No. 316/2018   Bhilai-3, Dated 24-03-18

To,

    Director
    NAAC,
    2/4, Dr. Raj Kumar Road,
    P.O. Box No. 1075
    Rajaji Nagar, Bangalore, 560010
    Karnataka

Subject :   Submission of Annual Quality Assurance Report (AQAR) for the year 2016-17

Sir,

    We submit herewith, our institution's Annual Quality Assurance Report

(AQAR), for the year 2016-17, for your kind perusal..

    With Regards,

(Prof. V.K.Goyal) 17/3/18
Principal
Dr. K.C.B.Govt. PG. College,
Bhilai-3, Durg (C.G.)

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed pogress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional iQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (*Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2 013)*

Part-A

AQAR for the year (for example 2013-14) 2016-17

1.   Details of the Institution

1.1   Name of the Institution   Dr. K.C.B. Govt. P.G. College, Bhilai-3

1.2   Address Line 1   PADUM NAGAR, G.E. ROAD

Address Line 2   BHILAI-3

City/Town   DURG

State   CHHATTISGARH

Pincode   490021

Institution e-mail address   bhilai_college@yahoo.in

Contact Nos.   07826255175

Name of the Head of the Institution: PROF.V.K.GOYAL

Tel.No. with STD Code: 07826255175

Mobile No.

9425508099

Name of he IQAC Co-ordinator:

Dr.(Smt.) Amrita S. Kasturay

Moblile No.

09826146200

IQAC e-mail address:

iqacbhilai3college@gmail.com

1.3 **NAAC** Track **ID** *(For ex. MHCOGN 18879)*

CHCOGN 20717

OR

1.4 **NAAC** Executive Committee No. & Date:

EC(SC)/17/A & A/68.1

*(For Example EC/32/A&A/143 dated 3-5-2004
This EC no. Is available in the right corner-bottom
Of your institution's Accreditation Certificaate)*

1.5 Website address:

www.govtpgcollegebhilai.com

Web-link of the AQAR:

http://govtpgcollegebhilai.com/newsData/AQAR 2017.pdf

For ex.http:;//www.ladykeanecollege.edu.in/ AQAR 2012-13 doc

1.6 Accreditation Deails

Sr.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1st Cycle	B+	2.57	2016	2021
2.	2nd Cycle				
3.	3rd Cycle				
4.	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

10.11.2012

1.8   Details of the previous year's AQAC submitted to NAAC after the latest Assessment   and Accreditation by NAAC *(for example AQAR 2010-11 submitted to NAAC on 12-10-2011)*

    i.   AQAR_____ (DD/MM/YYY)
    ii.   AQAR_____ (DD/MM/YYY)
    iii.   AQAR_____ (DD/MM/YYY)
    iv.   AQAR_____ (DD/MM/YYY)

1.9   Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Aggiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No ☐

Aggiliated College   Yes ☐   No ☐

Regulatory Agency approved Institution (UGC)   Yes [√]   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men ☐   Women ☐

Urban [√]   Rural ☐   Tribal ☐

Finalcial Status   Grant-in-aid ☐   2(f) [√]   UGC 12B [√]

Grant-in-aod + Self Financing ☐   Totally Self-financing ☐

1.10   Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others (Specify)   POST GRADUATE DEPLOMA IN COMPUTER APPLICATION (PGDCA)

1.11	Name of the Affiliating University	Pt. Ravishankar Shukla University, Raipur

1.12 Special Stastus conferred by Central/State Government –UGC/CSIR/DST/DBT/CMR etc

Autonomy by State/Central Govt/University	--			
University with Potential for Excellence	--	UGC-CPE	--	
DST Star Scheme	--	UGC-CE	--	
UGC – Special Assistance Programme	--	DST-FIST	--	
UGC-Innovative PG programmes	--	Any other (Specify)		
UGC-COP Innovative Programmes	--			

2.   **IQAC Composition and Activities**

2.1	No. of Teachers	06
2.2	No. of Administrative/Technical staff	01
2.3	No. of Students	03
2.4	No. of Managaement representatives	--
2.5	No. of Alumni	01
2.6	No. of any other stakeholder And community representatives	02
2.7	No. of Employers/Industrialists	01
2.8	No. of other External Experts	02
2.9	Total No. of members	16

