



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GOVT. SHYAMA PRASAD MUKHERJEE COLLEGE**

P.O. SITAPUR DIST. - SURGUJA C.G. 497111  
497111

govtspmcsitapur.in

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**June 2021**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The institution was established in 1984 with the name Government Degree College by Government of Madhya Pradesh. Affiliated to Guru Ghasidas University Bilaspur, UG B.A. and B.Com. commenced in an old Primary School building. NSS unit started in 1986-87. After 6 years survival, in 1990-91 finally shifted to own campus allotted land of 4.384 hectares. Awaited demand of the UG in Science and PG in Sociology approved and affiliated in 1996. NCC unit came into its shape in 1996-97. M.A. (Hindi) started in 2001. In 2008 affiliated to Sant Gahira Guru Vishwavidyalaya Surguja Ambikapur. The institution got new name Govt. Shyama Prasad Mukherjee College by official order letter no. F-5-65/2007/38 Raipur date 14.05.2008 of Higher Education Department, affiliating university updated same by notification no.259/academic/2014/Ambikapur date 24/01/2014. Change in the name of the college under section 2(f) and 12(b) of the UGC Act, 1956 has been made through File no. 8-75/2010 (CPP-I/C) May, 2014 by UGC. UGC college code is 201017 and AISHE code is C-9745. To fulfil demand of commencing PG, in 2013-14 M.A. in Political Science, Economics, M.Com. and M.Sc. in Chemistry has been started in existent premises on the basis of self-financing under the supervision of local Janbhagidari Samiti. The institution offering 03 UG and 06 PG programmes with 1980 sanctioned intake seats.

It is located at village Amatoli tehsil Sitapur district Surguja Chhattisgarh, letter no.26/A.Vi.A./2014, date 03/12/2014, office of the Sub divisional officer revenue Sitapur official certifies that is Schedule Tribal and educationally backward area. The peoples of villages of circumference of about 70 K.M are majority stockholders.

It has institutional and departmental library with compendium of more than 30000 books. Laboratories having experimental equipment, chemical, specimen etc. for learning through experiment. Adequate space and sports facility for football, volleyball, athletics etc. are potential of the institution along with cycle stand, green campus.

For imparting holistic development to stakeholders, 27 teaching and 14 non-teaching competent faculties are engaged. It undertakes extension activities through NSS, NCC, YRC volunteers. Moreover, the institutional IQAC and various cells and committees work as facilitators to make students responsible, social, success.

### Vision

Vision of the institution towards an Excellence through Equity, Access and Quality Education. The holistic development of inclusive environment through education in society is our milestone.

- Self-reliant, self-sufficing, and self-respecting education for a society facing reformation.
- Education for the youth advancing towards the world leader nation India.
- To be efficient, effective community and be able to and excel in education and service.
- To reach the un-reached and serve the underserved with education contribution to the national Development.
- To be an active component of national educational system.

## Mission

Mission of the institution begins with aspiration to translate collective dream of the Community of the region in to reality.

- To encourage the students to face the challenges of the competitive platform.
- To support the students to utilize their potential in sports and other activities and make career into.
- To inculcate values like social equality, gender equality, justice and self-help amongst the society.
- To mold character and career of student's, continuous improvement and innovation in all the process of our system.
- To provide quality higher education and continuous academic excellence.
- To improve and motivate leadership qualities among students and understand responsibilities.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

Strength of the institution-

- Allotted land for the development of the institution is about 10.83 acres. Recent built up area of the institution is 1501 square mts. and remaining open land can be utilized for various purpose.
- Pollution free and eco –friendly green and clean campus.
- 27 Well qualified competent and experienced teaching faculties are back bone of the institution.
- Institutional and departmental library have collection of more than 30000 books.
- The institution is located in extreme tribal and rural area. About 70% enrolled students belongs to tribal community, leads significant contributions in social activities and social responsibility
- Enrolled Strength of female students is more than 65%, leads to female empowerment.
- Dynamic and strenuous NSS Unit, NCC Unit, YRC Cell, Red Ribbon Cell, Cultural Committee.

### Institutional Weakness

Weakness of the institution

- Lack of sufficient class rooms and seating facilities as compare to enrolled students.
- Lack of separate laboratory for Chemistry UG and PG, Botany, Zoology, Computer.
- Insufficient space for library, staff room and reading room.
- Vacant post of Principal, Librarian, Sports officer and Head clerk.
- Lack of staff quarters, separate girl's common room, additional toilet for staff.
- At present diploma courses are not in existence.
- Lack of indoor games hall.
- Lack of institutional boys and girls hostel for the benefit of outstation students.
- Lack of sufficient fund allocation for infrastructure expansion.
- Weak internet signal and mobile connectivity in the area.

## **Institutional Opportunity**

Opportunities of the institution-

- GER can be increased against number of sanctioned seats 1980 by providing better academic and infrastructure facilities.
- Adequate open land can be used for expansion of the institution.
- Lots of opportunity available in the field of research in humanity and science.
- Job oriented course can be started i.e. Mobile repairing, cutting and tailoring, Dress designing, beautician course.
- Scope for add on courses, diploma courses, certificate courses.
- scope for professional courses commencement.
- climatecally enable enviroment to develope Botanical and medicinal plants garden.

## **Institutional Challenge**

Challenges of the institution-

- Organizing campus selection and placement for students of the institution.
- Providing inclusive environment for diversify stackholders coming from different region, community and language.
- Construction of new composite PG building to fulfil the nessecity.
- Competition from nearby private and professional courses institutions.
- To match the quality in academic and other dimension to urban institutions.
- Commencing Job oriented training and program.
- Starting professional and skill development courses.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

- The institution Government Shyama Prasad Mukherjee College Sitapur is a government college, comes under Department of Higher Education Chhattisgarh Government. It is affiliated to Sant Gahira Guru Vishwavidyalaya Surguja Ambikapur (Established by Chhattisgarh Vishwavidyalaya Adhiniyam no.18/2008) since 2008.
- The institution follows the rules, regulation, policies and standard academic calendar designed by the government.
- The institution tabulates institutional, departmental academic calendar in which all academic session, sports, cultural activities, extra curricula are specified with date and time.
- At present 03 UG annual system of examination and 06 PG CBCS semester system of examination are running, which are approved by the government. No Add on / Certificate programs is offering.
- Although the institution teaches syllabus and curricula prescribed by the affiliating university but faculties of the institution actively participate in BoS meeting and assessment / evaluation process.
- The institution includes professional ethics, human values, gender equality, environment awareness etc.

in its academic and activity session.

- The institution promotes learning through field work, project work, outreach, internship.
- Records of the students for such work is uploaded in college website in their concern department space.
- The institution is well aware about outcomes of the feedback mechanism. Feedback is obtained from stakeholders and analysed.

## Teaching-learning and Evaluation

The institution is situated in rural and tribal location. Most of the enrolled students come from nearby rural areas. Average enrolment percentage of the students in last five years is approximate 64 %. Total number of enrolled students in current academic year is 1439 against 1980 sanctioned seats.

As the institution is a government institution, strictly it follows the reservation policy in admission (ST-32%, SC-12%, OBC-14%, Divyanjan-5%, Ex. Army/Service- 03%) as laid down by Government. ST category reserve seats remain full. Most of the ST category students jump to general open seats on percentage basis admission process, scored in 12th class.

As per the rule of government on last date of admission all reserve vacant seats are opened for all waiting list students, usually being a tribal location, it has been recorded that ST students get enrolled in bulk at last date. ST student average enrolment percentage is approximate 70% in the institution. By gender it is co-education institution but more than 65% enrolled students are female.

In this galaxy of student diversity, faculties are engaged in one and all possible activities for student's positive progress. Over all student centric teaching learning methods are adopted to enhance learning experience. Qualified and experienced faculties are using ICT enabled tools and modern technology effective teaching. The institution has developed its own internal evaluation and assessment mechanism under the supervision of IQAC.

Faculties of the institution also actively take part in university and external evaluation process. Learning outcomes of the programme are communicated positively to stockholders. Success and position of the alumni in society is discussed in alumni meet, that reflects the actual outcomes.

## Research, Innovations and Extension

A number of faculties have published papers, research articles and book chapters. Most of the articles are published in UGC listed journals. A research committee is put in place and attempts are in progress to get the status of Recognized Research Centre from the University. However, the institution has insufficient infrastructure for research activity.

02 faculty members at individual level from the Department of Mathematics and Political Science are engaged in research projects funded by the UGC and DST. 03 teachers have bagged awards for their paper presentations in research conferences at various levels.

02 faculties have done Ph.D. during the past three years and currently 05 faculties are pursuing their Ph.D. Degree. All teaching staffs have done their Orientation and Refresher courses. Recently department of Mathematics has organized a workshop in which there is also a lecture on National Education Policy 2020:

Vision for Higher Education.

Apart from classroom teaching and assignment, students are guided for social outreach and assigned eco-social burning topics for their project works. Students are encouraged to incorporate research culture and data analysis in their reports.

The institution is also actively involved in extension activities to help society by its services. The college has a unit of NSS and a contingent of NCC through which college renders social and community services. NCC and NSS students' wings of the college carry out extension activities with the help of Red Ribbon Club. A few of the programs include Blood Donation, Awareness of HIV/AIDS, Gram Swachhta Abhiyan, Tree plantation, etc.

NSS wings of the college has bagged many awards including the Indira Gandhi National Award. A number of extension activities are also recognized by the local authorities. The college has also received Commendation from Chhattisgarh State Youth Commission for organizing Youth for Ekamata Competition.

The institution has signed a number of MoUs and academic linkage with the local and outstation educational institutions and research institutions to support the students through faculty exchange, student exchange and internship and placement and projects.

