



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	GOVERNMENT NAVEEN COLLEGE
• Name of the Head of the institution	Dr. PREMLATA GAURE
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9179510747
• Mobile no	9179510747
• Registered e-mail	collegeberla2008@gmail.com
• Alternate e-mail	collegeberla2008@gmail.com
• Address	BERLA
• City/Town	BEMETARA
• State/UT	CHHATTISGARH
• Pin Code	491332
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	HEMCHAND YADAV UNIVERSITY
• Name of the IQAC Coordinator	Dr. Astha Tiwari
• Phone No.	8770186487
• Alternate phone No.	8770186487
• Mobile	8770186487
• IQAC e-mail address	collegeberla2008@gmail.com
• Alternate Email address	collegeberla2008@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year))	http://govtcollegeberla.in
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://govtcollegeberla.in/College.aspx?PageName=College%20Academic%20Calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.09	2022	07/06/2022	06/06/2027

6.Date of Establishment of IQAC

04/12/2013

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Salary	State Government	2022 / 365 days	10300000
Institution	Stationary for ST/SC students	State Government	2022 / 365 days	98850
Institution	Books	State Government	2022 / 365 days	300000
Institution	Furniture	State Government	2022 / 365 days	800000
Institution	Information Technology	State Government	2022 / 365 days	200000
Institution	Others	State Government	2022 / 365 days	5348933

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9. No. of IQAC meetings held during the year	06
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	

1. Value added course in spoken English by English department and in communication skill by Commerce department is introduced.
2. a) Coordinated the conduct of NAAC cycle accreditation process, Institute accredited with B Grade CGPA 2.09. b) Completed the All India survey of higher education (AISHE) as required by the ministry of HRD.
3. Implemented more ICT tools in the teaching learning process.
4. a) More smart classes has been established. b) Green board established in a class room for better visibility and learning.
5. Different committees has been made.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Introduced value added course	Value added course has been conducted in spoken english by English department and communication skill by commerce department.
Green campus initiative	Planted sapling in campus, Botanical garden has been established, environmet audit, energy audit and green audit conducted . Provided adoptable condition for flora and fauna. Green initiative activity conducted by eco-club, NSS and various other departments.
MOU's Acitivity	Diffrent collabrative activity wer organized with MOU partners.
Campus Placement	Placement cell conducted various worksdhops and lectures for students.
Support to Divyangjan	Institute has provided ramp facility, seating arrangement in ground floor.
Women counseling cell	The institute has a girl's common room, two washroom one of

	<p>which has sanitary vending machine with incinerator. Women counseling cell organize time to time different activities like art and craft, beauty parlour training, cooking and baking classes and different activities like mehndi, rangoli, hair styling, ramp walk etc. Training conducted by Home Science department on Fabric painting & Block Printing. Lecture on self defence & awareness program conducted by Women cell also conducted health hygiene program.</p>
Providing career guidance	Career guidance cell organized lecture and workshop on various job aspects. Conducted competitive exam preparation classes.
Implementation of ICT tools	Open access of Wi-Fi facility. Some of the classrooms have LCD projectors. Provides smart class facility. CCTV cameras are installed all over the campus for security purpose.
Extension and collaborative activities	Red Cross activities, and Covid-19 vaccination programme has been organized for neighbourhood communities as well as in the institution

13. Whether the AQAR was placed before statutory body?	No
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• Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	29/12/2022

15. Multidisciplinary / interdisciplinary

A distinctive feature of Govt. Naveen College Berla is the sustained effort of its IQAC toward curriculum enrichment through interdisciplinary and multidisciplinary activities as they provide a social context and perspective to the teaching learning process and an opportunity to broaden the knowledge gain from regular curricular activities. This college is governed by the department of higher education and affiliated to Hemchand Yadav University, Durg (C.G.) that is a state university. The college will implement and provide courses involving flexible and innovative curriculum per the list of provide by the university. The college has active NSS, Red cross and Ecoclub unit,, through this units the college is already involved in community engagement and service, environmental education and value based education. Our college provide guest lecture, quality related initiative, career guidance, placements, workshops to our students. English and commerce department of our college develop the value added course as per the local needs. The college is under preparation of all around facilities to implacement NEP-2020 as direction given by department of higher education, Government of Chhattisgarh and ready to overcome the challenges whenever opportunity arises. To introduce multidisciplinary/ interdisciplinary curriculum is being prepared by the university concern as in form of ordinance that is awaited.