2.10   No. of IQAC meetings held

2.11   No. of meetings with various stakeholders: | 04 | | | 03 |

Non-Teaching Staff Students | 02 | Alumni | 02 | Others | 01 |

2.12   Has IQAC received any funding from UGC during the year?   Yes [   ]   No   [√]

If yes, mention the amount   [   ]

2.13   Seminars and Conferences (only quality related)

(i)   No. of Seminars/conferences/Workshops/Symposia organized by the IQAC

Total Nos. [   ]   International [   ]   National [   ]   State [04]   Institution Level [04]

(ii)   Themes

- Institution level workshop on New Education policy
- Quality enhancement and training
- Date Collection
- Improving GER in HEI

2.14   Significant Activities and contributions made by IQAC

- A four day workshop under RUSA was coordinated by the IQAC of the institution
- IQAC co-ordinator conducted two workshops on NAAC preparations in two different districts.
- Academic Audit of the various depts. Was conducted by the IQAC
- Parent-Teacher meetings were conducted under the aegis of the IQaC
- A three day special workshop of Entrepreneurship development was conducted by the IQAC

2.15   Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plane of Action	Outcome
Curricular Aspects: An inter-disciplinary teaching methodology is adioped by the institution where faculty members often take classes/lectures in depts.. other than their own	Students appreciate this practice as it breaks the monotony of their ownsubject and also adds a different perspective of looking at things
Question paper banks have been initiated wherein subject teachers collate questions and make then available to the students.	Thepractice of conducting quizzes from these question banks aid in the preparedness of the students.
Teaching Learning and Evaluation • Regular use of four smart boards to promote interactive teaching/learning • Initiation of study tours for supplementing classroom teaching. • Projects, Power-point presentation, Seminaaars, Library visits, ae the assessement parameters for a part of the Internal Evaluation for P.G. students. • Promoting peeeeer-learning among students where the brighter ones are nofivated to share their knowledge among their peers.	Better and speedier delivery of content Gives students a break from the monotonyof classroom teaching. Makes them more aquainted with the practical aspects of life. Promotes confidence in students. Motivates them for self-study Develops confidence inthe student who teaches and also motivates the others to switerd roles.

Attach the Academic Calendar of the year as Annexure.

2.15   Whether the AQAR was placed in statutory body Yes ☐ No ☐

Managemnt ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

N.A.

Part-B

Criterion-I

1. Curricular Aspects

1.1   Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added/Career Oriented programmes
PhD		NA	NA	NA
PG	07	NA	NA	NA
UG	03	NA	NA	NA
PG Diploma	01	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	NA	NA	NA	NA
Total	11	NA	NA	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option/Open ioptions

    (ii) Pattern of programmes

Pattern	Number of programmes
Semester	08
Trimester	Nil
Annual	09

1.3 Feedback from sakeholders Alumni* [√] Parents [√] Employers [√] Students [√]
   (On all aspects)

    Mode of feedback: Online [   ]   Mannual [√]   Co-operating schools (for PEI) [   ]

Please provide an analysis of the feedback in the Annexure

1.4   Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new department/Centre introduced during the year. If yes, give details.

NA

Plan of Action	Out come
Conducting special classes for the weaker students.	Improvement in results.
Conducting workshops for students to Improve their kcommunication skills in English	Greater receptivily in English classes.
The Conduction of Academic Audit of the various Depts.	Significant improvement in Listening and Speaking skills
Research Consultancy and Extension	
The IQAC motivates the faculty members in taking up projects and contributing in the area of Research providing them the requisite information available to them.	1. Research projects 2. Publications International 3. National 4. Seminars/Conferences/Workshops attended
Infrastructure and Learning Resources	
The institution had brought to light of the higher authorities the requirement of additional rooms to acoommodate the growing number of students in this area, as well as to start newer courses for which it did not have sufficient infrastructural support.	14 rooms being constructed under RUSA are nearing completion. This is likely to take care of the growing strength of students for another fifteen years.