### **Infrastructure and Learning Resources**

The college has campus of 10.83 acres and the college building is constructed in area of 1501 sq. meters on the ground floor and 600 sq. meters in first floor. The college has inadequate infrastructure and learning resources in the campus to achieve its objective of excellent education. The campus has nearly 10 class rooms, laboratories, library, spacious playground, and a seminar room with a seating capacity of 200.

The college has 03 class rooms and 1 seminar hall equipped with DLP projector to facilitate the Modern teaching methods to be adopted. Internet connectivity is provided through a Wi-Fi. College is also equipped with common rooms for girls, safe drinking water facilities etc. The campus is beautified by gardening. The present building is not sufficient to fulfil all the needs therefore we have clubbed many activities in single rooms. Recently construction of new P.G. building & an auditorium hall of worth 2.0 cr have been approved by the state government.

Library of the Govt. S.P.M. college Sitapur is one of the oldest Govt. degree college library in Surguja district. The collection includes more than 30,000 books, 75 journals/magazines. Due to shortage of space P.G. libraries are running through the respective departments. Previously only staffs/faculties have reading facility in the library. Recently a reading room (new) is constructed in the college. Apart from the printed books the institution has subscribed to e-resources of N-list for the use of the faculties and the students. The college also publishes its annual magazine which provides a plate-form for their creative writing of students as well as staffs of the college. The college also publishes its annual magazine 'Tulika' which provides a plate-form for their creative writing of students as well as staffs of the college.

The total expenditure towards books and journals in the past six years has been Rs. 6,25,020=00 with approximately about 2800 books/journals being added. Expenditure incurred on maintenance and renovation works in the college stands at about Rs. 32,45,442=00. The library is rich in books and journals and it is used frequently by staff, members and students.

## **Student Support and Progression**

College is committed in providing the best infrastructural and academic facilities to all its students. The college website provides all necessary important information to students.

The institution facilitates Govt. scholarships to the students of various categories. More than 70% percentage of Colleges' students have been benefited by scholarships provided by the Government during last five years. In addition, college also provide scholarships through "Nirdhan Chatra Kosh" to needy students.

The placement and career counselling cell of the college organizes career oriented program and promotion for the students. Faculties of various departments regularly help the students and staffs for various competitive examinations. Due to which, many students and staff members of the college have cleared NET/SET examination, selected as lecturer and cleared other examination.

The institution also regularly conducts a number of extra-curricular and co-curricular events. Many of the students have participated in various cultural and sports competitions at state as well as national and have been awarded medals. In the year 2017-18 continuously 02-02 students had been selected for the shadow collector in Youth for Ekatmata Competition – I & II organized by Chhattisgarh State Youth Commission.

The institution has a student Union Council. President, Vice President, Secretary, Joint-Secretary of the student Union and Class Representatives are elected by students on the merit base as Govt. Orders. Students Union plays an important role in the activities of the college. In addition, the institute has granted membership of students in various administrative bodies of the college such as ST, SC, OBC cell, IQAC cell etc.

In addition, the Institute has constituted a committee to check 'sexual harassment of women at work places' under the direction of government. The Institute has Anti-Ragging committee consisting of male and female members of the faculty to keep a watch on the activities of the students.

Alumni network is strong and alumni meets are conducted. There is significant contribution from the alumni.

## **Governance, Leadership and Management**

Vision of the institution towards an Excellence through Equity, Access and Quality Education and Mission of the institution aspiration to translate collective dream of the Community of the region in to reality, reflects in the governance implemented by the institution.

For smooth management and redressal of the issues, various committees are assigned right and power to make instant decision. Being a government institution, administrative setup, service rule, regular appointment, policy, regulation, infrastructure extension and procedure are incorporated as per direction of state government.

Head of the institution principal / in charge principal has financial and administrative power. Fund received from UGC, state government or any other body is utilised for the development of the institution as per recommendation of IQAC and staff council and audit of the utilisation is done as per norms. IQAC meeting is held at the end of every quarter to evaluate and assess the progress and outcomes.

### **Institutional Values and Best Practices**

The institution is co-educational; more than 65% enrolled students are female. At the beginning of the session students are addressed to maintain gender equality, moreover year-round Anti Ragging committee and Sexual Harassment committee look after related issue.

To reduce the power consumption electric instruments and LED bulbs are used when needed. Solid waste like paper, used pen, used file etc. are collected in dustbin and stored in proper place for sale in down market. To make a dream come true of clean- green-pollution free campus, a beautiful green garden has been developed and maintained, entrance of automobile on Wednesday of every week is strictly prohibited, cleaning of campus on every Saturday of the week is in practice.

The institution offers 5% reservation for Divangjan on admission and take care of them, facilitate wheel chair and support if any. The institution celebrates national and international commemorative day, festivals and events of all communities to promote inclusive environment.

NAAC



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. SHYAMA PRASAD MUKHERJEE COLLEGE
Address	P.O. Sitapur Dist. - Surguja C.G. 497111
City	SITAPUR
State	Chhattisgarh
Pin	497111
Website	<a href="http://govtspmcsitapur.in">govtspmcsitapur.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Shashima Kujur	07834-275318	7999796853	07834-275318	govtspmcollegesitapur@gmail.com
IQAC / CIQA coordinator	Ramsewak Ram Bhagat	-	8349282832	-	rsbhagat13@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	24-08-1984

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

State	University name	Document
Chhattisgarh	Sant Gahira Guru Vishwavidyalaya Sarguja	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	06-01-1992	<a href="#">View Document</a>
12B of UGC	09-06-1992	<a href="#">View Document</a>

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

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

**Details of autonomy**

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	P.O. Sitapur Dist. - Surguja C.G. 497111	Tribal	10.83	1501

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Bachelor Of Science	36	Higher Secondary pass in Science Stream	English,Hindi	180	157
UG	BA,Bachelor Of Arts	36	Higher Secondary Pass	English,Hindi	250	220
UG	BCom,Bachelor Of Commerce	36	Higher Secondary Pass	English,Hindi	60	60
PG	MA,Hindi	24	Graduation	Hindi	50	19
PG	MA,Economics	24	Graduation	English,Hindi	30	7
PG	MA,Political Science	24	Graduation	English,Hindi	50	30
PG	MA,Sociology	24	Graduation	English,Hindi	50	13
PG	MCom,Commerce	24	Graduation	English,Hindi	25	7
PG	MSc,Chemistry	24	Graduation with One Subject Chemistry	English,Hindi	50	50

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	2				0				14			
Recruited	0	0	0	0	0	0	0	0	6	5	0	11
Yet to Recruit	2				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				16			
Recruited	0	0	0	0	0	0	0	0	6	10	0	16
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				17
Recruited	10	1	0	11
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	1	0	4
M.Phil.	0	0	0	0	0	0	4	1	0	5
PG	0	0	0	0	0	0	1	3	0	4

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	10	0	16

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	60	0	0	0	60
	Female	168	0	0	0	168
	Others	0	0	0	0	0
UG	Male	419	0	0	0	419
	Female	784	0	0	0	784
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	11	24	24	25
	Female	41	36	29	31
	Others	0	0	0	0
ST	Male	328	287	259	289
	Female	630	573	458	479
	Others	0	0	0	0
OBC	Male	109	104	110	109
	Female	163	163	134	138
	Others	0	0	0	0
General	Male	49	60	48	53
	Female	49	66	53	51
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1380	1313	1115	1175

## Extended Profile

### 1 Program

#### 1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	10	10	10
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
09	09	09	09	09

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1380	1313	1115	1175	1209
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
1307	1307	1307	1307	1307



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
395	280	221	201	286

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
27	27	26	27	21

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
31	31	31	31	31

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 11****4.2****Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
5.66019	6.44158	12.20791	6.47157	8.44329

**4.3****Number of Computers****Response: 06**

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## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

##### Institution has the mechanism for well-planned curriculum delivery and documentation –

Government Shyama Prasad Mukherjee College Sitapur is pure Government college, incorporated by Department of Higher Education Chhattisgarh, so mainly it acts in accordance with the rules, regulations and policies of the Government. It is affiliated to Sant Gahira Guru Vishwavidyalaya Surguja Ambikapur (Established by Chhattisgarh Vishwavidyalaya Adhiniyam no.18/2008) and it implements the Vishwavidyalaya's specified curriculum.

Although Government Shyama Prasad Mukherjee College Sitapur is committed to provide the distractive teaching and learning environment, healthy, friendly environment and skills for understanding, respecting of self and others, to learn to solve personal and social, educational problems, institutional issues and improving the overall performance of the quality of the college. So, all most possible steps have been taken by the institution to ensures the effective curriculum delivery through a well-planned and documented process such as:

- Usually in month of the May of every academic year, an annual standard academic calendar is provided by the Department of Higher Education Chhattisgarh. According to the Structure of the provided academic calendar, the institution reforms self-local academic calendar specifying the dates of commencement of the classes, local examinations, NSS camp, annual sports, annual function and other co-curriculum activities. It is published in social media, website, notice board for convenience of the students.
- Various local Committees and cells are reformed by the Principal, according to the recommendation of the staff council to ensure effective curriculum delivery.
- There is a local Janbhagidar Samiti in the institution, formed as per guideline of the state government. Local M.L.A. / M.P. of ruling party of the state government or as per their recommendation, any elected person of the area is appointed as chairperson of samiti for tenure of three years by the district collector. Principal of the institution acts as the secretary of the samiti. As per recommendation of the chairperson of the samiti 10-20 local persons from different fields are appointed as members of the samiti by the principal. This janbhagidari samiti works for the academic progress, development and mange local issue of institution.
- Regular academic time table of the institution is tabulated by the time table committee for the academic session. Specially teacher centric time table is prepared for PG classes.
- Teaching faculties of the institution maintain daily dairy and attendance of student's class wise.
- In keeping view to promote ICT, to share information, to clear doubts subject's teacher manage WhatsApp group for students.
- Along with conventional class room teaching, field visit, social outreach, assignment, etc. are carried.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

#### Response:

The institution follows standard academic calendar provided by Department of Higher Education Chhattisgarh along with self-local academic calendar tabulated by time table committee of the institution specifying the dates of commencement of the classes, local internal examinations, NSS camp, annual sports, annual function and other co-curriculum activities. According to the academic calendar test, quarterly exam, half yearly exam, social outreach, field visit, seminar, educational tour, project work, practical are done and evaluated.

