monitor the academic/research activities of every department.

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

2.6.3 Average pass percentage of Students during last five years

Response: 88.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
423	213	212	100	58

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

2020-21	2019-20	2018-19	2017-18	2016-17
427	242	219	124	73

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.4	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

Any additional information

[View Document](#)

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

Response: 13.33

3.1.2.1 Number of teachers recognized as research guides

Response: 2

File Description

Document

Institutional data in prescribed format

[View Document](#)

Institutional data in prescribed format

[View Document](#)

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

Response: 0

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

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

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	12

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

The college is sincerely willing to develop research culture aimed at benefitting not only the faculty members of the college but its students also. In spite of having the limited resources and paucity of fund, the college has adopted practical approach in the recent years to keep the staff and the students updated with the latest knowledge in their respective fields of study and some of the steps include the following:

- One classroom is equipped with LCD projectors to enhance the learning of the students and promote research mentality among them.
- The students of the 4th Semester of PG classes are encouraged to undertake project works related to existing societal problems/ local issues under the supervision of the faculty members. They use survey method, case study and other descriptive research methods to find answers to their research questions and thus they are encouraged and motivated for innovation.
- The faculty members are encouraged to write innovative research papers, publish them as chapters, books and in journals with ISBN and ISSN respectively.
- The college formed a Seminar and Research committee to organize workshops and seminars with the students and staff on various topics to keep them abreast of the latest information and learning on the concerned topics.
- External resource persons are also at times invited to share their learning with the staff and students. These lectures spark off the creativity of the students and sharpen their innovativeness.
- The science labs provide the students to get a hand on experience and experiment their ideas.
- Students who are interested in creative writing are encouraged by the language teachers to write in magazines, journals, and newsletters. Lush green natural environment surrounded trees create the

perfect ambience for innovation in the institution.

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

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

Response: 0

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

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

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

3.3 Research Publications and Awards

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

Response: 5

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

Response: 10

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

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**Response:** 1.38**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
7	4	4	1	3

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

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.22**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	0	0	0

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

3.4 Extension Activities

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

Response:

The institution has been conducting multiple extension activities in nearby locality and the college. These activities have sensitized students to social issues and help in total development of personalities of students and indirectly society as whole. The College committee spreading the awareness about environment, pollution, waste management, water conservation and health and hygiene etc. As a result local people gain the knowledge about different causes, consequences, and solutions to environmental problems. Thus local people committed to increase the forest cover area. In this context the college inculcates social responsibilities and citizenship role among the students by providing platform to participate in extension activities to sensitize them to range of issue around them including environmental degradation, domestic violence, addiction, Traffic awareness etc. Hence engaging students in community –based activities is priorities of the college. Students are getting chance to learn how valuable and fulfilling it can be given back to others.

Swachh Bharat Abhiyaan is arranged in the village Rallies are arranged on various issues for the awareness of the villagers. Door to door visit was made in the neighborhood of the college to make the villagers aware of some Govt. schemes. Surveys are made to know the realities of the village Projects are given to the students to explore their own neighborhoods.

These activities enable the students to cultivate and illuminate the inherent qualities like self-confidence, leadership, self-discipline, commitment and devotion, hard work and team work and the same qualities also help them to excel in academics as well. The students explore new domain of knowledge and fill their basket of knowledge, with new ideas develop empathy for the socially deprived or oppressed. These activities enkindle the students a spirit of service and give them the confidence to be a change-maker / reformist for the development of our nation.

Therefore following major activities carried out in the college:

- Under the **Swachhta Hi Sewa hai** program the college students spreading the awareness about the causes, consequences and remedial measure for environmental pollution.
- Waste Management and Water Conservation Awareness Program are initiated.
- No Plastic campaign launched.
- In the context of health and hygiene the AIDS awareness , vaccination, de-addiction ,malnutrition etc drive are launched.
- Every year planting of sapling are conducted.
- The college students carried out the SVEEP plan of Central government to make students and villagers aware of voting. For these, the college has conducted different stage programmes in near by 5 to 8 villages for the people awareness.
- Besides above mentioned activities the college organizes seminar, guest lecturers, and rallies on road safety(yatayat jagrukta abhiyanI), medical checkup camp etc and debate on woman empowerment. Thus all the department of college encourages the students to participate in community based activities for holistic development.

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

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

Response: 3

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

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

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

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

Response: 82

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	13	14	30	21

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

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

Response: 450.72

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

2020-21	2019-20	2018-19	2017-18	2016-17
525	5070	3900	6070	4097

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

3.5 Collaboration

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

Response: 33

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	5	8	12	4

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

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

Response: 6

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	1	2	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college was established in the year 2008, and academic session begins with strength of Approximately 100 students in its temporary school campus with the Arts, Commerce and Science stream programme. It has shifted to its present own campus in the year 07/07/2014. Since its inception, college making the every effort to upgrade and well maintained the infrastructure. Thus college has nearly adequate classroom and laboratory for existing programme. By the time many courses were added by the directive of Department of Higher Education. To full fill the demand of increasing student strength the college has always taken proactive steps to provide various facilities to develop the infrastructure in the campus in terms of classrooms with green boards,

Library, Science laboratories, computer facility, sports facilities, clean drinking water,

Parking facility, Separate Washroom, CCTV's Surveillance, extra and co-curricular activities, and other facilities for its pupil. One classroom is equipped with ICT tools. To make teaching learning process more comprehensive specially the science laboratory such as Physics, Chemistry, Botany, Zoology, Home Science and Geography and Computer science lab has almost adequate instrument and consumable items as per the curriculum need. The students are encouraged to use the existing resources optimally.

The college has partially automated (Circulation module) library with N-List subscription for the students and teachers are encouraged to use the resources hassle free. Each year as per the needs of curriculum the number of books keeps on adding to the library for that separate budget allotted by the state government. The entire college area is under CCTV surveillance and adequate facilities are provided to make the students to feel good.

The College has in total 28 Classrooms (one classroom has projector), 6-Laboratories, rich library, 1-Office and Departmental rooms and 1-Girls common room, Separate Lavatory for Boys and Girls.

Presently the existing infrastructure is not sufficient to meet the ever number of students enrollment increasing and new courses is introduced in this college recently. So more classrooms are require for smooth running of various courses in this institution simultaneously. A demand/proposal has been submitted to the higher authorities for constructing a multistory classroom block

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

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),

gymnasium, yoga centre etc.