16. Academic bank of credits (ABC):

As our college is affiliated with the Hemchand Yadav University Durg (C.G.) and higher education department, all the matters related to the syllabus and academics are under the preview of the affiliated university acts and ordinance. According to the university norms we will implement ABC. for this purpose a centralised database along with the database of the college is to be established to digitally store the academic credit earned by the students under different programs.

17. Skill development:

Various skill based courses and project work have been implemented as designed by affiliated university in different programs. Under the employability of students in skill courses, the college has already been in implemented and going to introduce various programs

such as soft skill and personality development, life skill programs, language skills, self defence, sveep programs, wooden, sculpture art training, clay art, painting, career guidance programme, plantation by students by, staff and their family members on their special occasions.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The preservation and promotion of Indian cultural wealth must be consider a high priority for the country as it is truely important for the nation. In order to promote the local language, art and culture related compulsory activities are conducted in hindi and local languages. All the degree courses taught in the Indian language and bilingully some time in chhattisgarhi in our college. Conducted online courses during covid-19 outbreak . Online teaching and guidance as required.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The students learning outcome should be defined in term of knowledge skills understanding values employbility. The college has designed the teaching, learning and assesment 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 curriculumn and effective evaluation system ensured the attainment of the specific learning outcomes. Our college has developed its course attainment system and by getting course/program attainment we know the level of attainment through the effort of IQAC. Continuous assesment provides feddback for the afficacy of the teaching - learning process and lerning outcomes of each course.

20.Distance education/online education:

During covid-19 outbreak Our college provide online education .The teaching - learning process has been performed through different online modes using various apps and online portals and also by blended learning methods. As our college affiliated college of the university we can not run any course in distance learning. Our class rooms has overhead projector and established smart classes to provide effective teaching for the students. Students are encouraged to use IT infrastructure, online studey resources by using SWAYAM, MOOCS and E- pg pathshala etc. to broaden their knowledge horizen.

Extended Profile

1.Programme

1.1

18

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	View File	
2.Student		
2.1		1669
Number of students during the year		
File Description	Documents	
Institutional Data in Prescribed Format	View File	
2.2		314
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	View File	
2.3		541
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		15
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		15
Number of sanctioned posts during the year		

File Description	Documents
Data Template	View File

4. Institution

4.1	28
Total number of Classrooms and Seminar halls	
4.2	31,65,580
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	07
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

There is a documented process in this institution to conduct classes according to time table in each academic session. We have a time framed target oriented approach to provide complete curriculum related classroom materials and to prepare students for better results. Principal of the college is supervising and make sure the execution of plan to cover the syllabus in the particular fixed time. Pre-determined unit test in PG classes on completion of each unit, and quaterly and half yearly exams followed by model tests for main examination for UG courses are implemented to ensure the effective and complete curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://govtcollegeberla.in/Content/146_56_academic%20calendar%202022-23%20.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution functions on the principles of effective time management and timeliness. The university prepares the academic calendar for the college and the college adheres to the academic calendar including CIE. Based on the academic calendar all the faculty members are required to prepare lesson plans, topics to be handled and ensure unit wise completion as per the mandated internal exam dates. The subsequently finalised academic calendar is made available on the notice boards of the departments and also on the institute's website. The college adheres to the academic calendar provided by the university and departments of the higher education for conducting continuous internal evaluation system. The college also observes extra curricular and social activities prescribed by academic calendar, at different intervals like, celebration in memory of national icons etc. tree plantation, ceremonies to keep the campus green and other social activities conducted by NSS at the college and NSS adopted villages.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://govtcollegeberla.in/Content/146_56_academic%20calendar%202022-23%20.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****04**