There is a local exam committee in institution under the supervision of IQAC, which play key role to conduct the internal exam and keep the records. After evaluation of the answer sheet of internal exam, subject teacher shows the evaluated answer sheet to the student for better performance, better writing skills and how to approach the problems in case expectation are not met. This practice makes the students to improve themselves in all respect before final exam.

Since the institution is affiliated to Sant Gahira Guru Vishwavidyalaya Surguja Ambikapur (Established by Chhattisgarh Vishwavidyalaya Adhinyam no.18/2008), it follows the academic calendar prescribed by Vishwavidyalaya for practical exam and evaluation, final exam schedule and evaluation, comprehensive continuous assessment (CCA) and the semester end examination in CBCS evaluation process. Time to time IQAC and staff council of the institution look after overall continuous internal evaluation and keep the records.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

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

**Response:** B. Any 3 of the above

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

## 1.2 Academic Flexibility

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

**Response:** 66.67

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

Response: 06

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

**Response:** 3

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response:** 2.38**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
50	50	50	0	0

**File Description****Document**

Details of the students enrolled in Subjects related to certificate/Add-on programs

[View Document](#)

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

The institution made efforts to guide the students to integrate cross cutting issues by the following steps –

**Environment:**

There is an Eco-club in the intuition, regular students of the institution are member of Eco-club. An Assistant professor acts as in-charge of the club. Under the umbrella of the club seminar, quiz, plantation, environment awareness activities are organized.

Topics on Environmental awareness and issues are taught in UG & PG programme such as-

- \* F.C. Environmental Studies – compulsory subject in UG programme
- \* F.C. English I year –Environment and public health

To save and sustain human values the NSS unit volunteers take up same action as scheduled per year

- \* Environment awareness programme
- \* Swachhata Programme – by cleaning campus and rural areas

- \* Beti Bachao Beti Padhao
- \* Narwa ,Garwa, Ghurwa Bari Programme
- \* Voting awareness rally
- \* Tree plantation, water conservation, cross cutting course

Professional ethics:

There are some committees take care of student's problems such as –

- \* Anti-Ragging committee – This committee has been constituted to solve the issues of ragging. Any students who have problem can write a complaint and drop in the complaint box without disclosing their identity.
- \* Community Orientation - The college NSS / NCC/ Red cross units create awareness among the people of surrounding villages on various issues. The institution conducts many programmes such as blood donation camps, health awareness camp social awareness programmes, health & hygiene programmes, especially in rural areas. These units organise rally to create awareness on cleanliness, education, evil local tradition etc

Human Values:

Institution organises some activities to monitor human values among students & staff

- \* Health check-up (Red cross)
- \* Personality development
- \* Distributed food to the poor (NSS)
- \* Blood donation Camp.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response: 60**

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

2019-20	2018-19	2017-18	2016-17	2015-16
06	06	06	06	06

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

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

**Response: 13.33**

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

Response: 184

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>

**1.4 Feedback System**

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

**Response: B. Any 3 of the above**



File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 62.55

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

2019-20	2018-19	2017-18	2016-17	2015-16
1380	1313	1115	1175	1209

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1980	1980	1980	1980	1980

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 86.43

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

2019-20	2018-19	2017-18	2016-17	2015-16
1282	1187	1014	1071	1094

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

#### Response:

The aim of the institution is to educate and strive to achieve excellence and to help identify learning level of students. Students come from different cultural, social, economic and educational background. They are mixed bags of aims. So, challenge and necessity become so hard and high to teach all types of students together.

The institution conducts personal counselling, induction programmes, orientation programmes for newly admitted students. In these session college principal and senior faculty members make students aware with their goals and objectives, code of conduct.

For slow learner's institute provides –

- Personal Counselling
- Motivation session
- Subjective Notes
- Previous year Question bank
- Extra lecturers, home assessments

On the other hand, advanced learners are encouraged to participate in –

- Group discussion with other students
- NET / SET/ SLET Exam
- CGPSC / UPSC Exam
- SSC Exam
- CG Vyapam Exam

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

Response: 51:1

## 2.3 Teaching- Learning Process

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

#### Response:

The academic plan of institute is student centric. Methods of experimental learning, participating learning and problem-solving methodologies are implemented in teaching. students are motivated to grow up

dynamically in all respect. The institute has adopted various student centric methods for enhancing the learning level of students.

The institute tries to make teaching and learning in interactive and student centric method by encouraging to students to participate in group discussion, class seminar, teaching to colleague activity. Students are instructed and guided by the subject teacher for making charts, diagrams, tables, modals of the subjective topics and problems to elaborate in simple manner.

Experimental learning –

The main aim of this method is to enhance and develop experimental learning among students. Science department like Chemistry, Zoology, Botany, Physics are using this method in their respective laboratory as per prescribed syllabus.

Participative Learning –

This is the best student centric learning method in which student actively participate, such as:

- Class seminar
- Group discussion
- Questioning method
- Field visit
- Teaching to colleague

Problem solving method –

To make students creative, active, decision makers, critical thinkers, the institution has adopted this method. Department like mathematics, Economics, Chemistry and Sociology are using this method. Outreach activities are conducted to develop human values, ethics and leadership qualities among students such as:

- \* NSS / NCC Camps
- \* Social outreach
- \* Educational tour

File Description	Document
Link for additional information	<a href="#">View Document</a>

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

#### Response:

The use of ICT is also demand of nowadays. So, teachers of the institute include e-learning resources,

online classes, online video lectures in their teaching. Some activities and practices are implemented in the institution for ICT enabled tools for effective teaching learning process such as:

- It is mandatory to manage subject wise WhatsApp group of students for subject teacher to share academic activities and information.
- Some of the teachers of the institution use DLP, visualiser, OHP, PPT in their teaching.
- Seminar hall of the institution is equipped with DLP and sound system, that is used for effective teaching learning process as required.
- All teachers have instructed to conduct online classes through Zoom app, Google meet app, etc.
- The institute motivates teachers to attend online training programmes, webinars, workshops, short term courses, online quiz also.
- Teachers provide important links regarding subject topic in WhatsApp groups.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

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

**Response:** 51:1

#### 2.3.3.1 Number of mentors

Response: 27

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

## 2.4 Teacher Profile and Quality

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

**Response:** 82.58

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

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

**Response:** 15.03

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	3	4

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

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

**Response:** 4.44

##### 2.4.3.1 Total experience of full-time teachers

Response: 120

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

- The institute has Internal quality assurance cell to supervise internal assessment according to the academic calendar for transparent and robust.
- The institute has a local examination committee under the supervision of IQAC, which is responsible to conduct the quarterly, half yearly internal exam. As per academic calendar specific schedule of internal exam is prescribed by the committee and circulated among the students. Committee collects set of internal exam question papers from subject teachers and centrally conducts internal exam as per schedule. Answer sheets are distributed to subject teacher for evaluation. After evaluation of the answer sheet of internal exam, subject teacher shows the evaluated answer sheet openly in class room to the student to observe their performance. Subject teacher guides students one to one for better performance, better writing skills and how to approach the problems in case expectation are not met. This practice makes the students to improve themselves in all respect before their final exam. Subject teacher submits list of marks and all evaluated answer submit to the committee for records.
- Subject teacher takes unit test after completion of a unit of the syllabus and evaluate the students progress.
- Teachers of the institute focus on departmental seminars, project works, home assignments, experimental assignments, field tours and evaluate the student's participation and progress.
- Although, the students fill up the annual examination form through online portal of the university, one set of examination form is submitted to the institute. Specially post graduate programmes like M.A., M.Sc. and M. Com based on CBCS, 30% weight is assessed by concern department and teacher in CCA format and marks record is send to the university.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

- The institute has a local examination committee, which conduct the internal exam like quarterly, half yearly, within seven days after completion of exam evaluated answer sheets and records of marks is submitted by concern subject teacher. Grievance related to internal examination is rectified openly basis by the local examination committee within two days, if any.
- Grievances related to internal assessment like unit test, project work, departmental seminar, field tour are rectified by the internal quality assurance cell and principal of the institute jointly within three days, if any.
- Grievances related to 30% weight internal comprehensive continuous assessment (CCA) in CBCS semester examination evaluation process are resolved by internal quality assurance cell and head of the department of the concern subject jointly within three days, if any.

