



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		DR. K.C.B. GOVERNMENT P. G. COLLEGE
Name of the head of the Institution		Dr.Jyoti Rani Singh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07826255175
Mobile no.		9981138376
Registered Email		bhilai3_college@yahoo.in
Alternate Email		kcbbhilai@gmail.com
Address		Near Petrol Pump Infront of Raj alkies raipur (CG)
City/Town		Raipur
State/UT		Chhattisgarh
Pincode		490020

2. Institutional Status	
Affiliated / Constituent	Constituent
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Amrita Kasturay
Phone no/Alternate Phone no.	07826255175
Mobile no.	9826146200
Registered Email	discoverdrask@gmail.com
Alternate Email	bhilai3_college@yahoo.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.govtpgcollegebhilai.com/NAAC.aspx?page=AOAR%20Reports&topicid=97
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.govtpgcollegebhilai.com/Academics.aspx?page=Academic%20Calender%20College&topicid=116

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.57	2016	15-Sep-2016	14-Sep-2021

6. Date of Establishment of IQAC	01-Jul-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Academic audit	15-May-2019 1	18
Feedback Analysis	30-Apr-2019 3	1800
Internal Evaluation half yearly	31-Dec-2018 7	1600
Bridge Course	05-Sep-2018 2	150
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	RUSA	RUSA	2018 0	60
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

CCTV installed for safety of students and staff. Smart Board installed and training organised. Continuous internal evaluation system monitoring. Environmental protection programmes organised through swachhta camps. Departments were made ICT enabled through ICT tools provision management through RUSA.

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

Plan of Action	Achievements/Outcomes
Display of important notifications and information to all teaching, non teaching staff and students through Whatsapp/College website	Information delivery system to students and staff was improved
Environment protection through awareness in swachhta camps.	Students were given opportunity for field work and understood planning concepts
Academic calender prepared and implementation.	Academic activities and day celebration was organised through proper planning.
Employment workshops organised	Students were benefitted and understood field work through tours to nearby factories.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	02-Jul-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Institution has to follow university syllabus issued by Hemchand Yadav University Durg (CG). The institution follow academic calendar of Higher education department Durg. Academic calendar is also prepared by IQAC which is displayed in website. The professors have the freedom to choose the methods for delivering the lecture and completing the syllabus according to the time duration given by university. The record of the delivered lectures are kept in daily dairy and then presented before the principal. A separate register is maintained showing completion of syllabus which is kept in principal's chamber.

Syllabus is notified to students and make available in library for everyone. Change of syllabus is properly notified to students and make available to students. Academic activities in calendar is followed. Students are properly notified of time table and internal evaluation. Internal evaluation is done in systematic manner like annual exam. Half yearly valuation is done at mid-term and unit tests are scheduled regularly for progress monitoring of students. Practical work and test are followed in laboratories. Syllabus is completed and students are motivated to solve problems in practical syllabus. daily diary and teaching attendance register is maintained and produced before principal.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
00	0	Nil	0	0	00

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	00	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	00	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
00	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Environment Project	265
BCom	Environment Project	256
BSc	Environment Project	121
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The feedback is collected from the student in a hard copy in a form provided by the college. Feedback is also collected through google forms. This feedback forms are collected from students from principal so that students can freely give their views. Some times feedback is collected without mentioning name of students to maintain privacy. feedback is collected from alumni for their experiences in institution. Parents feedback deals with experiences of parents. These feedback are handed over to to feedback committee. Feedback is analysed by feedback committee and handed over to principal. Feedback is collected by Committee without knowledge of respective teachers, so students can give their opinion freely. Every category feedback is analysed and suggestion are discussed and necessary action is taken. Feedback is discussed by Principal and suggestions for improvement is discussed. Feedback questions covers all aspects of stake holders. Students are asked on matters of cleanliness , library facilities and office facilities. Students feedback analysis and their suggestions are taken care off. In case any suggestions can not be accepted due to budget constraints than budget is demanded from Govt. Employee give feedback on facilities like toilet, drinking water facilities and their suggestions are incorporated. feedback system is also implemented in organization of programs. stake-holders give feedback which is evaluated and discussed. Overall development of institution through feedback : feedback are important information regarding functioning of an institute. Feedback analysis is discussed about any short-comings of institution. Stakeholder's suggestions are incorporated in future planning. matters under control like cleanliness, drinking water facilities improvement are taken care by administration.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics, History, Political Science, Sociology, Hindi Literature, Home Science	275	290	275
BSc	Botany Zoology , Physics ,maths, Chemistry	120	170	115
BCom	Commerce all compulsory subjects	275	322	259
PGDCA	Comuters	65	200	65