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****02**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**80**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum Curriculum preparation and its enrichment are done by affiliated university. The Institution makes maximum efforts to incorporate all the stated issues in two way discussion of curriculum with students during classroom teaching. It is also ensured by different co- curricular intellectual and cultural activities. Our college is a Co-educational Institution. , to develop their personality and skills and to lead a very peaceful and harmonious life in the college campus. The activities in the college are performed in groups irrespective of any gender, caste, colour and breed. The students are taken to study tours, camp, sports meet etc. in groups without making any gender wise difference. There is a grievance redressal cell which cares for the well being of the girl students and tries to minimize the gender issues. The NSS unit of the college focuses on climate changes and inspires and motivates the students and the local people to pay serious attention to the protection of the environment. Environmental studies for all students of UG courses are necessary as a paper which is based on environmental awareness. Various cultural programs are organizes in evening session focused on diverse social issue e.g. Clean Village, Human right, Adult education, Protection of Forest etc. Along with this some morel/Motivational/Educational short film/documentaries are also presented. Some important social issues are also discussed by expert.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

80

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

80

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	http://govtcollegeberla.in/Content/147_68_1.4.1%20action%20taken%20report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	http://govtcollegeberla.in/Content/147_68_1.4.1%20action%20taken%20report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

640

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

511

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Most of the students admitted to the college come from the vernacular medium (Hindi medium in 12th Standard).They initially

hesitate to open up and interact with the teachers. As the classes start, the department takes every initiative to identify the slow learners and this is detected by the teachers during their lectures in the classroom. Students are also identified as slow learners and advanced learners based on their performance in their class. As it is observed that slow learners often fail to understand the class lecture they are asked to prepare their lesson and show it to their teacher and the teacher then makes necessary corrections and inspires such slow learners to work hard to improve their quality of education.

Objectives:

- To improve the basic knowledge of the slow learners
- To improve the performance in the internal and university examinations
- To reduce the drop out ratio of the slow learners
- To inspire, more books are provided to them.

File Description	Documents
Paste link for additional information	http://govtcollegeberla.in/Content/148_47_2.2.1%20Advance%20&slow%20lernnar%20Link.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1669	16

File Description	Documents
Any additional information	View File

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

The teachers of departments adopt student-centric learning methodologies by focusing on application-based experiments as per the course set by the Hemchand YadavDurg University.

Methods of teaching:

Experiential Learning:

The department of English, Hindi shares the experience of its novels, dramas and poetry through the screening of adapted movies. The department of Political Science arranges study tours to the local assembly. The department of Geography arranges study tours to the local geographic area.

Our college laboratories are fully equipped in some subjects to provide practical knowledge to the students. Along with all the science laboratories.

Participative Learning:

To increase the levels of participation in learning, Students participate in the conferences /workshops/webinars. All councils and associations organize events such as quiz, poster presentation, rangoli and power point presentation competitions to enhance students learning.

In addition to the regular syllabus, special coaching classes for NET / SET, personality development sessions etc. are regularly conducted by therespective departments of the college.

Problem Solving Methodology:

While teaching in the class, the students participate in the learning process and experience those things in their practical, field work, study tours.

Through NSS/YRC/Eco-club/RCC/Women Cell/Sveep. the students are supposed to have experiential and participative learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://govtcollegeberla.in/Content/161_79_Name%20of%20the%20activity-merged%202.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT (Information and communication technology) deals with the application of different electronic media in the collection,

storage, and rapid access to information to users. In a broader sense, ICT refers to the whole set of enabling technology concerned with communication, manipulation of information (hardware and software), networking, data storage, transmission on encompassing data, voice, and video. It can improve education in many ways.

ICT helps tremendously developing in quality education and personality of students. So, there can be a strong move towards ICT by motivating all individuals connected with education. Once the teacher uses innovative ways to arouse interest and enthusiasm in the class, then it helps the slow learners to optimize their abilities, to meet the highest realistic expectation with the help of ICT. The ICT is developing in quality education and personality of students. Almost all teachers use ICT, which arouses interest and enthusiasm in the class.

ICT helps - flexible education, learner autonomy, access and success to all. It makes the learning process more practical and easy. It reduces the problems of the student indiscipline and unrest. It is a more planned and organized system of education.