- Sant Gahira Guru Univeristy Ambikapur announces annual and semester exams dates according to its academic calendar on the university portal. If there are any changes, the same is notified on the university website, that is displayed on notice board and informed to students by the institute also.
- Our institute is an exam centre for university annual and semester exam. Annual exam is conducted in three shifts. For each shift institute forms exam committee to conduct the exam.
- The exam committee regularly checks the university portal and convey message to students through notice board and WhatsApp groups. University generates admit cards (Hall tickets) and allocates the exam centre. Students can download their admit cards themselves and one who can not download, college provides them. Exam related complaints are handled by the principal and superintendent of the shift. The exam committee ensures the problem free and peaceful examination process by continuous proficiency and alertness. Exam committee verifies admit cards of the students as per the university guidelines. In case of any mistake or error in admit card, exam committee rectifies the issue after consulting the university exam coordinator. During the exam, exam committee is responsible for the peaceful exam process so institute appoints exam squad team. Exam squad team assures a healthy exam environment without any mal practice.
- Sant Gahira Guru University Ambikapur announces, when the valuation is over and the results are uploaded in the University website. After the announcement of results from the university, if any student has any issue about result can write a complaint letter to principal of the institute and letter is referred to the University for further action, for each correspondence the University acknowledgement for grievance complaint is maintained and issue is resolved.

File Description	Document
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

### Response:

All the programmes and courses offered by the institution are affiliated to parent university and approved by higher education department of Chhattisgarh, are uploaded in college website. Programme and course outcomes, objectives are described in concern departmental section of the college website. Subject teachers of the concern programme are well aware about the outcomes, they are in-charge / member of the admission committee.

At the time of the admission, students are stated about outcomes of the programme by admission committee. In commencement of every academic year orientation cum welcome session is organised specially for new entrants in keeping view to make them aware of outcomes of programme chosen in detail. Head of the department and subject teacher clarify, in any doubts still remains.

Learning outcomes of the programme in brief:

- B.A. – Students will know about the basic as well as advance concept of humanity subjects. It will



change their socio-economic thinking perspective. They will be able to understand and solve the issues. After successful completion of the programme and course, students will be eligible to be applicant for PSC, UPSC VYAPM etc. service exam, they can enrol to higher education.

- B.Sc. – Students will know about the basic as well as advance concept and principle of science subjects. It will develop scientific thought. Students will be able to be assisted to read and understand science related problems. students will be eligible to be applicant for PSC, UPSC VYAPM etc. service exam, they can enrol to higher education.
- B.Com. – Students will learn about the basic as well as advance concept of commerce and business. It will develop business mind and prospective. After successful completion of the programme and course, students can stand their own business, outlet in pretty easy way, students will be eligible to be applicant for PSC, UPSC VYAPM etc. service exam, they can enrol to higher education.
- M.Sc. – Since this is a master degree programme, it will orient research ethic and background in science. After successful completion of the programme and course, students will be eligible to be applicant for SET, NET, Ph.D etc.
- M.A. - Since this is a master degree programme, it will orient research ethic and background in humanity. After successful completion of the programme and course, students will be eligible to be applicant for SET, NET, Ph.D etc.

File Description	Document
Past link for Additional information	<a href="#">View Document</a>

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

#### Response:

Attainment of programme outcomes and course outcomes are evaluated in such a manner:

- As the programme and course offered are bunch of specific subjects, in BoS prescribed syllabus each subject is divide into papers and units. After completion of the unit, oral test, unit test, discussion and random question answer session are carried out by the subject teacher to evaluate learning outcomes.
- Consequently, one forth and half completion of the syllabus leads to quarterly and half yearly internal exam for evaluation of learning outcome of stakeholders. They are guided to improve performance.
- Number of regular students appering in the unversity final exam and pass out students are recorded for evaluation of the sucess ratio.
- Over all attainment of programme and course outcomes reflects in success and achievement graph of the alumini, the institution communicates with alumini and tries to keep records. Alumini meeting is organised to evaluate the outcomes.

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 76.7**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
295	280	221	200	286

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

2019-20	2018-19	2017-18	2016-17	2015-16
416	318	273	315	357

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 7.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
2.75	2.75	0.0	0.0	2.0

File Description	Document
List of endowments / projects with details of grants	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 3.7

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 01

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 6.67

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

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	00	00	01

### 3.1.3.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
09	09	09	09	09

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

GSPMC Sitapur has created an ecosystem for the students to exploration of their new ideas and sharing of knowledge with other likeminded in their areas of interest. This college constantly tries to keep its resources in a dynamic shape so that the faculty and students perform better and better in their academic endeavors. Our different departments make their best possible efforts to create and maintain such academic environment in which the teachers and students do their learning teaching jobs at a highly satisfactory level. We as an institution believe that creation and transfer of knowledge are integrally co-related. It means that research and teaching should go hand in hand for a successful teacher. All the teachers do their teaching work after updating their research potential as reflected in their publications in journals of high academic standard. Students with creative ideas approach the specialized teachers who are guiding them in their work and later their work is presented in competitions/seminars conducted by the affiliated colleges of the same university and other university.

The Research and Development Cell of GSPMC inculcate research culture among the Students and encouraging for novel thinking. This platform provides an opportunity for expression of academic talent and promotes interaction among academia. College has taken initiative steps towards developing ecosystem for innovations and knowledge sharing methods. The faculty members are empowered to take up research activities utilizing the inherent skills. The Research and Development Cell of our institution to

motivate the student and faculty members extends scopes to explore their new ideas in the field of research and development. It also helps to create research culture among faculty members and students.

We value incubation of ideas in terms of deliberation in academic gatherings. Our PG departments organize seminars/ Conferences / Workshops to gain and communicate knowledge in their fields of academic working. This college involves the students in research based academic activities. To give it a serious weight in their careers, the PG syllabi under the autonomous scheme have social outreach as a compulsory component. This component requires empirical surveys regarding various socio-economic and literacy educational factors affecting the lives of the people who live in the particular rural settlements.

The students and faculties are availing the facilities within the campus to carry out their research activities, such as;

- Wi-Fi throughout the campus
- Internet facility is available to students and staffs.
- Well-furnished Seminar halls with a seating capacity of over 200 audiences are available to conduct seminar/workshop, guest lectures, and discussion on technical paper/project presentations, cultural and screening of informative educational movies.

Eco system for innovations:

Institute is having separate R&D cell. The R&D cell comprises of faculty members from various departments of the institute. This committee oversees the smooth and efficient coordination of research and development activities in the institute, thus fostering overall growth.

The above facts and efforts go a long way here to create an academic eco-system which is very conducive to nurturing the research potential of our faculty and students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response: 2**

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	0	0

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years</b>	
Response: 2	
<b>3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years</b>	
Response: 02	
<b>3.3.1.2 Number of teachers recognized as guides during the last five years</b>	
Response: 01	
<b>File Description</b>	<b>Document</b>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

<b>3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years</b>				
Response: 1.6				
<b>3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.</b>				
2019-20	2018-19	2017-18	2016-17	2015-16
07	06	09	09	10
<b>File Description</b>	<b>Document</b>			
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>			

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 1.09**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	3	5	6	2

**File Description****Document**

List books and chapters edited volumes/ books published

[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The institution has been organizing variety of extension activities in nearby locality, community and college over the year. The main purpose of such types of activities are to sensitize students to social issue of surroundings, which will help the student in understanding the societal issues and challenges.

- The students actively participate in social service activities leading to their overall development. The institution runs effectively national service scheme (NSS), Through these schemes the institution undertakes various extension activities in the neighbourhood communities. At present the strength of the NSS unit is of 100 volunteers. Every year the college selects a village in the vicinity to organize a special camp for seven days and extends its service in the village like literacy awareness, swachta programme, de-addiction, health awareness programme and other constructive works. During the last five years, the NSS volunteers have organized camps in Rjauti, Dhelsera, Beljora, Baneya, Udumkela etc. Several other activities were carried out by NSS volunteers which include tree plantation, water conservation, toilets building supports in the village, making paths roads.
- The impact of the service is that villages have got new green coverage, increased ground water level, clean roads and surroundings and importantly villagers learned the significance of the rainwater harvesting and importance of water conservation. The camps and awareness programmes have improved their understanding of various social issues.
- The NCC unit strength of 60 cadets has undertaken various activities disaster management, sentry duty, blood donation camp, flag day fund collection. NCC camp and activity teach the students discipline and serve to nation.

- Apart from classroom teaching and assignment, students are guided for social outreach and assigned eco-social burning topics for their project works.

Impact of extension activities in sensitizing students to social issue and holistic development -

The college is conscious of its responsibilities for shaping students into responsible citizens of the country and making them aware of social issues. The college provides consciousness to the students as well villagers about the significance of social issues like conservation of water, swachh bhara abhiyan, environmental pollution, personal health and hygiene, road safety. AIDS awareness rallies etc. The college has also organised several social activities like Gram Swachhta Abhiyan, Tree plantation, Blood Donation camps, Blood Group check-up and Health check-up camps. The college also has organised awareness programme on human rights voter awareness programme. We also sensitized the students to the various social issues and social responsibilities which helped them in their holistic development as responsible citizens with moral values.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

Response: 22

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

2019-20	2018-19	2017-18	2016-17	2015-16
9	3	2	6	2

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration



with industry, community and NGOs)

**Response:** 88

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

2019-20	2018-19	2017-18	2016-17	2015-16
16	21	20	17	14

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 158.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
1351	2221	2348	2134	1611

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****Response: 6****3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
01	02	02	01	00

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response: 4****3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	0	1	0

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

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The institution, Govt. Degree college Sitapur was established in 1984 with B.A. and B.Com. UG programme. B.Sc. was commenced in 1996. Existing institution building was constructed by PWD in Government sanctioned and approved drawing of that time for UG college format and handover to college in 1990. As the no. of programme increased time to time, the institute is trying to increase its infrastructure and physical facilities systematically and continuously over the years. The institute has adequate infrastructural facilities like classrooms, laboratories (not sufficient) staff room cum meeting hall, seminar hall, playground, library.