Response:

The institute has commitment for all round personality development of students besides education. The college has been striving to create infrastructure for physical fitness, extra-curricular interests and mental wellbeing. The indoor games facilities include Table tennis, Caroms, Chess, Badminton, Cricket Kit, Volleyball, Football, Javelin, Disc for boys and girls. The facilities for outdoor games include: open ground for cricket, football, Ground for playing badminton, volleyball, Kabbaddi and kho-kho. The college has substantial equipment for sports.

Unfortunately the college does not have own stadium but nearby there is open ground Available. So for outdoor game e.g. Cricket, Football, sprint, running the college borrows (by taking permission) for some time and make available for our students.

It is proud for our college that many students have represented the college at state level, inter-university level and national level tournament. Unfortunately college does not have any sports Officer, to fulfill this void sports committee has been giving the guidance. There are various committee and they propagate the government scheme e.g. Swachha Bharat Abhiyan, SVEEP plan, AIDS awareness campaign, tree plantation, blood donation(Under Red cross Society), etc. through cultural activities on various occasions. From time to time college has been inviting expert related to different walk of life to sensitize the students like legal literacy, financial literacy, Domestic Violence etc. So in a nut shell the college has very healthy atmosphere for sports and cultural programme. Students actively participate in various cultural activities in the college when there is some celebrations. All the programmes in the college include some songs, dances, recitation. Students also perform indigenous dances and songs during the college programmes with their traditional outfits.

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

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

Response: 7.14

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

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

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

Response: 780028.71

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

2020-21	2019-20	2018-19	2017-18	2016-17
39000	416000	919000	288000	396000

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

4.2 Library as a Learning Resource

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

Response:

The library of the college has valuable collection of more than five thousand books of the diverse subject which catering the needs of students and teachers of different courses. The faculty members of the college extend their duties at present to keep the library functioning for the benefit of the students. There is a reading section attached with the library so that students and staff can read in the library. The students are allowed to take two books using their library cards. The library plays a very important role in the learning of the students as most of the students are not able to buy the required number of books recommended by the teachers due to their financial constraints. A computer is installed in the library for keeping some records and online search of books and other information. In addition to the books it has also subscribed to a number of valuable magazines and competitive books to cater the needs of the visitors to the library and students preparing for competitive exam. The library is manual and it has N-List subscription.

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

4.2.2 The institution has subscription for the following e-resources

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

Response: B. Any 3 of the above

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

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

Response: 253980

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

2020-21	2019-20	2018-19	2017-18	2016-17
5900	408000	54000	149000	653000

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

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year**Response:** 3.83**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 50

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

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The college has broadband connection of 24 mbps From Jio Fi Router Strengthening the teaching and learning process. The campus is partially Wi-Fi enabled. Teachers and students can access Wi-Fi facility in the campus to get additional information and research related queries.

One class rooms has overhead projector is available to provide effective teaching for the students. Some Faculty members use power point presentations in some special lectures to enhance learning experience. To facilitate office work Photocopy machine, Printer with scanner in adequate number available in the office. The college campus is under CCTV surveillance to ensure safety and security to its stakeholders. Students are encouraged to use IT infrastructure, online study resources for broadened their knowledge horizon.

The college has developed a class room as a seminar hall with the amenities of LCD projectors for PowerPoint Presentations, Showing of video clips etc. All the computers in the college are provided with UPS Back-up facility. Besides computers, other ICT equipment like, Printers, photocopiers, LCD Projectors, Speakers, Amplifiers, and Wireless Microphone etc. are available in the college in adequate number. The College is having Multiple Jio Fi Devices to feed the requirement of many Students.

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

4.3.2 Student - Computer ratio (Data for the latest completed academic year)**Response:** 258:1

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 1500006.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
75000	121000	114000	102000	68000

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

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

Response:

The college ensures proper upkeep of its infrastructure, facilities and equipment's by carrying out periodic maintenance drive by concerned member. The admission policies explained in the college prospectus right from the beginning of admission till the student leave the college and its rules and regulations are updated as prescribed by state government. This prospectus uploaded on college website. On the infrastructure front

students and teachers are encouraged to use available resources optimally. All the labs and classrooms in the college are well maintained. In case of any lab equipment/electric appliances not properly working then concerned department personnel informed to office for repair or replacement as he takes care of it. The sports facilities can be used by students by getting permission from sports in charge during leisure time. The college has taking care of health and hygiene by providing safe drinking water and regularly cleaning of washrooms by hiring the staff. The college has inherent inclination to keep its campus clean and green which in turn gives healthy environment. For uses of library facilities, at the beginning of the academic year, each student is issued library card after collecting their details. Only two books can be issued per months on each library card per students. If he/she fail to return the borrowed books in good condition within one month then one rupees fine each day is levied on the students for each book. The new book is issued only when previously borrowed books are returned. At the end of every semester/academic year every students must return the books to the library. Similarly teachers are allowed to takes books after entering in the teachers register. The lab facilities are open for science students. The students carried out the experiment in the lab and prepare practical file what they do in the lab. This practical file is preserved throughout the year which has weightage in practical exam. For smooth functioning of college various committee are formed under guidance of the head of the institution to look after the various academic, cultural, library etc. activities. The information regarding scholarship, sports, admission, reservation policy etc. are displayed on notice board and uploaded on college website time to time. The concerned department teacher in charge gives their academic requirement to the head of institution and then procurement made by the same. Thus all the physical infrastructure like academic, sports, library, electricity and water supply etc. are regularly maintained whenever need arises.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 72.24

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
668	1097	795	534	482

File Description

Document

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

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

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

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

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

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

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

Response: A. All of the above

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

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

Response: 2.92

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

2020-21	2019-20	2018-19	2017-18	2016-17
70	53	49	0	0

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

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 18.91

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

2020-21	2019-20	2018-19	2017-18	2016-17
32	29	43	28	24

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

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

Response: 36.77

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

Response: 157

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

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

Response: 40

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

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

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

2020-21	2019-20	2018-19	2017-18	2016-17
70	53	49	0	0

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

5.3 Student Participation and Activities

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

Response: 24

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	3	7	9

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

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

Response:

The college has a student council. As per the guidelines laid down by the state higher education department every year student council is constituted through election or nomination as the case may be. The council looks after the academic and extracurricular needs of the student. The major events that the council organizes are the college fresher's and annual college fest. Besides that the council organizes various seminars pertaining to student personality development, environmental awareness etc. throughout the year. It is the duty of the council to listen to the grievances of the students of the college and take appropriate action for the same. The council be it class teaching, academic activities, cultural activities, sports, environmental issue they work hard and coordinate with the various officers in charge of the committees of the institution

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

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**Response:** 4.8**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	3	7	9

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

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

There is an alumni association came to existence in this college since 08/09/2015 and provided free membership to the students in order to motivate them for active participation in the Association. Though alumni association started the functioning but the college has not been able to get the association registered yet. The college intends to get it registered soon and make sure that association contributes to the development of the institution to its best.. Healthy relation between the staff and the alumni is the main source to attract them towards the college. The institute motivates and supports to the ex-students, their parents, community to maintain healthy relations with the institution In order to increase the member of association the college has created a page for the alumni in social networking facilities like Facebook and alumni are actively networked using the WhatsApp facility. At present scenario there is no monetary contribution by the college alumni but they are willing to contribute valuable experience and expertise of the alumni is shared with the current students of college. Hopefully the association would play a significant role to uplift the quality of the college. The alumni meets are organized once in a year. Alumni visit the institution as per their convenience throughout the year.

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

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

Response: E. <1 Lakhs

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

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision:

Government Naveen College, Berla aims to achieve qualitative and value-based education to students so that they are nurtured to be job-ready and become socially sensible citizens of the country. The hallmark will be

Nasti vidya sama chakshu

Mission:

The Mission statements as displayed on the College's website are:

- To endow cost effective higher education of eminence and value oriented erudition to students
- To maintain excellent academic standards by utilizing modern tools & technologies for effective teaching-learning processes.
- To orient students towards honest academic practices and quality research through research & innovation.
- To motivate students to strive for self-reliance and entrepreneurship.
- To encourage and promote faculty members for advanced research and teaching methods.
- To inspire and prepare our students to compete at national and international platforms in the fields of academics, arts and sports.
- To inculcate the Indian heritage and culture and to instill moral values of life in the minds of the youth.
- To promote leadership qualities and to develop entrepreneurial skills among students.
- To expand the activities of the College for the development of the society.

The Core Values of the Institute as displayed on the College's website are:

- Students are of primary concern in our Institution.
- We religiously follow integrity, civility, chivalry and honesty.
- We pursue excellence with righteousness. We appreciate and propagate equality and unity in diversity.
- We support and promote creativity, enquiry, critical and scientific thinking.
- We follow the best methods of interactive teaching for better academics.
- We aim at building a future generation of responsible citizens for a better Indian society.
- To provide quality education in the disciplines of arts, humanities, social sciences, natural sciences and other disciplines of learning.

- Till the academic year 2016-17 we are offering only undergraduate programme B.A., B.Sc. and B.Com. But from academic year 2018-19 College is offering post graduate programme in M.A. Hindi and M.Sc. Physics.
- The college library every year adding more books and it gets partially automated.
- All the classes have green board.
- To enhance security of college, the college is under CCTV surveillance.
- Every academic year college organizes sports and cultural fest.
- The college has dedicated qualified faculty team who serve the regional youth by providing higher education and enabling them for job markets.
- Thus college consistently striving for excellence in higher education.

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

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

Response:

Being a government college it is controlled by Department of Higher Education Chhattisgarh. The major issue like finance, infrastructure and transfer-posting, sectioned of new post, commencement of new courses or programme are handled by Department of Higher education. However supervision of academic, co-curricular and extra-curricular activity carried out by Principal with the help of different committee. Moreover operational autonomy is provided to the individual departments. The departments decide on the workload, lecture schedule, field trips and educational tour, books to be purchased for the library and procurement of departmental items. The various committees are made in charge of implementation of action plans. The progress is monitored and corrective measures are taken. The different committee of the College and the IQAC includes members from the teaching staff, non-teaching staff and students. Every stake holder of the college teaching, non-teaching staff, students and representative take part in decision making. In staff council meeting every participating member is free to express his opinion. The Principal is the Head of Office who takes the lead in the governance and management of the college. Meeting of the Teachers' Council is arranged on a regular basis to discuss the various affairs of the college with a special emphasis on improving the teaching and learning of the college. The work of the college administration is decentralized and many subcommittees are formed at the beginning of the academic year to support the system. Decentralized and participatory management may be resembled from the following:

- Admission committee arranges the admission of the college.
- HODs play key role to ensure quality in teaching-learning in their respective departments. They plan in consultation with the other faculty members of the departments for fulfilling the course

objectives. They decide about the projects and syllabus of the session examinations. They share their requirements to the Principal.

- Examination committee ensures the smooth and fair arrangement of the sessional and semester examinations.
- Cultural Committee arranges all the cultural programmes on different occasions and also arranges the observation of all the important days in the college.
- The Placement Cell, formed recently took a number of initiatives for guiding and raising awareness among the students on various jobs available and opportunities for higher studies.
- The Internal Quality Assurance Cell (IQAC) has been taking initiatives for the improvement of the academic section and organizing the efforts of the departments for effective teaching-learning system. Internal Complaint Committee and Anti Ragging Committee are formed following the guidelines of the concerned authorities.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College under the leadership of the Principal, identified major strategic / perspective plans & Imperatives and employed necessary efforts to improve the thrust areas like:

1. Enhanced Teaching and Learning
2. FDP
3. Introduction of New Academic Programmes
4. Improving Infrastructural Facilities
5. Enhancing Research activities
6. Employability of the Students
7. Co-Curricular Activities
8. MOUs
9. Public Relations

10. Extra-Curricular Activities

11. Mobilization of non-Governmental Funds

12. Alumni Association

13. Utilization of Government funds.

The College utilizes its non-governmental Janbhagidari funds for smooth functioning and enhancement of its teaching-learning process. Janbhagidari Lecturers were appointed to share excess teaching load for which the sanctioned faculty strength is not adequately sufficient. The salaries of Janbhagidari Lecturers and Janbhagidari workers were drawn from the non-governmental Janbhagidari fund of the College. This is one of the activities successfully implemented based on the strategic plan. Due to the paucity of Government appointments, College decided for the appointments of Janbhagidari Lecturers and workers. The total expenditure on the salaries of Janbhagidari appointments was borne out of the non-governmental College funds and there is no contribution from the Government to this regard. This initiative of the College was beneficial for the students and helped in timely completion of their syllabus.