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

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

2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
16	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
03	
File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
16	
File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution affiliated to the HemchandYadavVishwavidyalaya, Durg adheres to the examination pattern prescribed by the University, which is divided into two parts: Internal and Semester-End Examination. In the last five years there have been changes in the mode of evaluation based on the type of program. Evaluation in a continuous mode has helped to improve students' regularity and participation in Theory & practical as there are marks allotted as Internal Marks at the UG and PG levels. There is a standard process of internal examination in the college.

- The Internal Examination Committee displays the schedule of internal exams on the notice board. The signatures of the students are taken at the time of internal exams.
- Examination procedure of the university is completely adopted by the institution. In the UG programs, 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 the Annual exams.
- In PG classes, the college has semester system in which there is an internal assessment of 20 marks which is comprised of written tests and assignment topic presentations.

File Description	Documents
Any additional information	View File
Link for additional information	http://govtcollegeberla.in/Content/150_79_2.5.1%20Link%20Information.pdf

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

The Mechanism to deal with Internal/External examination related grievances is completely transparent, time bound and efficient because all the internal examinations are conducted adhering to the norms and regulations of HemchandYadav University, Durg.

At the University level

The students need to apply to the University for the correction in the marks, re-totaling and revaluation. The process is governed as per university ordinances. The process is also explained on the University website. For errors like the mark-sheets indicating that

the student was absent, the college promptly sends the duly certified attendance sheet to assist in locating marks in exam section and correcting discrepancies. Internal Assessment marks are duly uploaded in the university portal as per the schedule.

At the college level,

There are two types of Examination in the college viz., internal examination organized by the college and external examination (or, university examination) organized by the university. Further, there are two types of internal examination, first for the undergraduate courses and another for the postgraduate courses. In the postgraduate program the internal examinations are based on project/presentation and written test, while the external examination is the semester examination. The undergraduate course program is of annual pattern.

File Description	Documents
Any additional information	View File
Link for additional information	http://govtcollegeberla.in/Content/151_79_2.5.2%20Time%20Table%20Internal%202022-23-merged-compressed.pdf

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.

POs, PSOs and COs are developed based on the UG and PG syllabus prescribed for the program by the affiliated university. These outcomes are communicated to the staff and the students. After completion of the admission process, the syllabus and curriculum are provided to the students. The students of all the programs should have the following abilities/values:

Program Outcomes

1. **Critical Thinking:** It is the objective analysis and evaluation of an issue to form a judgment ability to make considered decisions or come to sensible conclusion.

Social Interaction: A social interaction is an exchange between two or more individuals and is a building block of society.

1. **Environment and Sustainability:** To sensitize young ones towards environment and sustainability and significance of sustainable development.
2. **Laboratory Work:** The student will develop good experimental technique, including proper setup and care of equipment, conducting experiments and analyzing results in order to observe physical phenomena, assess experimental uncertainty, and make meaningful comparisons between experiment and theory.

Course outcomes

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 projectfield visits etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://govtcollegeberla.in/Content/152_79_2.6.1%20Past%20Link.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college offers various programmes with clearly defined outcomes. Programme specific outcomes and course outcomes are in sync with each other. The effectiveness of this sync is validated by a systematic process of collecting and evaluating data on programme and course learning outcomes.

Internal Examination: All the departments of the college take one internal exam in a semester, which is designed to enhance the aptitude of reading the courses of the concerned syllabus.

- **Project work:** As per the syllabus, each of the some departments of the college takes one project work from all the students of the 4th semester, which helps the students to acquire the basic idea of research in academics. Hands-on training and script drafting exercises allow examiners to evaluate the critical thinking abilities of the students.
- **Seminars:** The College organizes seminars, workshops, and special talks for students.