Laboratory -

Laboratories for science streams are available but in old format. Botany and Zoology Department share single laboratory for their experimental classes in shift. Department of Chemistry conducts experimental classes in a single laboratory in batches for UG and PG students. Department of Physics is allotted a laboratory room for experimental classes and theory classes. Although each department is having their experimental devices, equipments, chemicals and resources as per required for syllabus.

Classrooms-

There are 10 classrooms with chair and table for students. These classrooms are used for teaching in priority basis for those classes, having large no. of students.

Computers –

There are 6 computers in the institution. which are used as per required.

Library -

The institution has library with collection of more than 30,000 books. Textbooks along with some reference, books, motivational books are available for students and teachers. They can issue books. The structure of the library is based on old pattern. Although library is accessed in systematic way as learning resources.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**gymnasium, yoga centre etc.**

**Response:**

**Sports, Games (Indoor, Outdoor):** Institution has sports in it also. Sports unit provides academic schedule for students and students prepare themselves for competition. Sports grounds and courts are available for various sports activities in the college campus. Sports facilities are available for all students like football ground, badminton court, Table Tennis Table, Volley ball court, Kho-Kho grounds are available. Students are given training in sports games to take part in college level, inter college level, inter zonal, inter university, state, National level competitions.

Sports outdoor & Indoor games:

Outdoor games

Volleyball

Football

Cricket

Kabaddi

Kho-Kho

Athletics

Indoor games:

Table tennis

Chess

Badminton

Carom

**Cultural activities:** Government Shayama Prasad Mukherjee College is connected with Sitapur National Highway, situated 65 km away from District Surguja in village Amatoli Sitapur. The students of this institution located in rural area have diversity in culture. In addition to academic work throughout the year, the college conducts non-academi activities, out of which many programs are conducted by the cultural department. Following the orders received from the government and institution, various genres are organized on the contemporary occasion of the year such as the birth anniversary of great men, social awareness works, various international days, etc. Sometimes these programs are organized in the form of competition, so as to develop the spirit of competition in the students. The cultural department works to enhance the hidden talent among the students through the platform of the institution. The genres include creative, literary and cultural genres such as rangoli, painting, henna (mehandi), essays, dance, songs, which help in the all round development of the personality of students. The winners of various genres across the year are awarded prizes by the institution.

**Indian Culture Knowledge Examination:** The purpose of conducting the Indian Culture Knowledge Examination is to develop character and values among the students. In this, questions related to the country and abroad, Indian culture, family building, health, environment, biography of great men, literature, general knowledge and Indian history etc. are asked. The main purpose of conducting the exam is to prepare students for competitive examinations along with awareness of Indian culture. A certificate is given to the students who pass the examination. Apart from this, students who have secured first, second and third positions at the district and state levels are also awarded. In this examination conducted, the students of Government Shyama Prasad Mukherjee College, Sitapur, Surguja (Chhattisgarh) have been receiving excellent performance and awards every year. The contribution of college staff, officers and

publicity in successful conduct of examination is commendable.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 36.36

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 04

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 100

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

2019-20	2018-19	2017-18	2016-17	2015-16
5.660199	6.441588	12.207911	6.47157	8.44329

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

##### Response:

The Library plays a central role in enhancing the quality of academic and research environment in Education institutions. The college library is a place in the Institute where huge collections of academic books, journals, magazines, research projects, other knowledgeable books and newspapers are kept. These books are made available to the students to increase their knowledge and understanding on various subjects. The college library is an important hub of student life. There, student can check out books, conduct their research, find a quiet place to study, and maybe even flip through magazine/journal. The students can extend their search with use of internet, e-books, e-journals etc. made available in the digital library. The Institute library exhibits positive impact on the academic achievement of the student. Students can perform better during examination and placement as students are explored to the knowledge through various means.

Library of the Govt. S.P.M. college Sitapur is one of the oldest Govt. aided degree college library in Surguja district. The collection includes more than 30,000 books, 75 journals/magazines. During the last six years almost 2,800 books were bought. The collection of books includes documents covering a wide range of subjects from English literature, Pure Sciences, Arts, History and Social Sciences, Languages etc. Due to shortage of space P.G. libraries are running through the respective departments. However, presently the library is not automated with any integrated library management software.

Apart from the printed books the library is having access to e-resources of N-list which is a part of e-shodhsindhu consortium of INFLIBNET, where the users are given awareness and made to access browse and download e-books, e-journals, databases etc. The college library regularly subscribes to the National Library and Information Services Infrastructure for Scholarly Content (N-LIST) faculties and students of this college get access to over 31,35,000 e-books and more than 6000 e-journal's.

Previously only staffs/faculties have reading facility in the library. Recently a reading room (new) is created in the college. The reading room is well furnished to accommodate students at a time and provides conducive environment for study. The visitor's book will be maintained for students and staffs/faculties.

**Security:** CCTV cameras are installed in the library for strict surveillance. Fire safety units are also available.

##### Facilities available:

No of printers: 01

Photocopy Machine: 01

Internet bandwidth.

Proper system of feedback from users to improve library services.

##### Institutional Repository:

a) **Article Repository:** Published research paper/article of the faculty members.

b) **Book Repository:** Published books of the faculty members.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

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

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

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

**Response:** 108004

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

2019-20	2018-19	2017-18	2016-17	2015-16
25000	50000	167000	48020	250000

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

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year

**Response:** 98.86

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

Response: 1391

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

- The Campus Including staf room library % administrative office has network connectivity with brodband Internet access.
- The institution has only 06 computers they are insufficient .Computers system are used with LED / LCD Monitors. Computers are upgraded time to time as required.computers are upgraded with windows operating systems,MS office MS word, MS excel ,Adobe Acrobat & Adobe Reader,
- The Administrative office is automated for online students admission,sholarships, Exam form filling etc.
- The college has a total no of 4 LCD multimedia projectors installed in classrooms,auditorium and laboratories.
- .The Administrative office computers are connected with LAN/WiFi.
- The college website is maintained and upgraded regularly.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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



<b>Response:</b> 230:1	
<b>File Description</b>	<b>Document</b>
Student – computer ratio	<a href="#">View Document</a>

<b>4.3.3 Bandwidth of internet connection in the Institution</b>	
<b>Response:</b> E. < 05 MBPS	
<b>File Description</b>	<b>Document</b>
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

<b>4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</b>				
<b>Response:</b> 70.9				
<b>4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)</b>				
2019-20	2018-19	2017-18	2016-17	2015-16
3.52200	3.08950	7.63720	5.48122	8.19392
<b>File Description</b>	<b>Document</b>			
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>			

<b>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.</b>
<b>Response:</b>
The institution ensures allocation and utilization of the available financial resources for maintenance and up keep of different facilities by holding discussion of committee constituted for the purpose and uses the grants. The college tries to fulfill the requirements of students and staff.

The college has established systems and procedures for maintaining and utilizing physical facilities as below –

- In Laboratories record of equipments is maintained by lab technicians and supervised by HODs of department and they also take care of repairing and maintenance of lab. Equipments are done by technicians.
- In library the requirement and list of books and journals is taken from the concerned departments and HODs.
- Sport officer conduct sports activities
- There are only 10 classrooms. But the college tries to maintain and keep up the need of infrastructure to the HODs and staff submit the requirement to the principal regarding classroom. Furniture and other the college development fund is utilized for maintenance and minor repair furniture and other electrical equipment.
- All the physical, academic and support facilities are augmented and maintained through various college committees such as college development. committee, purchase and financial norms committee, building committee and other.
- At the beginning of every academic session proper availability of lighting, furniture in the classrooms in taken care of by these committees
- Sports officer has the responsibility of the maintenance of sports facilities on the campus for students and staff.
- There is also a conference hall in which examinations, seminar workshop and various programs are organized in this hall.
- Playgrounds are also available in the college for various sports in which students of various disciplines are participating in various disciplines by the sports officer in-charge according to the academic sports calendar. Every year a field level game is also organized.
- The maintenance work related to facilities like toilet blocks, computers, equipments, furniture replacement of electric work plumbing, water tank cleaning of campus etc. are maintained on daily basis and contract services.

<b>Sr.No.</b>	<b>Name of work</b>	<b>Name of Person</b>	<b>Contact .No.</b>
1	Cleaning	Shri Uma shankar	6264669057
2	Plumbing	Shri Sevak Ram	9644781840
3	Electric Maintenance	Shri Sevak Ram	9644781840
4	Computer Maintenance	Dev Computer	7000818183

<b>File Description</b>	<b>Document</b>
Paste link for additional information	<a href="#">View Document</a>

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 71.01

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
978	935	755	843	889

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

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

[View Document](#)

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

**Response:** 0.01

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

#### File Description

#### Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

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

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

**Response:** B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

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

**Response:** 6.58

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

2019-20	2018-19	2017-18	2016-17	2015-16
97	150	0	170	0

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

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

**Response:** C. 2 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 1.03

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

2019-20	2018-19	2017-18	2016-17	2015-16
12	2	2	1	0

File Description	Document
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

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

**Response:** 6.08

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

Response: 24

File Description	Document
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/

**Civil Services/State government examinations, etc.)****Response:** 2.86**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	1	2	0	0

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

2019-20	2018-19	2017-18	2016-17	2015-16
75	65	58	52	45

<b>File Description</b>	<b>Document</b>
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.3 Student Participation and Activities****5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.****Response:** 16**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	4	4	3

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

#### Response:

Students take participation in decision making bodies of the institution. There are some points where students represent in administration in administrative responsibilities and participation in extracurricular activities.

#### Administrative Responsibilities

- The institution has a student Union Council. The student Advisory committee of the institution organizes Student Union election as the order of Govt. of CG and the Department of Higher Education till year 2016. From 2016 onwards Students Union Council is elected on the merit base as Govt. Orders.