The Guest Lecturers are also appointed in the College according to the norms of Higher Education Department, C.G. Govt. & UGC. Thus, the College made concerted efforts to explore various sources to mobilize funds as outlined in its Strategic Plans and has been successful in receiving various types of financial assistance from both the government and non-government sectors for its overall development.

Few strategic steps are felt necessary for overall betterment are:

- To open PG courses in Sociology, Political Science, and Chemistry.
- In near future introduction of some more professional program e.g. Law, Biotechnology, Geology,
- Food technology and certificate/Diploma program on Foreign Language courses (German, French) etc.
- To equip all the classes with ICT facilities and establishment of smart class rooms.
- Establishment of fully automated library.
- To develop fully Wi-Fi campus with advanced computer laboratories for students and faculty.
- Extension of existing main building to start more UG and PG courses in future leading to autonomous PG College. Currently we are running shortage of class rooms.
- Construction of seminar Hall, Boys and Girls Hostel and Flats for teaching and non-teaching staff.
- Up gradation of science laboratories and establishment of language lab.
- To inculcate proper skill so that students gets easily placement or became entrepreneur.
- To make well developed counseling cell, Placement Cell and career guidance cell.

File Description	Document
Upload any additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

Response:

Academic & Administrative Head - The Principal:

The Principal is the nucleus of the College administration and the final authority in all academic, Administrative & financial matters. The Principal has a team comprising of Departmental Heads, IQAC Coordinator, Staff Council Secretary and Head Clerk / Accountant to assist in the governance of the College. The Principal convenes meetings and delegates authority to the academic and administrative staff to carry out the assigned tasks within the stipulated time. The Principal monitors and render necessary suggestions and support to the committee and makes sure that the desired outcomes are attained.

IQAC:

IQAC plays an active role in the conduct of all the curricular and co-curricular activities to ensure quality outcomes through proper planning, regular monitoring and periodic review. The College has a proactive IQAC managed by a senior Professor as the Coordinator. Colleges' IQAC is constituted as per the guidelines of NAAC with major focus on developing a holistic system to improve the academic and administrative performance of the College with impeccable quality on all levels. IQAC also sensitizes the College staff and students regarding the role of NAAC in a HEI.

Heads of the Departments (HODs):

The HODs are entrusted with the task of laying down the departmental action plans for each semester / session after discussion with the staff members. HODs allocate courses / papers to teaching staff and ensure that the academic tasks are accomplished within the scheduled time. HODs convene departmental meetings every month to discuss and plan in advance the execution of teaching plan, syllabus completion, class assignments, internal assessments etc.

Faculty Members:

The faculty members are actively involved in the teaching-learning process. They ensure regular

Attendance of students and their inclination in studies. They communicate to the parents about their wards' progress. Against the sanctioned vacant posts, Guest Lecturers are appointed as per the rules and regulations of State's Higher Education Department. Contractual Teachers are also appointed to support the sanctioned teaching staff.

Various committees:

Various functional Committees and Cells established to support the academic & administrative work of College are namely; Staff Council, Discipline, Anti-Ragging, Amalgamated Fund, Internal Audit, Purchase and Write-off, IQAC, UGC, Website, Student Union, Career Guidance

& Skill development, Grievance Redressal, Scholarship, Cultural & Youth Festival, Library, Information, Sports, NSS, Time-table, Examination, Income Tax, Alumni Association, RUSA, Green Audit, Science Club and Janbhagidari.

Non Academic Staff:

Non-Academic Staff includes Head Clerk/Accountant, Class III and Class IV Staff. They perform their duties under the supervision of the Principal. Their major function is to ensure availability of requisite amenities in the College, paper work for obtaining Government approvals, Bank transactions and running errands for the College.

Service Rules, Procedures, Recruitment and Promotion Policies:

These policies are established and followed as per the rules of the Higher Education Department of Chhattisgarh Government.

Grievance Redressal Mechanisms:

These include Anti-Sexual Harassment Cell, Anti-Ragging Cell, Grievance Redressal Cell, Complaint Box and full implementation of Right to Information on Colleges' website.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Yes, indeed. The College has effective welfare measures for teaching and non- teaching staff both.

Welfare measures for teaching Staff:

- Duty leave is given if applicable.
- Medical leave – as per University acts and statutes, medical leaves are given.
- Employee Provident Fund granted as per PF rules.
- Gratuity – applicable to every staff member after 5 years of permanent service.
- Full paid maternity leave – 180 days fully paid maternity leaves to all the female employees.
- Encashment of EL at the end of service – At the time of superannuation of an employee, he/she can encash his/her earned leaves (EL) as per the rules of the Higher Education Department.
- Salary timely credited to bank account - Every month end, the employees' bank accounts are credited with their respective salaries.
- Medical leave encashment
- RO Water facility.
- Vehicle stand.
- Facility of part final encashment in case of marriage and in illness.
- Partial funds for organizing Seminars, Workshops and value based programs.
- Family Benefit scheme.
- Proper disbursement of Government welfare schemes to the employees.
- Loan without interest from their provident Fund.
- Study leave for pursuing higher studies.
- Wi-Fi facility
- CCTV camera to ensure safety and security.

Welfare measures for Non-Teaching Staff:

- Festival advance
- Medical leave – as per University acts and statutes, medical leaves are given.
- Employee Provident Fund granted as per PF rules.
- Gratuity – applicable to every staff member after 5 years of permanent service.
- Full paid maternity leave – 80 days fully paid maternity leaves to all the female employees.
- Encashment of EL at the end of service – At the time of superannuation of an employee, he/she can encash his/her earned leaves (EL) as per the rules of the Higher Education Department.
- Salary timely credited to bank account - Every month end, the employees' bank accounts are credited with their respective salaries.
- Medical leave encashment

- RO Water facility.
- Vehicle stand.
- Facility of part final encashment in case of marriage and in illness.
- Family Benefit scheme.
- Proper disbursement of Government welfare schemes to the employees.
- Loan without interest from their provident Fund.
- Canteen facility.
- Wi-Fi facility
- CCTV camera to ensure safety and security.
- Fire extinguisher.
- Membership of Group Insurance.
- Financial contribution by College to the Non-Teaching Staff.
- Help with facilitation of bank loans.
- Uniform is provided to Peon and Security Guards.