Plan of Action	Out come
The institution has maintained constant interaction with the local bodies as well as the stakeholders including students and their paarenets. This has helped in projecting the future developmental reqirements of the institute A atotal of 934 books have been added to the library during this period of assessment. An additional smart board has been installed in the Long. Lab.	The Bhilai-Charoda Nagar Nigam is constructing an additional hall under their discretionary funds. Students can access and refer to more books from the library PG students of English have greater access to making presenetations.
Plan of Action Student support and Progression	Out come

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	19		02	

2.2 No. of permanent faculty with Ph.D.

16

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	02				07				

2.4 No. of Guest and Visiting faculty and Temporary faculty

08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers			
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Use of Smart boards in teaching the PGDCA Dept. makes use of their faciliy throught the academic session.
2. Assignments include project work to the students of PG Dept. and evaluation thus of for Internal assessment.
3. Study tours sto create a general spirit of enquiry amongst the students.
4. Regular tests to assess the performance and tutorials for the weaker students.
5. Special teachers by faculty in the areas of e-learning so that students can make better use of their smart phones and other ICT resources.
6. Promoting the culture of Chhattisgarh of organising workshops and tests under the banner of Rang-Jhanjhar.

2.7 Total No. of actual teaching days
   during this academic year

> 186

2.8 Examination/ Evaluation Reforms initiated by
   the Institution (for example: Open Book Examination, Bar Coding,
   Double Valuation, Photocopy, Online Multiple Choice Questions)

> NONE

2.9 No. of faculty members involved in curriculum
   restructuring/revision/syllabus development
   as member of Board of Study/Faculty/Curriculum Development workshop

> | 09 | 01 | |

2.10 Average percentage of attendance of students

> 75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com I	--	--	--	--	--	--
B.Com II		--	--	--	--	--
B.Com III	174	--	3.1	89.14	7.75	74 %
B.Sc. I		--	--	--	--	--
B.Sc. II		--	--	--	--	--
B.Sc. III	51	--	9.5	90.4	Nil	82 %
B.A. I		---	--	--	--	--
B.A. II		--	--	--	--	--
B.A. III	87	--	2.1	95.7	2.1	54 %
PGDCA						

PG Second Semester Examination Results May-June

Sr No.	Subject	Appeared	Passed	Pass %
1.	English	10	10	100%
2.	Economics	19	18	94.73%
3.	History	15	15	100%
4.	Maths	19	13	68.42%
5.	Commerce	79	75	94.93%
6.	Sociology	13	12	92.93%
7.	Political Science	15	15	100%

PG Fourth Semester Examination Results May-June

Sr No.	Subject	Appeared	Passed	Pass %
1.	English	10	10	100%

2.	Economics	22	11	50%
3.	History	11	11	100%
4.	Maths	17	12	71%
5.	Commerce	66	50	76%
6.	Sociology	04	04	100%
7.	Political Science	20	19	95%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

For Faculty members:
1. The IQAC has conducted Academic Audit of the preceding session and has conveyed suggestion to the various dept. for better facilitation of the teaching and learning process among students.
2. The IQAC is constantly working in the direction of promoting the use of ICT among the faculty members.
3. Younger faculty members proticient in ICT conduct special workshops for senior faculty members in further enhancing their skills in teaching using Computer Technology.
4. The IQAC prepares and takes the necessary steps to execute it during the session.
5. It oversees the proper utilization of the available resources among faculty members.

For Students:
1. The IQAC has organised workshops for developing entrepreneurial skills among students.
2. It has conducted Induction programme for students.
3. It takes to improve the communicative skills of students and regularly organises workshops in communication skills.
4. It monitors students performance through various learns also executes the Tutor-Ward system in the institution.
5. Students feedback is taken analyses and suggestions incorporated
6. Guest faculties are regularly invited to deliver teachers.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	--
Staff training conducted by the university	03
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	02
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	03	NA	NA
Technical Staff	10	---	--	NA