MCom	Commerce	80	120	71
MA	History, Political Science, Sociology, English literature, Economics	180	310	123
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1513	346	26	Nil	26

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
26	6	12	7	2	12
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentor system is available in college. It is called tutor ward system. Teachers are allotted students to mentor and their progress is monitored. PG teachers are responsible for their PG students and UG students are divided into groups. Students can contact their mentor for any problems and mentors try to solve whenever possible. To counsel students induction programmes are organised in institution and all the process and guidelines are briefed to students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1859	21	1:89

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	21	3	Nil	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level,	Designation	Name of the award, fellowship, received from Government or recognized
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	international level		bodies
2018	Nil	Nil	Nil
2019	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nil	3	01/05/2019	17/07/2018
BSc	Nil	3	28/04/2019	05/07/2018
BCom	Nil	3	19/04/2019	30/06/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous internal evaluation process is working in institution. Annual and semester end exam is organised by University. Internal valuation, unit test, Half yearly exam is regularly conducted by institution. exam shecdule is notified to studdnts at strt form session as per Higher Education academic calender. Monthly unit test are regulary organised as per completed syllabus and some times surprise tests are taken for evaluation. Internal evaluation is not limited to written test, Oral tests are also conducted for the process. Answer copies are printed.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Being Govt college institute has to follow academic calendar of Higher education department. Institute prepares own academic calendar in coordination with it. Institute acadec calendar incorporates all proposed programs and schedules of events. The academic calendar is notified in website and social media. Internal exam schedules of monthly quarterly and half yearly exam schedules are displayed. Institute tries to adheres to all proposed schedules. Day celebration and NCC camps are organised as per schedule. Syllabus completion plan is prepared by teachers as per academic calendar. Teaching diary is maintained and inspected by Principal for monitoring process. A separate register is maintained for monthly update. Internal exams are duly notified in notice boards. Time table is prepared for half yearly internal exams. Absent students are given second chance. Exam process is transparent and feedback is obtained in satisfaction survey. Other evaluations process like seminar, projects are notified as per academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.govtpgcollegebhilai.com/alldocuments/137.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final year	Pass Percentage

			final year examination	examination	
0	BA	History, Economics, Sociology, Political science, Hindi literature	168	151	89.88
0	BCom	Commerce	175	156	89.14
0	BSc	Physics Chemistry mathematics, Zoology, Botany,	64	41	64.06
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.govtpgcollegebhilai.com/alldocuments/138.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	00	Nil	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
0	0	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	0	Nil	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	1
Political Science	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	10	12	6
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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Skis disease camp	NSS	2	50
Eyecheckup Camp	NSS	2	60
Eye checkup camp nardhi	NSS	2	33
Eye Check up Aundhi village camp	NSS	2	8
Matdata Jagrukta	NSS	2	24
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Aids Awareness	NSS	Awareness Program	2	30
Dental checkup Camp	NSS	Dental checkup	2	50
Swach Bharat Camp	RUSA	100 Hour Swachhta camp	6	60
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of
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			students/teachers participated under MoUs
0	Nil	0	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
60	4199060

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Soul	Partially	2	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21423	2193995	800	219426	22223	2413421
Reference Books	497	73658	171	49919	668	123577
Journals	18	13200	Nil	Nil	18	13200
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	24	1	0	0	0	0	0	0	0
Added	44	0	0	0	1	0	0	0	0
Total	68	1	0	0	1	0	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	0

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
971554	56118	84224	109039

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has policy for efficient utilization of physical academic and sports facilities. Policy is circulated among students and teachers for efficient utilization. Students are instructed to switch off lights after class hours. Unnecessary use of electricity is prohibited. All stakeholders are instructed to use water facilities judiciously. Building and equipments maintained regularly. Electrical appliances are repaired regularly. Printer and photocopiers are regularly checked for ink and other faults. Toilets are regularly cleaned. Our campus is fully CCTV protected to prevent any intentional damages.