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

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

Response: 0

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

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

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

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

Response: 0.2

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

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

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

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

Response: 27.64

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

2020-21	2019-20	2018-19	2017-18	2016-17
17	0	1	0	2

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

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

Response:

All the regular teaching and non-teaching staff have to fill up and submit his/her C.R. (Confidential Report) every year. The head of the institution scrutinize the details of C.R., mark his opinion and submit to Commissioner, Department of higher education for further action. Moreover teaching staff of the college

fills annually the prescribed API proforma which catches all the activities by the teacher is also submitted to Commissioner, Department of Higher education for performance appraisal. This proforma asking questions like number of publications in research papers, books, seminar, conferences, number of teaching hours and related activities. Apart from that it is also expected from teacher to involve in governance of the college to look after the examination related duty, various committee, curricular, co-curricular and extra-curricular activities as a convener. Teacher performance also evaluated on the basis of their class result. On and off teacher also engaged in government assigned activities like election duty, social awareness campaign etc. All work should be filled up in API proforma what the teacher has done so far. They are also being encouraged to use Teacher Diary to record their activities and maintain it on a regular basis from this academic year. The appraisal forms are assessed by the Principal and the required support and guidance are extended for better performance. Non-teaching staff are not given any appraisal form but their performance is assessed by the Principal informally by looking at their timely completion of their assigned works in a proper manner. The Principal one on one talks to the non-teaching staff and give required feedback for improving their quality work. Annual feedback is collected from the students by IQAC committee of the college regarding performance and conducts of teacher. Their feedback is analyzed and appropriate action is taken accordingly.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The institution conducts internal as well external financial audit on regular basis.
- Internal financial audit is done on yearly basis by the Internal Financial Committee comprising of experienced Professors, Office Staff and Principal.
- The external financial audit is done as per the schedule of the Audit General and the Department of Higher Education, Chhattisgarh Government.
- The external auditors verify income and expenditures of every aspect. Receipts and payment vouchers of transaction are duly checked by the External Auditors after scrutinizing and preparing the income and expenditure statements.
- Yearly audit enables the stakeholders to know the current status of financial position and accordingly future actions are planned and processed.
- Year on year funds generated have been properly utilized and the same has been duly certified by the competent authorities, wherein no major audit objections were raised.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**Response:** 0

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

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

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

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

The Principal and DDO ensures that the fund is utilized for the specific purpose for which it has been obtained. He monitors and supervises the mobilization of fund. On receipt of any fund, it is recorded in the Head wise appropriation registers. The Principal in consultation with the Purchase Committee/concerned department follow the formalities for utilization of fund. Quotations are sought and then following the required formalities Supply Order is given to the vendor for purchase of any material. Beneficiaries are added to the software and the payments are made online through Treasury. Concerned departments are consulted with for optimal utilization of resources and protocols are followed for utilization of resources in the labs and library.

The major sources of receipts/funding for the institution are as follows:

- Allotment from the state government.
- Development fee collected from the students (Janbhagidari fund).

The allotment from state government comprises salary for staff and development of college infrastructure (and other expenses) under specific head for which purpose they are granted. In addition to this there is corpus of fund collected from the students who gets admission in the college. This fund also known as Janbhagidari fund. This amount has been used for miscellaneous needs of college like library development, installation of CCTV camera, purchase of laptop, maintenance of washroom etc. Moreover college has

shortage of staff therefore hiring of staff done by janbhagidari samiti and their salary provided from janbhagidari fund.

6.5 Internal Quality Assurance System

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

Response:

The IQAC was established in year 2014. The cell has the responsibility to monitor the all activities going in the college. However, since the inception of college its various committees have been working for the quality enhancement of the college. These committees have been looking at various facets of the college viz. academic, extra-curricular, administrative, extension services and financial aspects under guidance of IQAC. So IQAC following Initiatives are taken:

- Monitoring quality of the institution processes.
- Implementing quality initiatives, including ICT facilities to improve the quality of teaching learning.
- With full spirit implementing quality measures in line with the Vision and Mission of the institution.
- Regularly collects feedback from students for understanding their need and improve the facility for better student centric learning.
- The IQAC keeps in touch with all committees and monitors their functioning.

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

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

Response:

The IQAC cell comprises faculty members of different department, students and respected citizen of this locality. The following examples of the college adopted to facilitate teaching learning process:

1. Use of technology along with conventional teaching.
2. Emphasis on fundamentals.

3. Maximum students of this college come from poor economic background. This college located in rural area where significant numbers of people are illiterate. In order to bring them to main Stream only good education is way. Thus the IQAC instruct the faculty member to encourage the

Students to use technology, online study platform for their learning and competitive exam preparation.

4. Those students enrolled in this college have poor schooling. They have less command over English and on subject fundamentals. In order to understand the class lecture they will have to know some basics. On this area they are lacking. So on the recommendations of IQAC the faculty member provide the remedial class to students to build their fundamentals and understand the lecture at ease.

Actions taken based on the Analyses of Feedbacks

On the basis of the analyses of the feedbacks collected from the stakeholders i.e. Students and Teachers during past five years i.e. 2015-20, several actions were taken hitherto by the College Admin & IQAC to facilitate the students in their continuous process of learning and to facilitate the teachers in their persistent process of teaching and thereby improving the student centric amenities, teaching tools, educational quality and administrative efficiency of the College. A consolidated list of these actions undertaken during last five years is provided below.