- **Viva-voce:** All the departments of the college conduct one viva-voce in a semester, which enhances the skill of presentation concerning the particular subjects among learners. It further nurtures and encourages students to participate in different quiz and debate competitions.
- **Guest Lecturers:** The College organizes guest lecturers for students, which covers subjects related to their syllabus and many issues beyond the syllabus.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://govtcollegeberla.in/Content/152_79_2.6.1%20Past%20Link.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

400

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://govtcollegeberla.in/Content/153_79_2.6.3.1%20Past%20link%20annual%20report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[http://govtcollegeberla.in/Content/154_79_2.7.1%20Web%20Link%20\(1\).pdf](http://govtcollegeberla.in/Content/154_79_2.7.1%20Web%20Link%20(1).pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

02

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The College has created a learning Environment for students with the practical oriented pedagogy with case studies, expert interaction, visits to farms, debates, competitions, educational tours etc. Class rooms are equipped with ICT and multimedia system in the college specific time will be given to students for analysis and to solve the problem to be presented by the students in classroom. The workshops seminars, guest lectures are being conducted by different department. The experts are invited from different background to conduct guest lectures and seminar and to share their experiences with the students to update their knowledge. Students are motivated to take part in different intercollegiate fest and other cultural activities to enhance their abilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegeberla.in/College.aspx?PageName=Criterion%203

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

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

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

03

File Description	Documents
URL to the research page on HEI website	https://www.durguniversity.ac.in/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

03

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

01

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Social responsibilities among students and faculty promotes institutional neighborhood community network by organizing various intervention activities in one day, seven days special campus in the nearby villages by NSS. These activities encourage and sensitize students to become more responsible, dutiful, service oriented and make them more aware about current environmental and social issues of the village. Students under the guidance of teachers, organizes various activities benefitting the community, such as awareness campaigns on different issues including cleanliness, AIDS, voter awareness, population explosion, education eradication of social evils, Human values etc. The above association also takes up the work of plantation of trees at regular intervals inside then college campus. The college has adopted a village named 'Bahera' to make it ODF and various social beneficiary programs.

File Description	Documents
Paste link for additional information	http://govtcollegeberla.in/photo_gallery.asp x
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

01

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

55

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

2411

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

01

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

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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:

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The college has 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 lab has almost adequate instrument and consumable items as per the curriculum need. The students are encouraged to use the existing resources optimally.

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 27 Classrooms (two classroom has projector), 6-Laboratories, rich library,

1-Office and Departmental rooms and 1-Girls common room, Separate Lavatory for Boys and Girls.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegeberla.in/Content/168_94_4.1.1%20fim.pdf

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

The College has large sports ground, measuring 12.58Acres. The ground is used for playing Cricket, basket ball , badminton, kabbadi etc. The indoor games facilities include caroms , chess, badminton, cricket kit, vollyball , football, javelline, disc for boysand girls. The facilities for outdoor games include: open ground for cricket, football ,ground for playing badminton , vollyball,

kabbaddi and kho-kho. The college has substantial equipment for sports. Student actively participate in various cultural activities in the college when there is some celebration. 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 outfit.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegeberla.in/Content/158_94_4.1.2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

03

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegeberla.in/Content/159_94_4.1.3.1.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19.5

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college library acts as an advisory committee, responsible for formulating the guidelines for purchasing books, reference books, magazine etc. The college library plays an importance role in providing materials for improving student's vocabulary, comprehension, reading etc. The library is equipped with approximately 7000 thousands above books to satisfy the users. Provision of Reading / learning space for the students. Opening of library on working days. The library manual and it has N-List subscription.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://govtcollegeberla.in/Content/160_94_4.2%20-%20Library%20as%20a%20Learning%20Resource_compressed%202.20%20mb.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

3.4

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

18

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college is equipped with Wi-Fi facilities with secured protection. Access is secured with a login ID and password. The college encourages the use of ICT facilities and teachers are encouraged to use ICT resources in their teaching. A Wi-Fi Facility has been developed using services ofJIO. The college is providing

seamless internet connectivity to students and faculty members. These facilities are also available to students for preparation of seminar, examination, and project work.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegeberla.in/Content/159_94_4.1.3.1.pdf

4.3.2 - Number of Computers

07

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

8.1

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The college has a dedicated building with classroom, laboratories, sports facilities, utilities, lawns ground etc. Maintenance of infrastructure facilities, services and equipments is done as per following details:- The infrastructure Facilities such as classrooms, laboratories, computers library, etc. are well maintained by and cleaned by non-teaching staff. Wash room and common room are well maintained and cleaned regularly. Dustbins are placed at every corners of the college. Sports and laboratories are maintained by its respective in charge and guest faculties. Library is maintained and cleaned under the care of the college management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegeberla.in/Content/168_94_4.1.1%20fim.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

492

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://govtcollegeberla.in/Content/172_67_merged%20(pdf.io)%20(1).pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
70	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
70	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

29

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

The college has a student council. as per the guideline 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 event that the council organises are the college freshers and annual college fest . besides that the council organises 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 student of the college and take appropriate action for the same . the council be it class teaching, academic activity, cultural activity, sports, environmental issues they work hard and coordinate with the various officers in charge of the committees of the institution.