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- ❖ Research committee has been constituted on the recommendation of the IQAC in the college to encourage and help researchers.
- ❖ IQAC recommended to the research committee to publish multi disciplinary peer reviewed research journal entitled "Research Expression".
- ❖ Faculty members and staff are encouraged by IQAC to publish their research papers in peer reiewed journals with impact factor.
- ❖ IQAC has provided necessary information to all faculty members amd research scholars regarding fellowships, major and minor research projects in the prescribed formats.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	NA	NA	NA
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	NA	NA	NA
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	04	---
Non-Peer Review Journals			
e-Journals			
Conference proceedings		06	

3.5 Details on Impact factor of publications:

| - | | - | | - | | - |

Range   Average   h-index   Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	-- -- -- -	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	---	--	--
Industry sponsored	-	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	-
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published   i) With ISBN No.   NA   Chapters in Edited Books   NA

ii) Without ISBN No.   NA

3.8 No. of University Departments receiving funds from : NA

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   NA   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) Self Finance   Self Finanace

3.10 Revenue generated through consultancy   NIL

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons   05

3.13 No. of collaborations   International [--]   National [--]   Any other [--]

3.14 No. of linkages created during this year   [--]

3.15 Total budget for research for current year in lakhs :

From Funding agency [--]   From Management of University/College [---]

Total   `---`

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	-
International	Applied	-
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions   received by faculty and research fellows
      Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	-	--	-	-	-

3.18 No. of faculty from the Institution
    who are Ph. D. Guides   `03`
   and students registered under them   `07`

3.19 No. of Ph.D. awarded by faculty from the Institution   `NIL`

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF `-`   SRF `-`   Project Fellows `-`   Any other `02`

3.21 No. of students Participated in NSS events:

University level `-`   State level `09`

National level `02`   International level `-`

3.22 No. of students participated in NCC events:

University level `-`   State level `-`

National level `01`   International level `--`

3.23 No. of Awards won in NSS:

University level `  `   State level `02`

National level `01`   International level `  `

3.24 No. of Awards won in NCC:

University level `--`   State level `---`

National level `---`   International level `--`

3.25 No. of Extension activities organized

University forum [--]   College forum [01]

NCC [07]   NSS [02]   Any other [01]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

-
-

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13.12acres	NIL		13.12acres
Class rooms	13	14 under -Construction	RUSA	
Laboratories	06	--	--	--
Seminar Halls	01	--	-	--
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	20	05	Janbgagidari	25
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1.00	Janbgagidar	1.00
Others	-	-	-	-

4.2 Computerization of administration and library

Digitization process of Library is under progress. UGC, SOUL software developed by INFLIBNET been installed and data enetry is under progress, more than 50 % work has been compleed. E books and E-Journals ares subscribed from UGC recognized Govt. Agency INFLIBNET Gandhi Nagar Gujrat. Administration is partically computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16842	--	330	147135	17172	---
Reference Books	3406	--	80	25226	3486	--
Journals	13	25500	13	Paid in Prev. Yrs.	13	25500
e-Books	125000+			5750/-	125000+	
e-Journals	6000+			Yearly	6000+	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	36	01	03 Lines	-	--	02	10	--
Added	--	-	-	-	-	-	-	-
Total	36	-	03 Lines	-	-	02	10	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. Three new smart classes have been established in the college.
2. Free Wi-Fi internet facility is available to all faculty members, non-teaching staff, and regular student of college.
3. Computer Net working through LAN system is implemented in PGDCA.
4. Free spoken tutorials IIT Mumbai is run by PGDCA Deptt. in the College for regular students.
5. Free tutorials organised for teachers & non-teaching staff of the college.

4.6 Amount spent on maintenance in lakhs :

i) ICT
0.26

ii) Campus Infrastructure and facilities
2.00

iii) Equipments
NIL

iv) Others

Total :
2.26

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Following measures have been adopted by IQAC

1. Induction programme for newly admitted students.
2. SMS alert system and college website for dissemination of information to students khas been implemented as suggested by IQAC.
3. Special classes for Communication skills have been arranged through IQAC in association with Department of English.
4. Personality Development Programmes for students have been organised.
5. Feed back from students, alumni & parents is collected and analysed.