<https://www.govtpgcollegebhilai.com/alldocuments/118.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Scholarship Sc ST OBC Minority	885	3096823
b) International	0	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
career counselling	30/10/2018	50	Rama Coaching Institute
Yoga diwas	21/06/2019	30	NCC NSS
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	0	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	NA	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	5	Dr KCB Govt PG College Bhilai-3	Arts	Dr KCB Govt PG College Bhilai-3	MA Economics
2018	60	Dr KCB Govt PG College Bhilai-3	Commerce	Dr KCB Govt PG College Bhilai-3	MCom
2018	10	Dr KCB Govt PG College	Arts	Dr KCB Govt PG College	MA Sociology

		Bhilai-3		Bhilai-3	
2018	5	Dr KCB Govt PG College Bhilai-3	Arts	Dr KCB Govt PG College Bhilai-3	MA English
2018	12	Dr KCB Govt PG College Bhilai-3	Science	Dr KCB Govt PG College Bhilai-3	MSc Maths
2018	10	Dr KCB Govt PG College Bhilai-3	Arts	Dr KCB Govt PG College Bhilai-3	MA. Political Science
2018	30	Dr KCB Govt PG College Bhilai-3	Commerce, Scince	Dr KCB Govt PG College Bhilai-3	PGDCA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports Annual meet	College	70
Cultural Activity	College	95
Rangoli Competition	College	10
Painting competition	College	12
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student councils are active in institution. Students councils are elected as per Govt guidelines by election or merit nomination method. Elected unions work actively than nominated members. Students are members of various bodies. Union members represent problems in various matters relating to facilities ,academic , cultural field. College management actively take action when necessary. Students are made members of sports councils which make decisions relation to

sports activity. PG councils are well established in PG departments. Students participate in decision making process of selection of optional papers from prescribed syllabus. Students organise programs and seminars in PG departments. Student council organizes Annual function. Selection of chief guest in annual function is finalized after discussion with student bodies. Different committees like ECO club ,NSS, computer committees are formed at beginning of session and actively participate in various activities. Students member in included in grievance redressal decisions related to girl. Alumni students are also represented in various bodies in Janbhagidari samiti and RUSA building inspection committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

4

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

All the graduate and post graduate department of the institution function under the university rule. Powers related to college have been delegated to principal. 1. management Decentralization - Management is coordinated effort, so administration is practiced by different committees. Some of Committees formulated are admission committee, discipline committee, Exam committees, Union, UGC, IQAC, RUSA, Staff Council Purchase committee, sports, library, scholarship, Janbhagidari committees. These committees work in coordination with management for benefit of institution. Committees record their minutes with coordinated discussions. Committee work at ground level with guidance of principal. Committees prepare plans with discussions. Proper notices and letters are served. Financial matters are sanctioned by principal and executed by account departments of office. Committees suggest any reform or changes in system which is executed with discussions. Exams are conducted with best participative matters. All staff is engaged in examination process. 2.Examination: Examination is biggest event in college. Approximate 3000 to 4000 thousand students participate in exam process. Exams are conducted with process of decentralization and participative management. With publishing of time table central committees are made to conduct exam in three shifts form morning 6.30 to evening 6.30. Committees consist of Professors, class three and class four employees. They work together in coordination for preparation work. All class rooms are engaged and some times institute need department for exam rooms. All staff work in room exam duty schedule. Help of outside invigilators are also sought. Invigilation duty chart is made in participation manner from discussions with all shift charges to avoid any duplicacy of work. Exam process work in participative manner to avoid any error in process.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	Institute motivate human resources management through various programs. Staff is motivated to take up orientation, refresher course and faculty development courses.
Library, ICT and Physical Infrastructure / Instrumentation	Library is well developed in institution. Library has separate building and reading room with ICT facility. Use of ICT is promoted in institution. This year 44 computers are purchased through RUSA fund. Printers are made available to departments. Photocopiers and scanners are available for academic and office purpose. Repairing work is regularly done for electrical and ICT appliances. Physical facilities like library building, sports ground, class rooms are maintained regularly. Computer department take care of any minor repairing work in ICT tools. Instruments are maintained in laboratories. Any faulty instrument is repaired.
Research and Development	Institute has history department as research center. Institute has three teachers as research guides enrolled. Students are motivated to join research activities. PG department organises research related activities. Students are encouraged to take NET, SET exams.
Curriculum Development	being university affiliated institute syllabus is prepared by university. Our staff members are members of board of study for finalisation of syllabus. In some PG departments optional papers are finalised with students. Any change in syllabus is notified in notice board and websites. For syllabus information, link of university syllabus page is given in website.
Teaching and Learning	Teaching and learning process is conducted by various modes like black board teaching, PPT presentation, Seminar, Oral discussions, quizzes etc. Handouts and pdf are made available to students. Library facilities are open for students. Slowly institute is