- Enhancement of women safety & security in College campus.
- Augmentation of admission opportunities in the College.
- Infrastructure augmentation of academic and physical facilities in College.
- Construction of a new cycle stand outside the College campus.
- Facilitating the availability of high-speed Wi-Fi facility in the College campus.
- Enhancement of seating capacity of the College.
- Improvement in Common Room facilities of the College.
- Installation of sanitary pad vending machine in the college.
- Enhancement of toilet facilities in the College.
- Enhancement of RO drinking water facility in the College.
- Inauguration and enhancement of medical, health & counseling facility in College.
- Enhancement of cultural and sports activities and events in the College.
- .Strict adherence to student-teacher attendance regularity in the College.
- Timely completion of syllabus curriculum and co-curricular activities in the College as per the academic calendar.
- Timely completion of internal assessments, quarterly and model exams in College.
- Timely completion of Lab courses & practicals as per the teaching plan.
- Establishment of Student Help Desk in the College.
- Beginning of Online Admission / Exam Form Submission facility in the College.
- Facilitating the availability of Offline Forms in the College.
- Facilitating online submission of university fees in the College.
- Enhancing the accessibility of Student Grievance Cell in the College.
- Enhancing the approachability of Anti-Ragging Cell in the College.
- **Taking online classes to ensure smooth studies during the onset of Pandemic.**

File Description	Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

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

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

The college is a co-education college and it pays serious attention to create a favorable environment for gender equality. The institution is well aware of the challenges faced by its girl students and therefore takes a number of initiatives for sensitizing the students and staff about the issues relating to the safety and security of women. The college has already established the Internal Complaint Committee following the guidelines of the UGC which takes required steps for raising awareness among the students and staff about the safety and security of the women in the college campus. So far no untoward incident regarding the safety and security of female students and staff is reported to the college authority that could embarrass the authority and it is really a feather of success for the institution. The girl students are encouraged to be confident and motivated to find solutions to their own problems. Female students are trained with many communication skills and self-defense methods so that they can safely swim over the un-toward incidents. They are allowed to talk with the college authority including the faculties regarding their study matters to personal and family matters even. Students are also counseled by some senior faculties regarding the future career prospects. The teachers extend guidance and counseling whenever they require any guidance and the members are easily accessible to the students. The students also find easy access to the Principal.

Gender equity is basic concern of the college. Being a co-educational institute it has been following steps that are taken to strengthen the gender related affairs:

1. **Safety and Security:** The College has high priority to provide safety and security to students and staff. College has more girl students than boys. In order to feel safety and Security, College

Constitute the Anti-ragging committees, Committee against sexual Harassment, Disciplinary

Committee to look after gender related affairs and organize the awareness program related to gender equality particularly more emphasis on woman empowerment and their problem and solution. Moreover the college also take care of female privacy by providing girls common room, separate washrooms etc. The College has installed CC (Close Circuit) cameras at different places inside the campus to supervise the activities going inside the campus. The disciplinary committee regularly monitor whether students are in proper attire and carry their identity cards to ensure there is no place for miscreants within the campus.

2. **Counseling:** The College has formulated the Counseling Committee and woman empowerment committee. These committees provide the counseling to students in the college. By organizing different gender related programmes the students becomes more gender sensitive. Apart from gender issue if any other type of counseling needed to students such as career related, study related, personal problem etc are provided by faculty member

3. **Common Room Facilities:** There is a girl's common room available in the college with basic

Facilities where they can relax, play, discuss, eat etc.

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

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

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

Response: D. 1 of the above

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

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

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

Response:

Solid waste management: The solid waste is generated during routine activities carried out in the College and includes mainly waste paper, pens, metal pins, threads, torn out files/folders, food waste from departments etc. The waste is segregated at every source (department). The administrative head in each department ensures that the waste is collected at designated time intervals. The department's *Safai* Workers collect segregate and compile the waste in respective dustbins; Green (for biodegradable waste) and Blue (for non-biodegradable waste). These wastes are emptied in the Solid Waste Pit inside the College campus. The College has contacted the authorized agency to collect this waste for disposing at the

landfills authorized by the Government. The College has an Agreement with the City Municipal Corporation, Berla for daily pick up of solid waste from the Solid Waste Pit for its proper disposal.

Liquid waste management: Liquid waste generated by the College is of only one type: Sewage waste as college does not have any canteen .College has a concealed sewage system comprising of underground septic tanks made of concrete. The sewage effluent water is passed inside the concealed drainage which connects to Liquid waste pit made at the backside of the college.

Biomedical waste management: Being a Girls' College, the major biomedical waste generated on daily basis is used sanitary pads. The used sanitary pads are disposed of by using the Incinerator facility available in the College on daily basis.

E-waste management: College does not have any E -waste management system as due to shortage of Computers and Electronic goods production of E-waste is negligible.

Water recycling system: As of now, the College doesn't have any water recycling System.

Hazardous chemical and radioactive waste management: The College neither has the requisite license nor handles any sort of hazardous chemical or radioactive material.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

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

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

Response: A. Any 4 or all of the above

File Description	Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts

- 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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

Response:

One of the objectives of the College is to inculcate moral and social values in young minds so as to contribute to the transformation of prevailing social conditions in Chhattisgarh. The national, social and moral values like social justice, equality of opportunity, democratic freedom to all, tolerance and respect to all religions are imbibed in students for propagating an inclusive environment to promote tolerance and harmony towards cultural, regional, linguistic, communal, and socioeconomic diversities to bring the people of Chhattisgarh closer for greater possibilities of co-existence, social empowerment, and overall socio-economic progress and development.

The College sees to it that cultural activities, motivational - lectures / talks, drama-plays for promotion of social, moral, human, cultural and universal values are regularly organized in the College campus and the students and staff participate in such activities in large numbers and get inspired to contribute on a personal level to the society. College invites motivational speakers, artists, activists, thinkers and social workers to deliver talks, skits and lectures for endorsement of universal values like righteous conduct, truth, nonviolence, love & peace and also to promote human values, national values, national integration, social cohesion and communal harmony. The year-wise list of initiatives taken and activities organized to promote inclusive environment in the College is provided below in the web link.

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

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens (within 500 words).**Response:**

The College make sure that sovereignty, socialism and secularism mentioned in the Constitution of India are firmly adhered to so that the students and staff are not deprived of social justice, equality and fraternity in the College. The College never discriminates among its students and staff on the basis of gender, religion, caste, creed, color and ethnicity and hence provides equal opportunities to everyone to experience the liberty of thought, expression, belief, faith and worship in order to assure the dignity, unity and integrity of the College.

The College follows the Constitution of India in letter and spirit and never interferes with the fundamental rights of the students and staff bestowed upon by the Constitution of India. The students and staff of the College hence enjoy all the Constitutional fundamental rights namely, right to equality, right to freedom, right against exploitation, right to freedom of religion, cultural & educational rights and right to Constitutional remedies bestowed upon by the Constitution of India.