- President, Vice President , Secretary, Joint Secretary and Class Representatives are elected by students.

- Members of Students Union provide active assistance and guidance to the candidates.

- Students Union plays an important role in the activities of the college.

- Besides representation in the students Union, students representatives in various committees ST,SC, OBC cell, IQAC cell contribute in fulfilling administrative responsibilities.

- Students Union council plays important role in organizing events such as sports day, prize distribution Day, Annual Function, Teachers Day, cultural activities etc at the institution. These representatives act as a link between the teachers and the students in various decisions making initiatives. Participation in co curricular and extra curricular Activities.

- Students are actively involved in various activities in the college, inter college ,University level competitions .



- The students get opportunities to show their talents in cultural activities, literary activities and sports events ,NSS and NCC activities etc.

- Every year students are engaged in programmes like cleanliness drives, health check up drives, blood donation camps, awareness rallies, tree plantation drives and social and educational health awareness programmes. They also participate in programmes like visits to local to out of the state many places, social and education outreach, tours, picnics ,religious places etc

- Students help needy people time to time .During natural disaster funds are collected by students and donated to the Govt. They also collect books, clothes, food etc. for economically weaker background.

- Student council members and class Representatives are the voice of the student body.Existing students help in counselling of newcomers.
- They provide basic information about college to the new students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 7

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
08	14	01	11	01

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

## 5.4 Alumni Engagement

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

**Response:**

The Allumini Association of the institution offers support to students and the institution in ways that multiply the opportunities and enhance the skill sets of students. Succesful Alumini who are placed in various fields sponsor and donate for needy students.

The institution established Allumini Association for the support and to maitain relationship with ex students.Allumini meet gives the stage to celebrate the happiness with experience of mixture of students.This is a group of students who help to make strong the institution by their presence ,valuable advice,experiences and contribution .They inspire present students and open the doors and draw support to the present students.

Allumini speakers share their experiences on key developing areas such as career guidance,management of stress and anxiety and so many other relevant current topics.The Allumini Association of the institution organise actively Allumini Meet Yearly.Allumini committee use fund collected by students in varoius facilities and try to provide the need of the hour. They try to help socialy and economicaly as possible.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** C. 3 Lakhs - 4 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

Vision of the institution-

- Self-reliant, self -sufficing, and self-respecting education for a society, facing reformation.
- Education for the youth advancing towards the world leader.
- To be efficient, effective community and be able to and excel in education and service.
- To reach the un-reached and serve the underserved with education contribution to the national Development.

Mission of the institution begins with aspiration to translate collective dream of the Community of the region in to reality-

- To encourage the students to face the challenges of the competitive platform.
- To support the students to utilize their potential in sports and other activities and make career into.
- To inculcate values like social equality, gender equality, justice and self-help amongst the society.
- To mold character and careers of students' continuous improvement and innovation in all the process of our system.
- To provide quality higher education and continuous academic excellence.
- To improve and motivate leadership qualities among students and understand responsibilities.

Our vision and mission is inclusive to provide a good learning experience and a platform for students to follow their dreams and achieve their goals in life. For the practice and implementation of the mission college makes stratigic plan regular monitoring formal and informal arrangements various awareness programmes and seminars.

Implementation :

The institution is also instructed to educate students on the policies of the Chhattisgarh state. The principal with the faculty members holds meetings to organize operational approaches, orientation programmes and counseling in order to make sure that students are completely aware of the vision and mission of the institution. The institution aims to empower rural students by giving them quality education to fight against the challenges of the real world. They are also thought to be confident and are encouraged to participate in the public speaking programme seminar/conferences and workshop to develop their hidden talents. For the overall development of an individual, college also conducts NCC, NSS cultural and sports as the extra curricular activities.To support women empowerment activities includes sexual harrassment elimination and grievance Redressal Cell takes important part.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

Decentralization plays a significant impact on planning, policy and management of our institution. It helps to improve the efficiency of education system and the quality of educational service. Our institution practices decentralization and participative management.

The Principal is the sole authority of the institution. Students are empowered to play an active role in extracurricular activities and social services. The institution promotes a culture of participative management by involving the staff and students in various activities. There are different committees like Students union Council, NSS, NCC, IQAC, Red cross, Red Ribbon Club, Eco Club etc in which students and teachers participate and take active part.

There are 6 PG departments run. The Head of the Department manages the activities of the Department and keep continue other activities in the institution. We take in the suggestions and feedbacks from students, alumni, parents, faculty members and other stake holders for the proper functioning of the institution.

Our institution plan to formulate a quality policy by adhering to the inputs given by IQAC and HEI. Through their various orientation programmes they explain the techniques of dynamic vision of working and updates the institution with latest developments and different ways of participative management. Moreover the state governments Both long policies are taken into consideration and is supervised by the head of the institution with the help of the faculty members of the institution.

NAAC

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

Strategic/perspective plans are formed by conduction meetings and having intense discussions between the principal and the faculty members for the betterment of the institution/academic excellence and for the fulfillment of all aspects. There are different committees of students as well as teachers involved in monitoring and evaluating the institutional policies. The committees organize frequent meetings to ensure that the policies are practiced among the students as well as suggestions/changes are put forward to improve the existing policy.

Our institution not only focuses on the academics but also believes in

1. Active participation in sports and extra curricular activities.
2. Inculcating moral and ethical values.
3. Encouraging students to be disciplined, confident, honest and have leadership qualities.
4. Teachers are also sent to staff academic institution for training and skill development programmes.

Our institution also intends to develop institutional infrastructure for providing better facilities to the students. It includes renovation and construction of building, laboratories, indoor and outdoor sports, computer labs, smart classes, class rooms, washrooms drinking water facilities and promoting green and clean campus.

Adapting new methods of learning through college has put up projectors in same classes virtual classes in order to attain better understanding of subject matter by the students.

Various other programmes like extension activities, alumni contribution cultural activities, sports events and competition. Holistic development providing better learning experience and having healthy competition between students

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 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:

Building of internal organizational structure is crucial in the successful implementation of the institution of rules. The internal organization works in various stages. The institution has different authorities assigned for taking up different responsibilities, committees formed at every stage should do their work properly in order to get a whole some result, and that the success and accomplishments of an

institution is not a one person's job rather its a team work. Committees at lower stages do their work and forward the information to their seniors (at the upper stage) to make corrections if required and finally show it to the principal who grants permission and provides all the facilities to get the work done. Any decision that has been taken for the welfare of the institution and its policies are well thought off discussed over and over again has been approved by several committees and then is established as an institutional policies.

There are different works bodies for specific works like-

- Examination cell who takes care of the successful execution of the exam. They plan the question paper time table setting arrangements, answer sheet correction them and all the essential related to the examination.
- Student Union cell -This brings the institutional policies in the picture. It inculcates the feeling of leadership in today's youth to may be someday go ahead and be a part of the policies in the actual world. It enhances a students personality in so many different ways
- Administrative Cell – Which takes care of all the office work paper works filling up forms, collecting fees cleaning all the queries and basically guide you if you're confused about any thing in the institution.
- Extra curricular club(sports, cultural,eco,alumni,association etc.)This cell helps in the all round development of a students. They make college more than getting education by letting you discover you hidden talents and develop yours skills. It motivates you to participate in multiple thing and is very essential part of an institutional bodies.
- Discipline committee(Anti ragging cell) This is also a mandatory unit that should be there in every institution so as to maintain the decorum of the college. Students can be frank in their approach but disciplined at the same time keeping in mind the institution's pride.So that's how all the work has been divided among faculty members, helping staff and students to work together and successfully implement all the ground rules of the college.

### 6.2.3 Implementation of e-governance in areas of operation

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

**Response:** C. 2 of the above

File Description	Document
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

Both teaching and non-teaching staff in an institution have their different works assigned. Faculty members obviously include professors who teach students and non teaching members can be people who work in the administrative cell or who are assigned different departments to take care of.

The institution works well only by the contribution of both the staffs as it is the team work that anything in an institution forwards success and millstones. For that matter cleaning staff are also a great help for maintaining cleanliness, hygiene and well being at the campus. the Institution has following welfare measures for teaching & Non Teaching Staff as per the C.G. Govt.Rules –

The Group Insurance scheme (gis) & GPF for all the Employees.

- 1.Its employee can avail the Facility of partial withdrawal from their GFP Accounts in Case of urgent family needs like marriage purpose ,education of children and contraction of house.
- 2.Medical reimbursement facility.
- 3.Clothing allowances for class fourth employees
- 4.Child care leave for Female employees
- 5.Faculty members are encouraged to participate in orientation programmes / refresher course/ Seminars / workshops.
- 6.There is festival advance scheme and washing allowances scheme for class fourth non teaching staff.
- 7.Staff can take vacation leave,13 days of casual leave,7 days of special leave for backward area service.Earned leave ,medical leave ,sick leave ,maternity leave for 6 months with salary and male staff paternity leave.

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

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>



**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 0**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description****Document**

Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff

[View Document](#)

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response:** 28.52**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
20	4	2	6	5

**File Description****Document**

Details of teachers attending professional development programmes during the last five years

[View Document](#)

**6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff****Response:**

Performance appraisal is very necessary in professionalism. It increases employee's dedication and motivates them to work whole heartily. In an institution teaching and non teaching staff should also be evaluated on the basis of their job and should be appreciated for their doings. There are so many different

ways by which one can monitor the faculty members work feedback from students helps a lot in this case. They can be rated on their teaching skills, seriousness towards their job, behavior punctuality and so on. Regular feedbacks can help teachers to improve what they're lacking. Teacher's diary is another way of evaluation teacher's performance. They can mention all their participation\ and accomplishments in that diary. This diary should be forwarded to the principal for further dealings. Institution also assess teacher's performance by their class results. If the students have managed to score more than the average marks in a subject then this proves that the particular subject teacher is good at this work.