5.2 Efforts made by the institution for tracking the progression

1. Analysis of students result by IQAC
2. Literary activities, cultural activities and other extension activities.
3. SMS alert system for parents for tracking the progression of their wards.
4. Feed back external practical examiners and valuers of theory examinations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1460	362	-	--

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men
No	%
761	41.76

Women
No	%
1061	58.24

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
866	253	63	640	--	1822						

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)
Placement & Career counselling Cell organises special coaching classes for various competitive examinations like UPSC, PSC, Railway, SSC, Banking and AMCAT ETC. The department of Maths, Chemistry & English provide special coaching for NET & SLEST aspirents.

No. of students beneficiaries

5.5 No. of students qualified in these examinations :

| NET | - | SET/SLET | - | GATE | - | CAT | - |
| IAS/IPS etc | - | State PSC | - | UPSC | - | AMCAT | 63 |

5.6 Details of student counselling and Career Guidance

Career Guidance & Placement Cell organises workshops and training programmes on Personality Development, soft skill Development & Enterpreneurship Development. Members of the Cell are available regularly for career counselling. Following Workshops and training sessions well organised in the session 2016-17.

1. Two workshops (10days each) on Personality Development.
2. One workshop on Soft Skill Developments (10 days).
3. EAC – Enterpreneurship Awaremess Camp. (03 days) including Industry visit.
4. Food Preservation training Programme for Science Students. (01month)
5. "Preparation for AMCAT Exams" training Programme 10 days.
6. "Art of Living". One week Programme

No. of students benefitted   **350**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
❖ Cape Gemini	04	-	10
❖ BHEL	02	-	
❖ VIVO	10	01	
❖ Amazon	12	-	
❖ Syntel Telecom	08	-	
❖ (AMCAT)MYSY	117	17 for training 46 trainable	

5.8 Details of gender sensitization programmes

The college has a Women Cell. It conducts gender sensitizing programmes by organising lectures ans seminars. Cell has korganised programmes such as "Save the Girl Child Campaign". Awareness towards legal Rights of women, Special training programme for self Defence and Skill development for girls.
Gender audit: The institution conducts gender audit to retain gender parity amongst faculty, staff and students.
Finding:

1. Girl's enrolment is more than boys in UG & PG classes.

2. Students of backword classes have a share in admission.
3. Success rate of girl students is higher than boys.
4. Participation of girls' students is higher than boys in co-curricular & sports activities.
5. Student leadership seats are reserved for girls as pernorms set by the deptt. of higher education

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | 12 | National level | 17 | International level | 01

No. of students participated in cultural events

State/ University level | 30 | National level | 01 | International level | NIL

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 02 | National level | -- | International level | ---

Cultural: State/ University level | 30 | National level | 01 | International level | ---

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government		
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level | -- | National level | --- | International level | --

Exhibition: State/ University level | -- | National level | -- | International level | --

5.12 No. of social initiatives undertaken by the students | 05

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

> To become a pioneering institution in this state with an aim of empowering students with education and helping them develop into responsible citizen with sound moral and ethical values and providing them the intellectual stimulus so that they can prove their worth in the cause of society and the country as a whole.

MISSION

> - To present a larger picture of the world by imparting an education that will not only be in consonance with gainful employment but also make up for areas negleceted for overlooked in the past, so that the students march off into the world lader with a sense of confidence, vigour and enthusiasm to meet its challenges.
> - To create a teaching-leasrning environment that is in consonance to the pursuit of knowledge and he building up of corresponding skills.
> - To acquaint the student with the development of education and incorporate such developments in the curriculum.
> - To focus in the area of personality development of each student and to inculcate a positive attitude by developing leadership qualities in them.
> - Making them aware of the responsibilities that they must shoulder towards society at large and also sensitize them on their duties towards the lesser prieveleged sections of society.
> - To promote awareness on ecological and environmental issues.