File Description	Documents
Paste link for additional information	http://govtcollegeberla.in/College.aspx?PageName=Student%20Union
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

28

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

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

There is an alumni association came to existance in this college since 08/09/2015 and provided free membership to the student in order to motivate them for active participation in the association . Through aluminiassociation started the function but the college has not been able to get the association registered yet. the college intend to get it registered soon andmake sure that association contribution to the development of the institution to its besthealthy relation between the staff and the alumini 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 relation with the institution in order to increasethe member of the alumini are actively networked using the whatsapp facility. at present scenario there is no monetary contribution by the college alumini but they are willing to contribute valuable experiance and expertise ofthe alumini is shared with the current student of college. Hopefully the association would play a significant role to uplift the quality of the college. The alumini meet are organised once in year . Alumini visit the institution as per their convnience throught out the year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

VISION

"Nasti vidya sama chakshu" 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.

MISSION OF THE COLLEGE

To endow cost effective higher education of eminence and value oriented erudition to students, 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., motivate students to strive for self-reliance and entrepreneurship., encourage and promote faculty members for advanced research and teaching methods, inspire and prepare our students to compete at national and international platforms in the fields of academics, arts and sports, inculcate the Indian heritage and culture and to instill moral values of life in the minds of the youth, promote leadership qualities and to develop entrepreneurial skills among students, expand the activities of the College for the development of the society.

File Description	Documents
Paste link for additional information	http://govtcollegeberla.in/College.aspx?PageName=Vision%20and%20%20Mission
Upload any additional information	View File

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

Response:

The 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, nonteaching staff and students. 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.

File Description	Documents
Paste link for additional information	http://govtcollegeberla.in/College.aspx?PageName=Cell%20and%20Committees
Upload any additional information	View File

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, 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 nongovernmental 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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://govtcollegeberla.in/Content/50_73_strategy%20development%20and%20deployment.pdf
Upload any additional information	View File

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:

The Principal is the nucleus of the College administration and the

final authority in all academic, Administrative & financial matters. 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 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. IQAC also sensitizes the College staff and students regarding the role of NAAC in a HEI. HODs allocate courses / papers to teaching staff and ensure that the academic tasks are accomplished within the scheduled time. 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. Grievance Redressal Mechanisms includes Anti-Sexual Harassment Cell, Anti-Ragging Cell, Grievance Redressal Cell, Complaint Box And full implementation of Right to Information on Colleges' website.

File Description	Documents
Paste link for additional information	http://govtcollegeberla.in/Content/52_73_report%20on%20organizational%20setup%20of%20the%20college.pdf
Link to Organogram of the institution webpage	http://govtcollegeberla.in/Content/52_73_report%20on%20organizational%20setup%20of%20the%20college.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

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 Festival advance, Uniform is provided to Peon and Security Guards, 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.

File Description	Documents
Paste link for additional information	http://govtcollegeberla.in/Content/51_73_welfare%20means%20for%20teaching%20and%20non%20teaching%20staff.pdf
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

07

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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. 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 analysed and appropriate action Is taken accordingly.

File Description	Documents
Paste link for additional information	http://govtcollegeberla.in/Content/53_75_Appraisals%20system.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

8.7

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization 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. Moreover college has shortage of staff therefore hiring of staff done by janbhagidari samiti and their salary provided from Janbhagidari fund.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 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 facts of the college viz. academic, extra-curricular, administrative, extension services and financial aspects under guidance of IQAC. 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.