Teacher's involvement in the government assigned jobs such as election duty and social awareness campaign can also be considered as a criteria to evaluate their profile. There should not be any partiality with the non-teaching staff, even their work should also be appreciated. Because all the staff work together and become the backbone of the institution.

Confidential reports are filed annually by all regular teaching and non teaching staff. The Principal fills his/her opinion after a microscopic examination for the confidential report. After that through the office of regional additional director higher education department the commissioner is sent to the higher education department for necessary action. Parallel to this the API preformed is also filled by the regular teachers of the college under which all the activities done by the teacher in the academic session are presented in the prescribed proforme. This format is related to research paper and both publication seminar conference participation and presentation of paper number of periods on teaching hours, execution of examination work discharge of responsibility in various committees and examination results. The commissioner is presented to the higher education department through the Principal for performance evaluation.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The institution is a government institution. The budget allocation is provided by the government according to different items in the context of the operation and infrastructure development of the institution. Time to time the financial audit is conducted by the higher education department audit term and accountant general Chhattisgarh team. Fund recieved from UGC is also utilised and audited.

The internal financial audit of income and expenditure is carried out regularly by the team internal audit committee constituted by the institution and every year verification work at all departments is done through various physical verification committee of the institution.

Lacal fund of the institution i.e. Janbhagidari is also audited as per norms

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

#### Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

The institute head and the drawing disbursing officer ensure that the fund is used accordance with the objective for which the fund has been received. Income expenditure is monitored. The internal audit committee oversees. Fund receipts are recorded in the register corresponding to the item.

Major sources of funding at the institution :

- Allocation received from the state government
- Development fees received from students
- Allocation related to salaries of employees development of infrastructure and other expenses in allocation from the state government.
- Prior to the use of public participation fund(funds collected from students)

Prioritization of funds is decided by holding meeting with the head of the institution and purchasing committee. The use of the fund follows purchasing formalities, precious is compared through comparative details on tender invitation.

The recommended firm is issued a supply related order. The payment process in then completed. Public participation vate is used in the interest and welfare of students for library development maintenance and management of CCTV, washroom, study tour and salary of teachers appointed under public participation committee.

## 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:

As per national assessment and accreditation council (NAAC) guidelines every accredited institution should establish an internal quality assurance cell (IQAC) as a post accreditation quality sustenance measure. IQAC in any institution is a significant administrative body that is responsible for all quality matters. It is the prime responsibility of IQAC to initiate plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution. There are different committees formed to monitor every activity under the guidelines of NAAC. These committees have been looking at various facts of the college such as academic extra curricular, administrative, extension services and financial aspect. The role of IQAC is maintaining quality standards in teaching, learning and evaluation is crucial and hence increases the institutional standards.

The major initiatives decided by the IQAC are-

- Strict and sincere maintenance of the college decorum for which discipline cell has been set up in college that controls the situations during an event or competitions and suppresses it from going over-board. Also anti-ragging cell has been set up and regular workshops are conducted to spread the awareness among the students.
- Safety and medical Aid-

In case of any casualties the first aid will be given to the student right away. All sorts of safety measures are taken care of while any public event is organized. Girls are given their basic needs for the sake of health and hygiene, washrooms are built in the institutional building for both boys and girls.

- Vision and mission of the college is kept in mind during the formulation and implementation of rules.
- IQAC collects feedbacks regularly to understand everyone's perspective and takes notes of their suggestions for better outcome of the college practices.
- IQAC conducts regular meetings with all the committee members and monitors their functioning.

IQAC also focuses on the renovation, construction of the college building and notification of different internal cells such as laboratory and library.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

- Students having below average marks in the exams should be enrolled in the remedial classes for the respective subject. This will help them to understand the concept better and improve in the upcoming exams. Also these classes should be open for other students, who're willing to learn.
- Regular feedbacks form students can help evaluating teacher's performance. Behavior and participation in other collegiate activities. This can be later shared to the teachers as it will help them to improve their short comings, know where they're leaking whether they need to change their teaching pattern.
- Improving communication skills are must to earn respect this society. People cannot bully you if you're a good hold of language. There must be English classes and workshops organized in the college and IQAC should enforce the use of English language in the campus.

E-learning use of technology and online platforms should be introduced among students. They should be encourage to use these mediums along side conventional learning method. As the college has students from rural background they should know how to work computers for increasing their like hood to job opportunities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

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

**Response:** D. 1 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

##### Response:

Institution provides gender sensibility facilities enlisted here

- Common Room-A Corner of the college is fixed as common Room for students. There are chairs and tables provided for rest. The students who fall sick have first Aid Box and water purifier is also available.
- Safety and Security- Institution plays vital role to provide proper safety by the staff and CCTV cameras. Female students are more than male students so institution pays equal opportunities to accomplish the social, mental, physical, monetary and other fields of leadership. CCTV cameras and Anti Ragging Committee and all staff take care of each student. Cameras are used in all the corners and classes of the institution. It increased the security.
- Complaint Box-The College has a set of complaint box which is kept near the entrance of the college. The Complaint Box is to collect any suggestions or purpose of any complaint from female staff and girls students of the campus concerning any abuse or harassment.
- Health AIDS Facilities- Every year the college conducts health checkup camp at villages and at institution.
- Wall Compound- The Whole Campous is covered with wall for safety and security from thieves, unwanted roamers, animals etc.
- Awareness programmes-The institution organises seminars, special talks on social values such as gender sensibility and highlights social problems -women's safety, dowry, women's health and hygiene, cyber crime etc.
- Counselling-The initiatives of our institution is to mould character and career. Students belong to backward area so they need counselling not only in academic but in professional field so time to time to motivate and mentor students teaching staff and experts guide for future plan. We identify students who needs special attention that is having problems such as stress, financial stress, depression, tension, anxiety, sickness are guided and counselled by our staff.

File Description	Document
Link for annual gender sensitization action plan	<a href="#">View Document</a>

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

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation

**5. Use of LED bulbs/ power efficient equipment****Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

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

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

**Response:**

Waste can represent a danger to human being Solid waste, liquid waste, E-waste, chemicals are managed by the institution time to time by cleaning ,transfer and dispose.

- Solid Waste -Dustbins are available in all corners of the institution. Each room is provided with a dustbin to collect waste. All department of the institution produces solid waste in bulk such as paper include old test papers, project, seminar papers and answers sheets and old books of library. Similarly library produce huge paper waste like old books, magazines, and newspapers. Apart from these we get waste like pens, pencils, erasers, daily dust, plastic bags etc. These are taken as dry solid waste. Department wise Solid waste are stored at proper place and sold to downmarket.
- E Waste-E-Waste are CPU, Monitors, Mother Board, Keyboard, Mouse, wires which are useless and disposed to the vendors for the exchange of money.
- Liquid Waste-liquid Waste in the chemistry labs Acids bases and organic liquids are collected during practical classes. These waste are disposed and dissolved in the lab.
- The institution takes initiatives for water harvesting.

File Description	Document
Any other relevant information	<a href="#">View Document</a>

**7.1.4 Water conservation facilities available in the Institution:**

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

**Response:** D.1 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### **7.1.5 Green campus initiatives include:**

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

**Response:** D. 1 of the above

<b>File Description</b>	<b>Document</b>
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

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

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

**Response:** E. None of the above

<b>File Description</b>	<b>Document</b>
Certification by the auditing agency	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### **7.1.7 The Institution has disabled-friendly, barrier free environment**

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Disabled-friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for persons with disabilities ( Divyangjan) accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**



**Response:** D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

**Response:**

As the institution is a Government institution, it is open for diversify eligible students to get enrolled as per admission policy. The institution is an umbrella under which students from different culture, region, community, language, local language etc. come together and study. The institution focuses in providing inclusive environment for all. The institution provides such environment among students by organizing various activities, so they can enjoy inclusive environment and spread positive message to society.

- Under the supervision of cultural committee of the institution time to time cultural events are organised and motivates students to keep continuing.
- Some of the faculties of the institution are well learnt of local language and boli like Chhattisgarhi, Sadri, Kudukh, they are instructed to promote it and communicate with students and parents for convenient and respect.
- For project work, dissertation, field work students are assigned topics related to regional burnings, local socioeconomic issues and guided for involvement and better understanding.
- National festivals and religious festivals are celebrated with joy and happiness.
- National Unity Day 31th October is celebrated with the theme of One India One Nation. Run for Unity, fruitful talk, debates, etc. are organised by NSS branch of the institution.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>

**7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

The institution undertakes all possible initiatives to sensitize students and employees to the constitutional obligations: values, rights duties and responsibilities of citizens. The institution believes on “The constitution of India is the supreme law of India”. The institution organises Various activities, extra curricula and steps-

- The institutional library and departmental library of political science maintain set of Indian

Constitution books. Students of all streams and employees are encouraged to refer it.

- On the occasion of Indian constitution day 26th November, the institution celebrates Indian constitution day. Series of fruitful speech on importance and value of our constitution, highlights of the constitution, first our duties and responsibilities than fundamental rights, respect our constitution sessions are systematically organised to promote harmony throughout the nation.
- Our duties and rights are displayed in printed form at the entrance of main block of the institution, so everyone can have a glance.
- Department of political science and NSS, NCC units of the institution conduct Seminars, talk sessions, quiz competitions, debates etc. in institutional level.
- Some of the units and paper of the syllabus of UG B.A. and PG M.A. political science are inclusive of constitution.