6.2 Does the Institution has a management Information System

> Yes, the Institution has a management Information system. The college requires maintaining information related to various courses, faculty, student admission, daily attendance, internal marks, examination, laboratory books in the library etc.
>
> Earlier the college was using manual process to maintain information about different aspects. Now it's implementing computerised management information system for easy access and maintenance. Process of Installation of software regards management information system is under progress.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

1. Elective subject based options are available for students. This facility enables to choose the subjects of their own interest for future development.
2. Following the guidlines of HEI Authorities, the Principal and the faculty work on the details of
   the policy and chart out both long terms as well as short term of achieve of goals.
3. Laboratory exercises are on revised as per available infrastructure, tools and other associated Facilities in the college.
4. Paper Reading sessions are organised for P.G. Students.
5. Industrial visits are organised to get live exposure to recent trends in relevant fields.
6. The approved curriculum is uploaded to college website.

6.3.2   Teaching and Learning

1. College organised guest lectures, students' seminar to enrich the knowledge of the students.
2. The department of English organises short term workshops and special classes in language lab to
   improve the basic communication skills of the students.
3. Formal & informal counselling is given to the students 'counselling Cell' & Tuter word system.
   Special attention has been given to the economically disadvantaged, physically challenged & slow learners.
4. The college provides Remedial and Tutorial classes to weaker students.
5. Arts & Humanities fdollow the lectgure method while lthe science & PGDCA course give adequate attention to practical & laboratory classes as well. Apart from this students are engaged in seminar, posters and power point presentation, field & industrial visits.
6. Faculty members use latest techlologies like power point presentation, video film related tol subject, Internet, E-resources for effective teaching

Examination and Evaluation

1. Proposal for reforms in examination was discussed by the Heads of the Department who are member board of studies in the university.
2. The Institution follows sthe Examination patterns decided by University.
3. Students are directed to write answers within the word limits.
4. Continuous Evaluation of the students is conducted through UnitT, Quterly Exams & Model Test Exams.
5. In P.G. Courses the internal assessment consists of (1) Internal Test (2) Assignments CPPT, Paper Reading etc. (3) Regular Attendance (4) Participation in social Activities.

6.3.3 Research and Development

The institution has limited resources and infrastructure for Research.

The college has set up Research Promotion cell to chalk out Institution's Strategies for planning, upgrading and creating Infrastructures facilities to meet the needs of researchers. It has stipulated the following strategies.

1. The cell keeps track of the schemes of UGC & other bodies like CSIR, DST etc.
2. The teachers are updated regarding the various fellowships available and are motivated to apply for the same.
3. Faculty members are encouraged for participation & paper presentation in various national & international seminars.
4. Motivate the departments to organise seminar & conferences.
5. It promotes faculties for interdisciplinary & inter institutional work.
6. To involve undergraduate students in various research activities, dasta collection, survey in Environmental projects.
7. To encourage students participation & complete in paper presentation in National International Conference.

6.3.4 Library, ICT and physical infrastructure / instrumentation

Library : The members of Advisory committee work for the improvement of library facilities.
The Installation of SOUL Software for library is under progress
Automation of library is underprogress.
A separate reading room with smartboard facilities in available for the students.
All P.G. department have their Departmental library.
Different Activities like Display of new books, journals, quiz and motivational lectures are organised by the librarian to motivate the students to visit library.
ICT:
Wi-Fi facilities are available.
There is provision of Installation of Software, Hardware & Networks.
The Smart Classes are there in the college.
Physical Infrastructure:
Institution has inadequate infrastructure construction of 14 new class rooms are under progress.
There are three smart classrooms
01 PGDCA computer lab and 06 labs.
One language lab with LCD facility.

6.3.6 Human Resource Management

Various activities have been organised for the development of human resources during 16-17
N.S.S., N.C.C., Red Cross, Cultures Committee, literacy Committee, Women Cell organised different activities.
Induction Programme is organised every year for new students.
Enterpreneurship Awarness camp is organised to develop enterprenureship skills in the students.
Workshops of Soft Skills Development is organised by placement cell.
Special workshop for computer training and office managements Yoga (Art of living) were organised.
Parents, Teachers Students and Alumni meetings were organised.
Retention of student profile through Tutor Ward System, Analysis of examination results and student progression.