File Description	Documents
Paste link for additional information	http://govtcollegeberla.in/College.aspx?PageName=Criterion%201
Upload any additional information	View File

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

Response:

The IQAC cell comprises faculty members of different department, students and respected citizen of this locality. The college facilitate teaching learning process by. Using of technology along with conventional teaching, Emphasis on fundamentals, 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, 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 Every years several actions were taken hitherto by the College Admin & IQAC to facilitate the student in their continuous process of the 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. Various issues are occurred during the year like various grivancesduring the year.

File Description	Documents
Paste link for additional information	http://govtcollegeberla.in/College.aspx?PageName=IQAC%20Downloads
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://govtcollegeberla.in/Content/169_47_IQAC%20MEETING%202022-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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 year**

The college is a co-education college and it pays serious attention to create a favourable environment for gender equality. The institution has already established the Internal Complaint Committee following the guidelines of UGC which takes required steps for raising awareness among the students and staff about the issues relating to the safety and security of women. Tar fancing, cctv cameras ,sexual harrasment committee, girls' common room are some of the facilities provided to the girls students. To ensure the safety and security of the students, CCTV cameras have been installed at the entrance and every corner of all the building blocks in the collge. Counselling-: the teacher of the college personally consel the students for their personal, family, economic and psychological problems. Girls common room-:Girls' common room is provided to female students. Procuremet of sanatiry napkin, wending machine is in process. Any other relevant infomation-:Help desk is avaiable in our college where relevant information is provided to the students on matters pertaining admission, exam, fees,scholarship etc.

File Description	Documents
Annual gender sensitization action plan	College has established the internal complain committe for gender equality which organises awareness programs,lectures , workshops and various competitions for students and staff. Students are also counseled by some senior faculties regarding any complain.
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	College has CCTV surveilliance for campus .College provide Common room facility for girls,Day care provided for those required, also Women conseling cell for girls.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p> <p>The college is taken a step to the proper management and disposal of waste on the campus. Solid waste management:- The solid waste like plastic, card board packing material, glass,etc. are collected in the dustbin of the college and disposed by cleaners and workers. Liquid waste management:- Liquid waste are disposed by cleaner and workers. E-waste management :- Out dated electronic equipment is placed in a specific room till these are handed over the local e-waste collector.</p>	
File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File
<p>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</p>	A. Any 4 or all of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
<p>7.1.5 - Green campus initiatives include</p>	
<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p>	A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.

B. Any 3 of the above

**Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

Our institution organizes national festivals like the Independence Day and the Republic Day: We celebrate festivals with a great patriotic way and remember many freedom fighters and great leaders on these auspicious days. Many cultural activities are staged, speeches are delivered, devotional songs and patriotic songs are sung, games & sports are arranged in remembrance of martyrs who die only for the sake of country in borders, and fight against the terrorism and naxalism etc. We also celebrates the birth anniversaries of Swami Vivaka nanada as The Youth Day, we also celebrate Birsa Munda jayantee (tribe freedom fighter), Sarvpalli Radhakrishnan as The teachers' Day and the death anniversaries of Mahatma Gandhi, Shahid Veer narayan singh etc. There many great leaders, saints and many Indian personalities who are remembered in their special days. Institution celebrates the 'Constitution Day' with a devoted minds take an oath to follow the rules mentioned in the constitution. And various activities conductd by NSS, Youth Red Cross and other departments of the college. By celebrating these festivals we inspire the students to walk in right paths so as they have to serve the society in the coming generations as well as to have the higher education and to become the role models for the society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our college provides for human dignity, equality, social justice, human rights, and freedom, respect of constitution in the national life. The whole country is government on the basis of the rights and duties enshrined in the constitution of India. Every year republic day is celebrated 26th January by the organizing activities highlighting the importance of Indian constitution day also world celebrated on 26th Nov. Independence day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution. 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 makes earnest efforts and initiatives to sensitize its students and staff towards Constitutional obligations with special emphasis on Constitutional fundamental duties and responsibilities .

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	National voters day celebration, The Constitutional day, programme organized to inspire national struggle for freedom, value and preserve the cultural heritage, environmental awareness programme, programme for sensitizing women rights.
Any other relevant information	NSS and YOUTH RED CROSS regularly organize programmes to sensitize students towards values, rights, duties, and responsibilities of citizens.