The College follows the Constitution of India in letter and spirit and makes earnest efforts and initiatives to sensitize its students and staff towards Constitutional obligations with special emphasis on Constitutional fundamental duties and responsibilities such as to abide by & respect Constitutional ideals, institutions, national flag & national anthem; follow noble ideas that inspired national struggle for freedom; uphold & protect the sovereignty, unity & integrity of India; defend the country & deliver national service, promote harmony & the spirit of brotherhood; to reject practices disparaging to women; value & preserve the cultural heritage; protect and develop the natural environmental bodies & compassion for all living creatures; develop scientific temper, humanism, spirit of inquiry & reform; safeguard public property & renounce violence; strive towards excellence for nation's progress & development; provide opportunities of education to his/her child; make India a safer & cleaner place and not hurt anybody physically & mentally. The year-wise list of initiatives taken and activities organized to sensitize the students and staff in the College towards Constitutional obligations during last five years is provided below in the web link.

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

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

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators**

and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

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

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

Response:

The College celebrates the most important national and international commemorative days / events / festivals in remembrance of the defining moments and the great founding fathers of India. The college organizes special activities to mark the significance of these immensely essential commemorative days. The student and staff of the college celebrate these events in unison and also participate in various activities held during such events. The celebration of these national / international festivals by the student and staff of the college inculcate a feeling of togetherness, unity and national fervour among student and staff and also sensitize the young students for national duty, universal brotherhood and global well being.

The College in its every academic year celebrates India's Independence day on 15th August International Day of Non-Violence in commemoration of Mahatma Gandhi's jayanti on 2nd October, National Unity Day in commemoration of Sardar Vallabh Bhai Patel's Jayanti on 31st October, World AIDS Day 1st December, National Youth Day in commemoration of Swami Vivekanand's Jayanti on 12th January, India's Republic Day on 26th January and International Day of Yoga on 21st June.

The College organizes various cultural, patriotic, humanitarian, environmental, awareness activities to mark the significance of the above mentioned national and international commemorative day / events / festivals, The year wise list of celebrations of international commemorative days / events / festivals organized in the College during last five years is appended below.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant 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- I

1. Title of the practice: Developing Leadership Skill through Active Participation in Student Enrichment programs.

2. Objectives:

The Objective of this best practice is to Nurture such skills in students that would help them meet the challenges of the real world. It is important that students be given opportunities through which they can exhibit their leadership skills. Students from rural institutions always display a certain degree of tenacity, diligence, sincerity and dedication towards any task that is assigned to them. To translate these genuine traits into leadership skills requires active involvement and participation of students in student enrichment Programs, many of which not only give them a certain degree of confidence but also mould their personalities into a more rounded one.

3. The context: The remarkable shift in the job market has brought pressure and responsibility right to the door steps of the educational institutions. It is well understood that engagement programs should be part of any teaching program and that it is the skills that make students employable besides the acquisition of degrees. It is with this in mind that the initiative was taken up. The activities aim to impart soft skills including communication skills, presentation skills, personality skill and job skills to help students remove mental blocks that inhibit them from utilizing their social skills in an effective manner.

4. The practice:

To translate the objective of inculcating leadership skill, the institution has designed several enrichment programs for students so that they may be equipped with a skill set that would prepare them for the job market. This has been successfully achieved by two major initiatives, namely 'Swachata Abhiyan and the SVEEP programmes conducted by the students and teachers of our institution.

The 'Swachhta Abhiyan' continues to be one prominent best practice where students not only keep their campus and surroundings clean but also spread the idea of a 'Clean India' in the neighbouring areas of

Berla. This is achieved through their participation in street plays (nukkad natak) posters, debates, slogan writing, essay writing and others. The 'Swachata Abhiyan' is conducted as a group activity where several groups of students, each under a group leader spread the idea of 'Clean India' in the neighbouring villages. This Abhiyan is carried on a mission mode just as it has been envisaged by our Prime Minister on the birthday of Mahatma Gandhi on 2nd October 2014.

Our students have participated in summer internship camps and have been awarded by the District Administration for their performance in these camps.

The recipients of these awards have become role models for many in society including other team members. A sustained conduction of this programme has been instrumental in bettering the communication skills of students and has also contributed in transforming them into responsible members of society. These opportunities have increased the level of confidence among the students and have provided them with a larger exposure to areas in man-management.

Our Institution has also bagged several prizes in the Systematic 'Voters' Education and Electoral Participation. Here also groups of students with leadership skills have led others and oriented fellow students and others member of society about the the impartial and systematic way in which our electoral process is conducted. They have also aided district official in demonstrating the functioning of EVM and VVPAT machines.

5. Obstacle faced and strategies adopted to overcome them:

The beginning of designing the extension activities the first obstacle is to manage with the ongoing pressure of syllabus and exam, as in between syllabus completion and time to time Examination sometime student get reluctant to join any such activities. Apart from that since we are operating in the Rural areas most of the students are shy in nature especially girls. Even though they are talented, they feel themselves unable to express themselves in effective manners.

During the Swachata Abhiyan it was the time of summer season, many a time students would get ill due to their exposure to heat. Keeping their motivation up was very difficult yet college got recognition in that activity.

The only strategy to get their motivation up is by regular communication and providing them support and material required.

6. Impact of the practice: The impact of the programme is immense. Initially when students get admission, from that day they slowly convert into confident and outspoken Human Being, who are well aware of their Social Responsibilities. At the time of leaving the college they are completely transformed and can serve the society and nation in the best possible Manner.

7. Resource required: For any Extension activity the main resource is Human resource who is motivated enough to work towards a common goal and that is to make the world a better place.

1. Title of Practice: Green Campus

2. Objective of the Practice:

The college located in the Bemetara District of Chhattisgarh. It is drought prone area which is also dependent upon Farming for their livelihood. Looking at disturbed Monsoon and Diminishing water level and greenery, our college has taken this into serious note. Thus to gain Following Benefit this practice is carried out:

- In order to increase forest cover area by sensitizing students and beautify our surroundings.
- The tree around us extremely necessary for improving human condition and improve mental health.
- Tree produces oxygen and acts as giant filter that cleans the air we breathe.
- Tree clean the soil and improve soil health by storing harmful pollutant or changing the harmful pollutant into less harmful. Tree filter sewage and farm chemicals and clean water.
- Tree prevents soil erosion.
- Tree holding the large amount of water otherwise stream down hills and surge along river into human habitat. Thus they act as barrier for flood, flashflood and landslide.
- Trees acts as carbon sink; carbon dioxide is utilized by plant to produce its food. Carbon dioxide is global warming suspect and it one of the reasons for global warming.
- A plant cleans the air by intercepting airborne particles, reducing heat and absorbing such

pollutants as carbon monoxide and nitrogen dioxide. Plant removes this air pollution by lowering air temperature-through respiration and by retaining particulates.