	<p>increasing ICT tools for teaching. Evaluation to monitor progress of students are done in regular interval.</p>
Examination and Evaluation	<p>Examinations are final step in student teaching and learning. Academic calendar is published with internal exam schedules. Students are notified of each exam schedule. In important exams where numbers are added in final evaluation, second chance is given to absent students. Students are evaluated through various parameters like monthly, quarterly and half yearly evaluation. Evaluation system is transparent and feedback is collected in the process. Valuation is also done by seminar, oral and quizzes.</p>
Human Resource Management	<p>Staff is motivated for improvement of Human resources in institute. Staff is encouraged to join refresher and orientation courses. Participation in FDP programs are motivated. For students institute regularly organises career counselling and entrepreneur development programs. Personality development and english speaking workshops are organised in regular basis. Suggestion of any external agency for organisation of human resources development program is accepted to benefit for students.</p>
Admission of Students	<p>Admission of students are done as per Higher Education guidelines. Students apply online at University website, Institute download list and admit students as per merit list. Reservation policy is applied in admissions. Any grievances in admissions are taken care off.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>Institute follows e governance in planning and development when possible. Our institute is govt college and fund receive from state and central agency. Institute prepares proposal for RUSA purchase , building map and estimate and sent through mail to respective department. Development funds are received in CG Portal and Institute submit bills in e-software for the purpose.</p>
Administration	<p>Administration of institute use e-governance as possible. Institute receives govt letters and guidelines in</p>

college email. Answers are given through mail. Principal messages and instructions are circulate through whatsapp groups. Students are notified any instruction through calls and whatsapp.

Finance and Accounts

Being a govt institute, college has to depend upon e-governance facility of state govt. Salary and other transaction sanctioned by state govt are performed in E koshalaya software. Institute can download data of amount pertaining to different financial heads. Salary is prepared in epayroll.SGO software. Institute does online payment when possible. Students scholarship money is directly deposited in bank account.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NA	Nil	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NA	NA	Nil	Nil	Nil	Nil
2019	NA	NA	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Entrepreneurship skill development for rural agro, food processing and healthcare	1	26/11/2018	08/12/2018	13

based startups.

No file uploaded.

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF advance, Medical reimbursement	Grain advance, Festival advance, medical reimbursement	Scholarships, books, stationery for SCC/ST students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

external audit of govt account is done by govt auditor time to time. Account audit of UGC, Janbhagidari is done by external auditor. An internal committee is setup for internal audit. Institute has to match govt treasury financial data with institute books. At end of financial session cash in hand and bank deposit is compared for any irregularity. External audit objections are dealt by office.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	Internal committee

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

PTA meeting is organised in PG departments. Parents are briefed on progress of students.