6.3.7 Faculty and staff recruitment

1. Faculty and staff recruitment is done by the state Govt.
2. Immediate requiremtnt of teaching and non-teaching Staff, Part Time and temprory faculty members and support staff is appointed by state govt. Jan Bhagidari Samiti respectively.

6.3.8 Industry Interaction / Collaboration

1. Placement and Career Guidance Cell organises 'EAC' Enterprenuership Awarness Camp in collaboration with CITCON (Chattisgarh Staste Industrial Development consultancy.) Students go for Industrial visits like Parle G, Raipur, CREDA Raiur, Bake and Cake Kumhari, etc.
2. The camp covers all the facts and figures regarding the employment possibilities and enterprenuership skills required for availing them.

6.3.9 Admission of Students

Admission Committee frames effective admission policies and monitors admission of various classes in the beginning of the session as per the rules of the University. It monitors the strength of the students in various subjects, keeping a close watch on the admission per day and manages change of faculty and subjects of students within a month of the admission.

The college adopts an inclusive approach to accommodate students from rural and urban areas belonging to all strata of the society. The Admission committee members guide the students to fill up the admission forms properly and select the subjects/papers. Every year the Counselling Cell Plays the role of Help Desk for new students in the college. The college admits visually challenged and differently abled students also. These students are given extra care and attention by the teachers to enable them to learn and perform better. The teachers support the poor students to pay their ademission fees.

6.4 Welfare schemes for

Teaching Staff	1. Medical reimbursement 2. Duty leave to attend conference/workshop/training programmes. 3. Maternity leave for women employees. 4. Free library consultancy and free Wi-Fi Internet facility. 5. Encashment of earned leave. 6. Grievance Redressel Cell
NonTeaching Staff	1. Medical reimbursement 2. Maternity leave for women employees. 3. Festival and Grain Advance 4. Encashment of earned leave. 5. Uniform and washing Allowances to class IV employees.

Students :	1. Scholarships (merit, SC, ST, OBC PH students)
	2. Various central govt. Sponsored scholarship.
	3. Medical Health Check up
	4. Blood test (Sickle Cell).
	5. Language and Computer Lab.
	6. Counselling Cell
	7. Canteen
	8. Common room for girls with essentioal facilities.
	9. Personality Development classes.
	10. Campus Placement.
	11. Remedial Coaching for weak students.
	12. Free Wi-Fi Internet facility.
	13. Reading Room.
	14. Free coaching for competitive exams.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	IQAC	---	----
Administrative	Yes	State Govt.	Yes	By college Internal Audit Committee

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes [√]   No [ ]

For PG Programmes   Yes [√]   No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Examination Reforms have been introduced by the University.

1. Grading System has been introduced.
2. The students are directed to write answers within the word limits.
3. Original answer sheets of Internet and Final examination answer sheets are shown to students.
4. Continuous evaluation of the students is conducted in two steps semester for PG and Annual Examination lfor UG.
5. Internal Assesement Consists of :
   1. Internal Test
   2. Class Attendence
   3. Assignments, Seminar Paper Presentation etc.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> 1. The university provide supports to college wherever required.

6.11 Activities and support from the Alumni Association

> 1. The college has a registered Alumni Association
> 2. Awarenes camp and health checkup drives are being conducted bythem.
> 3. They provide feed back on programmes and campus.
> 4. They are also associated with the Annual Cultural Day celebration of the college.

6.12 Activities and support from the Parent – Teacher Association

> 1. Parents – Teachers meeting was organised for both UG and PG students during the session

6.13 evelopment programmes for support staff

> 1. Computer training programmes have been organized by IQAC for non-teaching and other support staffs.
> 2. Office staff members are encouraged for speial training programmes and upgrade their qualifications

6.14. Initiatives taken by the institution to make the campus eco-friendly

> 1. Clean and ecofriendly campus is the main concern of the college. College follows government's " Punchmukhi Programme".
> 2. Energy Audit was conducted with the support of Chhattisgarh Renewable Energy Development Agency(CREDA).
> 3. NSS. NCC and other departments take keen intrest working towards environmental awareness among students and promotes Swachha Bharat Abhiyan drives.
> 4. Paper free work in accordance with Digital India campaign is promoted through initiatives like dissimination of information through SMS, Website etc.
> 5. Botanical garden is established