- Tree give shade and cooling thus reduces the need for air-conditioning during the summer and in winter weaken the force of chilling wind.
- During windy, cold season trees located on the windward side acts as windbreaks. A wind break can lower heating bills by up to 30 %. A reduction in wind can also reduce the drying effect on soil and vegetation behind the wind break..
- Many living organism, wild life, depends on trees for their shelter, habitat and foods. Therefore it is essential thing for ecological balances and maintains food chain.
- **The main objective is that the students should be sensitive to environment which is troubling our Indian cities and globe. This practice sensitizes our students to become responsible citizen and it is fundamental duties for everyone to protect our beautiful planet. Otherwise our earth will turn into concrete jungle, desert and wildlife less habitat.**

1. The Context

This practice benefit the large mass of living beings. The College staff and students plant the sapling in college premises annually during the rainy season. In this context ECO CLUB has been made in the college on 19/07/2019, as per orders of Environment **Conservation Board, Bhilai**, where professors and Students work for Environment Conservation. We not only plant the sapling but take care of them till they become independent. Since this college situated in the Plain and drought prone area As a result of it growth of sapling is slow. In order to remove this barrier we will have to outsource fertile soil .Some extent we have resolve the issue by taking help from district administration but still lot need to be done.

1. The Practice:

This practice is unique and best life support system for the living organism. This initiative we will spread out to local region by engaging people besides our campus. Today every one want clean air, clean water, clean environment, good weather, beautiful surrounding etc but who will do this and how can be achieved? The college think that this practice should be adopted by everyone and do not want to know as polluted country. Therefore college has introduced this practice to sensitize the students and teaching them health is wealth

1. Evidence of Success

The college administration encourages their each student to plant a sapling in the college or their locality and take an oath that as long as studies in the college she/he takes care of them regularly. With this initiative college campus has variety of plants and herbal garden although they are in a nascent stage. We are hoping in coming years our campus will turn into aesthetic appearance, hub of oxy-zone and acts as carbon sink.

1. Problems Encountered and Resources Required

The college has two campuses, one of them has college building and another one is lying vacant. In one campus their area is partially fenced, so stray animals and miscreants people damaged the plants. In order to fix this problem we have budget constraint but the college will put their efforts consistently in this direction by consulting forest department. For plant Sapling College has been approaching horticulture and forest department time to time. During summer season many new saplings get destroyed due to harsh weather conditions, and it takes very long time for plants to get fully grown.

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

7.3 Institutional Distinctiveness

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

Response:

Institutional distinctiveness-

Berla which used to be a Gram-panchayat in Durg district became a Tehsil under the administration of Bemetara district just within the very journey of this institution. This change in status initiated significant development around this area. The college building was completed in the year 2014, almost six years after its establishment. The coming up of an institution of higher education was indeed a significant development in this area as in the absence of any institution nearby, students had to traverse great distances, sometime over 30-50 kms for their higher education. This must have definitely affected the education of many, especially girl students who were not allowed to go outside their own localities.

The coming up of our institution has been a boon for all such students whose parents got deprived of higher education because of their economic conditions. Principally from an agrarian background, students have been bringing laurels for the institution by exhibiting a variety of talents and leadership qualities. The performance of our students in academics is also noteworthy.

Our Institution has played a stellar role in the execution of 'Swachhata Abhiyan'. Student volunteers have carried forward the basic tenets of 'Swachhata' on a mission mode and have won prizes both from the State Government as well as from the university. All of this required a deep involvement and understanding about the importance of 'Swachhata' and also a sense of social responsibility to involve others in society in this National Mission.

Our students have also brought fame and recognition to our institution by bagging several prizes in the SVEEP programmes conducted by the district administration. Our Students reestablished the faith of the rural population on the efficacy of our EVM'S and VVPAT machines by demonstrating their operation to large sections of the rural population. This helped to establish firmly once again the faith of the common man on our electoral system.

Our students also seize the slightest opportunity to exhibit their talents. Many of them have participated in several national sporting events. Our institution's role of honor proudly displays the name of 24 such students who have participated in various sports at a National level. Our institution's objective remains to protect all such talent that is inherent in these students.

Govt. Naveen college Berla is also a center for many competitive examinations. The faculty members are often delegated additional responsibilities by the authorities to act as observers in several examinations. The university examinations in which the number of private students equal or some time even exceed the number of regular students are conducted smoothly, with the help of local teachers and invigilators along with the regular staff of the college. As a private center for examination the institution helps realize the aspiration of many who are unable to pursue higher education by taking regular admission.

Apart from this the various activities conducted by students and teachers promote the value of equality, brotherhood, secularism, gender equality and sustainable development among all.

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

5. CONCLUSION

Additional Information :

The College due to its situatedness offers excellent services to non-students and non-staff people of the local area and thereby provides locational advantage to the natives of the local communities and areas through following activities.

1. The College frequently provides its infrastructure and staff facilities to Government agencies to conduct various competitive examinations of CG-PSC, VYAPAM, Education department, SET, Railways, Police services, etc. The College serves as the Exam Centre for government competitive exams held usually on Sundays and hence provide a convenient opportunity to the local candidates to appear for Government Competitive Exams in an Exam Centre near to their residence and therefore save the time and money of local candidates. The dedicated Principal and Staff of the College sincerely participate in these exams and serve in various capacities like Exam Superintendent, Assistant Superintendent, Exam Invigilators & Supporting staff and meticulously conduct the exams as per the directions of the Government agency.

Concluding Remarks :

Since its establishment in 2008, the college started with 115 students in a temporary school building but now it has own campus where now more than 1200 students are studying. The college strives to work in tune with vision and mission of college. Moreover, college administrations have been putting efforts on teaching learning particularly student centric methodology and co-curricular and extracurricular activities. Since we shifted to own campus college administration has been working hard for infrastructure expansion and enrichment of library and laboratory. Currently we have shortage of class rooms and sanctioned post for teaching and nonteaching is insufficient to meet the demand of students. Therefore, there is yet more to done in the context of academic as well as infrastructural capacities of the college.