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

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** D. 1 of the above

<b>File Description</b>	<b>Document</b>
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	<a href="#">View Document</a>

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

**Response:**

The institution celebrates and organizes all possible events on national and international commemoratives days every year. Practice of celebrating festivals and events are integral part of learning to built inclusive environment in society. Some of the celebration practices are-

- On the occasion of the World Environment Day 5th June, plantation ceremony is organised, NSS volunteers actively participate in tree plantation.
- The institution celebrates our National Festival Independence Day with full enthusiasm. The event starts with flag hosting and singing of National Anthem Followed by the march pass and motivational speech by the chief guest.
- 5th September birth anniversary of Dr. Sarwaplli Radhakrishnan, Teacher day is celebrated to pay tribute to the contribution made by the teachers to the society.

- As a mark of respect to the father of nation of India Mahatma Gandhi, his birthday 2th October is celebrated as Gandhi jayanti and his work for Nation is remembered. The institution organises Run for Unity, series of speech, on National Unity Day 31th October. Volunteers from NSS and NCC leads the events actively.
- we celebrate Sardar vallav bhai Patel's birthday on 31 october as respect Ironman of India.
- On the occasion of the birth anniversary of Swami Vivekanand 12th January, the institution celebrates Yuva Divas. NSS volunteers presents biography of Swami Vivekanand.
- We celebrate Dashera,Dwali,New Year and Basant Panchmi every year.
- AIDS awareness day is remembered on 1 december every year with awareness programes.
- The institution celebrates National festival Republic day.
- The institution organises Science quiz competition, charts and modals exhibition on National Science Day 28th February
- The institution organises felicitation ceremony for women on the occasion of International Women's Day 8th march.
- On the occasion of the International Yoga Day 21th June, NSS wing of the institution organises Yoga session and motivates to keep continuing Yoga practice in daily life.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>

## 7.2 Best Practices

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

#### Response:

#### Best Practice

##### 1) Title- Green Campus Clean Campus-

- Objectives of the practice - Institution aims to generate awareness amongst students to make green Earth by plantation trees and take care them. It is an easy platform to give messages to future generation they can carry forward. Education without understanding the responsibilities to save environment is incomplete.
- The Context-By implementation of this practice the students learn to sustain, recover, care and save for future. They are given messages to clean and make green campus by motivation. They are also taught how to value these messages in their life forever whether it is very small attempt but important. Students get messages time to time for cleaning and plantation trees.
- In India number of students pursue higher education but unfortunately students don't get basic

practices like cleanliness and maintain themselves from home. Indians are narrow minded, careless, coward about basic practices day, today life, whether they know about health and hygiene but they don't follow the responsibilities themselves. Indians look for others for services like sweeping, cleaning, moping etc. So to make responsible our citizens of India we try to motivate students by messages to make clean and care plastic free campus use more and more dustbins and spitting here and there is not allowed. Time to time Swatch Bharat Mission is also followed in the campus and make clean campus by the help of students and staff. Plantation programmes are also run as academic calendar. Special guests are honoured by activity of plantation. Birthdays of staff and students are also celebrated with plantation.

- Evidence of Success-Due to these practices students are more aware than past. Campus is clean and growing plants day by day. Shadow of trees are used by students sitting and chatting. Trees are covered with treegourds and beautify college campus.
- Problem encountered and Resources required-Plantation is easy task but afterwards taking care and nurture these plants is too tough because sometimes of dry or hot weather they die sometime they die due to infection. But Staff and students trying their best to save these as green gold for future generation and efforts can be seen in college campus. Trees are growing fast. Due to verity of students make them understand to keep clean campus is too hard. Staff and seniors regularly monitor and motivate students to continue this culture to keep clean and maintain these practices.

## 2) Title- Vehicle Free Campous

- Objectives of the Practice- Life of 21 century is running on wheels is well known. Nobody can avoid the importance of means of transport system at present, but due to unnecessary and heavy use of vehicles mar(spoil) not only Environment but also Health of Human being. So to make aware students and nurture Environment we have taken a step to avoid the use of vehicles in the college campus atleast one day in a week.
- The Context- Today generation is completely rely on vehicles. They use vehicles unnecessary sometimes use of vehicles can be avoided. We are capable to aford any kind of vehicles at present. Use of vehicles are also compulsory at cut throat competition and for saving time. Nobody has time to ignore the importance of transport system. So we use transprt system daily life and it is also symbol of prestige but due to heavy use of transport system pollution level is so high. Many health issues can be seen not only in metropolitan cities but also villages level.
- The practice-The college has organised a good numbers of programmes with the purpose of educating society and students and helping the Environment through some daily useful actions and activities. We have been living in the age of 21 century so we are helpless without vehicles. But "Vehicle Free Day" promotes improvment of mass transit(Public transport), cycling and walking and development of communities, jobs, schools, colleges, offices, markets are closer to home and where shopping and other tasks are without walking distance. Vehicle free Day means the private cars, motorcycles, scooties are banned in the college campus for a day per week. Only use of buses, bicycles are permitted. If we use public transports less vehicles go in the campus. This makes road safe for crowded people, who are in road feel more comfortable fewer vehicles used means less exhaust emissions and less air pollution. The emissions does not only increase global warming but also be harmful for health of people and environment. We prefer and motivate students and staff to walk atleast one day in a week as a healthy excercise for their good health. Maximum staff and students are local so they support this mission easily and who come from far also follow this exercise in a day. Fine is also fixed who donot support or follow it. This is a very little effot but

good sign for our health and Environment.

- Problems encountered and resources required-This mission is not an easy way to follow because most of the staff and students are habitual of using vehicles and coming from distant area. There are some basic problems which we face in our life. There are limited public transports and using these are unhealthy and un hygienic due to crowd. buses have fewer seats so many have to stand during trip this makes them tired and uncomfortable. another important issue is Time is money and so valuable,no one can deny.So who choose the public vehicles can depend on its schdule and they can not stop anywere they want. Sometimes they can miss important works because of that which people who drive themselves can go anywere anytime they want.Walking is also time taking whether it is good for health..Although there are some disadvantages of using public transport but the benefits of walking ,cycling are more effective not only for health but for Envirionment .Students and society can be motivated for future and they can help to nurture Environment .

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

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

##### Response:

The institution is situated in tribal and rural area. It is developing but in educational point of view lots of enrichment needed. Education can bring development and positive changes in this area, but unfortunately proper and advance higher education is denied here due to remoteness, lack of infrastructure, connectivity. Maximum student belongs to tribal family and they are economically weak. So, they have only choice to stay here and continue their study whatever courses available in the institution. Students are so active and willing to learn. we prefer local student's during admission. Fee concession and freededucation in some of the cases is provided to the economically challenged student's, government also provides scholarship to the ST, SC and OBC Students.

Various awareness Programs are organized by the institution time to time. People of the area faces critical disease due to lack of awareness of health and hygiene, so to make them aware rally, programs such as Swachh Bharat Abhiyan, nukadnatak, essay writing, slogan writing, poster making, activities are done by students. Blood donation camp, blood group and hemoglobin checkup and health camps are also arranged for students and nearby villagers. To make live safe and healthy and aware students make them understand to use clean and pure water, to preserve the water level of well, ponds and rivers. Many activities are organized to aware about pollution and its effects. Students and staff conduct rally and other activities to enlighten the people and welfare of society. NSS volunteers helped to construct toilet and bathrooms in villages During natural disaster such as flood (kedarnath) cyclone ( katerina) covid 19 (2019-20) the college donated and collected relief fund for support of victims and government. The NSS

and NCC volunteers distribute the meal, sanitizers, medicines, clothes, food stuff etc. to the nearby villeges.

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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## 5. CONCLUSION

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### **Additional Information :**

Sitapur is about 65 K.M. far towards Pathalgaon on NH 43 from district headquarter Ambikapur at the extreme north of the Chhattisgarh. It is situated in the lap of nature and bank of mand river, fully covered with forest, hills, rivers. Mainpat, one of the popular tourist places known as Shimla of Chhattisgarh, rich in natural resource, agroforestry, biodiversity is just about 25 km far. There are numerous opportunities to research in the field of humanity to reveal socioeconomic structure i.e. Tibetan and in the field of science to explore i.e. ultrapani. The famous ancient Mangrailgarh temple is situated at the bank of Mand river near Sitapur.

### **Concluding Remarks :**

The institution has been striving to work in tune with the purpose of providing academic excellence along with extra curriculum since 1984. In the academic path of long journey of about 37 years, it has been supporting and making capable students to achieve their goals. As compare to commencing new courses and increasing enrollment, infrastructure expansion ratio, student-teacher ratio and student – class room ratio are very low. At present 03 UG and 06 PG courses are in existence with total number of enrolled students 1439 against 1980 sanctioned seats, available academic infrastructures, class rooms, faculties, laboratories, etc. are inadequate for them.

With limited available resources, the institution is striving to achieve its excellent in all dimensions. Academic performance index is in upward direction. For NSS best program officer and institution, Indira Gandhi National Award (2016-17) has been awarded by President of India. RED RIBBON CLUB Best Programme Officer and Institutional award (2019-20) has been awarded By Health Central Minister Dr.Harshwardhan. NCC Unit is performing marvellous work. In the field of sports students are achieving state and national level position.

Teaching faculties are engaged in research and innovation, publishing research paper in national and international journals, some of the faculties have presented research paper on abroad, received awards for valuable contribution in concern stream. Janbhagidari samiti of the institution is actively supporting and looking after self-financing programme. The institutional administration is always in keep tough with higher authorities to demand budget allocation for expansion of infrastructure and set up.