<p>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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>A. All of the above</p>
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File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates different festivals and observes national and international commemorative days to inculcate within its members the feeling of unity in diversity. Important occasions which are celebrated in the college including Independence day- Celebrated with the students and staff by hosting the national flag and reciting the national anthem. Republic day - Celebrated with the students and staff by hosting the national flag and reciting the national anthem. Gandhi Jayanti -. Gandhi Jayanti 2022-23 was celebrated by all the members of the institution. Teachers delivered a lecture on swatch bharat abhiyan which was followed by a rally conducted by the student members of the NSS; essay competition, poster competition rangoli competition were organized in the college.. Teacher's Day -Student organized a function to honor the contribution of the teachers. Teachers addressed the student and delivered lectures on the philosophies of Dr. Radhakrishnan. Swami Vivekanand Jayanti:- National youth day - national youth day is celebrated on 12 January on the occasion of the birth anniversary of swami Vivekannad. Lectures by the teachers are organized to remember the contribution of swami vivekanand for our nation. Sardar Vallabh

bhai Patel jayanti:- is celebrated as national unity day on october 31 every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Sensitizing students towards Society and Environment

Objective-Nurturing skills in students through active participation in enrichment programs.

Context-To develop sensitive attitude towards the problems faced by the marginalized section of the society. Students needs to be encouraged to participate in the process of contributing towards the betterment of the society.

Practice: Enrichment programs focus on nurturing skill and empowering students for a clean and informed society. Despite challenges, consistent efforts have led to a transformative impact on students, turning them into confident and socially responsible individuals. NSS,YRC and plantation committee have conducted Blood Donation Camp ,Swachha Bharat Abhiyan,SVEEP, Shahid diwas, Science Day etc.

2.Building the Green Campus for greener future

Objective- To sensitize students to environmental issues, fostering responsible citizenship and preserving our planet from turning into a concrete forest.

Context - This practice benefit the large mass of living beings.

Practice: Our college,is actively pursuing sustainability through tree planting initiatives to combat water scarcity and enhance greenery. The efforts include engaging the community, addressing

challenges such as slow growth, and collaborating with relevant departments. The focus extends beyond the campus, encouraging everyone to adopt eco-friendly practices. The college also promotes individual responsibility by urging students to plant and care for saplings, resulting in a diverse range of plants and a herbal garden. Despite challenges like plant damage, the college remains committed to its goal of creating an aesthetically pleasing, oxygen-rich hub and vital carbon sink.

File Description	Documents
Best practices in the Institutional website	http://govtcollegeberla.in/photo_gallery.asp x
Any other relevant information	http://govtcollegeberla.in/Content/173_65_cr_7.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College envisions building the nation and the society through providing quality value education and nurturing talent in which modernity blends with tradition. We make our Student to take control on the life by using that knowledge and develop overall personality of students by making them not only excellent professionals, but decent human beings. The college also thrusts on providing education through teaching and learning and promoting active student teacher participation. Teaching and learning process involves class room teaching and also project work , assignments, study tours visit to historical importance, etc.The Student are taught through ICT technology. The Teachers also prepare their lectures in PPT. After admission process, teaching begins with the regular Conduction of classes. The teaching learning process is also added with library visit. The students are going for the subject's books and also another Competitive exam. The teachers of the College engaged in preparing the students for competition examination. The Student providing question papers of the previous years for reference. The teacher also a Major Initiative of the College to motivate. Being a Govt. College Such Students are eligible for all privileges given to the Students of reserved given to the Students of reserved category.

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

7.3.2 - Plan of action for the next academic year

- To develop E-LIBRARY.
- To establish Green house and enhancement of oxy-zone.
- More plantation.
- To establish Land scaping ,
- To develop Kitchen garden.
- Increase Gender Equality Campain
- To Improve of PWD Facility
- To conduct Educational tour compulsorly by all department.
- To increase MoUs.
- To increase numbers of smart classrooms.
- To implement NEP2020.
- To increase infrastructure.
- To safety measures for womens.
- To introduce more value added courses, PG and UG courses.
- To introduce courses in computer applications.