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
1. Induction Programme for newly admitted students.
2. The Institution was registered for the "Spoken Tutorial Programme" of MHRD conducted by IIT Mumbai.
3. Establishment of three new smart class rooms.
4. Special workshops for slow learners and academically weak students.
5. Skill Development Programmes such as Beautician, Yoga, and Bonsai are organised.
6. Adoption of ---- villages.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Sr. No.	Plan of action decided upon at the beginning of the year	Action Taken
1.	Establishment of Smart Class Room	Three Smart Class Room constructed.
2.	SMS system for providing information to students.	Already developed
3.	On line submission of Examination forms.	Already developed
4.	Placement increase.	Students got placements in different companies through MYSY 2017.
5.	Enhancement of Infrastructure facilities.	Con truction of 14 new class rooms funded by RUSA. Rainwater Harvesting system installed.
6.	Renovation of Old Laboratories	UG Laboratories are upgraded
7.	Induction Programme for freshers	Already implemented
8.	Up gration of college website	Already implemented
9.	Communication skills/ personality development programmes throughout the session	Various programmes organised.
10.	Extension Activities.	Extension Activities like Adoption of village, Blood Donation, Environment Awareness Swachhata Mission etc are organised.
11.	Interdisciplinary approach in Teaching PG students.	Started in all P.G. Deptts.
12.	Motivation to faculty Members for Research publication.	Faculty members have published papers in national and international journals.
13.	10 conduct National Seminars.	The Deptt. Of Commerce has organised National Seminar in this session.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

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1. Constitution of the Spoken Engish club (SEC)

Objectives of the Practice:

• To create a pool of students proficient in communication skills in English who would disseminate their knowledge among their peers.

• To reduce the anxiety level of students in L_2 learning especially from those coming from rural areas.

Best Practice 2 :

The department of Home Science has conducted various workshops and entrepreneurial programmes for the benefit of students. Workshops have been conducted on

• Basic principles of food preservation.

• Causes of spoilage of food.

• Different methods of preservation.

• Importance of weights & measurements.

• Methods of packaging, sealing and uses of preservatives.

Participants have benefited in these workshops and have been also encouraged to take up self employment in the area of food preservation.

• Using such classes to broaden the horizons of the students.

7.4 Contribution to environmental awareness / protection

1. Energy Audit Conducted.
2. Tree Plantation Programme was organised.
3. Car Pooling has been started by some faculty members.
4. Environment Awareness Programmes were organised by NCC, NSS Youth Red Cross and Some other
   deptt in the college.

7.5 Whether environmental audit was conducted?   Yes √   No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

College has locational Advantage of being adjacent to NH-6. Easily accessible to all.

Caters to both urban as well as a large segment of the rural population of the Tehsils of Ahiwara and Patan of Durg District.

Moderate infrastructure built up over the years by careful husbanding of resources meeting the present requirements of the students.

An Excellent track record of very successful alumni belonging to various walks of life.

Has committed group of teachers.

A well maintained library with over 17500 books.

Institution well recognised for its sports achievements.

Institution is a focus of attention for its success in hosting a number of national events including the INSPIRE Programme.

Opportunities

• With a grant of Rs 01 Crore from RUSA, that will be spent on building of infrastructure, newer courses can be introduced.

• With constant improvement in the quality of education provided student strength is on an

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8. **Plans of institution for next year**

1. Construction of 14 new class rooms
2. Infrastructure Renovation
3. Establishment of more Smart Class rooms.
4. To develop Industry. Institution Interface for Training and Placaement.
5. Upgradation of college website.
6. Coaching Classes for competitive exams.

7. More campus Interview, Personaliaty Development Programmes.

8. Celebrate cultural festivals of Chhattisgarh.
9. Upgradation of parking facilities.
10. Beautification of college campus.
11. Construction of fitness Jim in sports deptt.

Name DR AMRITA S. KASTURAY   Name Professor V. K. GOYAL

Signature of the Coordinator, IQAC   **Signature of the Chairperson, IQAC**

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