6.5.3 – Development programmes for support staff (at least three)

Computer training courses are regularly organised in college.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Regular programs are organised for career counselling of students. Feedback system is made more efficient. Application of ICT is increased.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Soft skill	14/01/2019	14/01/2019	21/12/2019	18
2018	Bridge Course	03/09/2018	03/09/2018	03/09/2018	80
2018	career counselling	30/10/2018	30/10/2018	30/10/2018	50
2019	Academic audit	30/04/2019	30/04/2018	30/10/2019	20
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Sanvidhan divas	26/11/2018	Nil	10	7
Manvadhikar diwas	10/12/2018	10/12/2018	10	7
Women day	08/03/2019	08/03/2019	50	8

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
CFL bulbs are replaced by LED bulbs for energy management.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nil
Ramp/Rails	Yes	1
Braille Software/facilities	Nil	Nil
Scribes for examination	Nil	1
Special skill development for differently abled students	No	Nil

Any other similar facility	No	Nil
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7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct	01/07/2019	Code of conduct book is prepared and published. Some part is added in prospectus of college. Code of conduct banner is displayed in campus. Human values programs are conducted regularly in college. staff has to follow code of conduct of govt.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Manvadhikar diwas	10/12/2018	10/12/2018	17
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use of LED bulbs. 2. Trees are planted in campus. 3. Water from RO filter is supplied in plants. 4. Campus cleanliness drive is regularly organised. 5. Waste management system is improved.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice in college 1. Women Empowerment: Institute caters to approximate 80 percent female students. Girl students come from nearby village areas with great difficulties due to scarcity of transportation in village areas. These students do not have access to skill development courses or any job-oriented courses. In this context institute has taken up initiatives to strengthen girl students of the area. College organizes different activities for career counselling and soft skill development. Home science department organizes cooking and beauty parlor courses for students. Cooking classes are organized and coordinate by home science department teachers. At the end of workshop competition is organized to assess knowledge of students. Local traditional food preparation is also taught in these courses. Beauty parlor course are organized regularly to help them select optional career in this field. Local trainer Ku Maninder help them in beauty-parlor course. Regular program for

legal awareness for girl students re organized. Workshops for English speaking course, career counseling courses are organized for women empowerment. 2. Local culture promotion and awareness programs. With onset of modernization local Chhattisgarhi culture is slowly losing importance. In this context students has to make aware of local culture and institute is continuously promoting local culture through programs. Our college is named after Dr Khoob Chand Baghel , who was freedom fighter of chhattisagrh and he was first person to put forward separate chhattisagrh. He is inspiration for promotion of local culture. Our institute organizes his death anniversary every year to remember him as flag bearer of local culture. A stage Rang Jhanjhar is formed for promotion of local culture and various programs are organized under this stage. Pottery design, local rangoli culture, local dance form is performed. Chhattisgarhi language essays are organized for students. College magazine covers Chhattisgarhi articles and food.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.govtpgcollegebhilai.com/alldocuments/136.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

College caters to more than 80 percent girl students in college. Belonging to nearby villages these students don not have access to life skill and soft skill. Institute has a vision to help them achieve persoanality and career development. Institute organizes soft skill , career counselling and competitive exam coaching. Soft skill like mehandi making, rangoli ,cooking and fashion design workshops are organised in college. Professsional cooking workshops are organised every session. Students laarn basic and professional cooking techniques. At the end of workshop cooking competitions are organised. Fashion technology workshops and trainings are organised with available facilities in college. Rangoli and painting competitions are organised for girl students. Career counselling programs like 3 days EAC camps enterpreneurship camps are organized where external trainers train students. students are taken to any nearby factory for field experience. Students also [articipate in english speaking courses orqnsied in college. Student take part in extracurricular activities leaning different soft skill. Anand mala type programs are organised to learn enterpreneurship. Girl student acticely take part in sports and our Kabaddi and Kho kho girl team are often winners at university levels.Girl students take part in state and national level sports competitions. NCC and NSS girl wing work actively in institute. Girls organize NSS camps effectively and learn management skills. Our vision and mission about girl students is also shown in the fact that girls from our institute are topper among merit list of university.

Provide the weblink of the institution

<https://www.govtpgcollegebhilai.com/>

8.Future Plans of Actions for Next Academic Year

Institute plans to increase PG departments. On students demand proposal in PG classes is forwarded to Higher education department. Space of laboratories are limited. institute plans to construct new building for more space. Improvement in sports facility is being planned. Sports infrastructure needs to improve. Our college is situated in Bhilai area which is one to top sports zone in state. Smart board and ICT use has to be increased for better teaching learning process. Institute does not have boundary wall make it unsafe for institute. CCTVs are installed but institute is forwarding proposals for construction of boundary wall

at appropriate stage.