

## **Acknowledgement**

With invaluable inputs received from all the Departments,  
Committees & Cells,  
Faculty Member and Office Staff,  
**Govt Mata Shabari Naveen Girls College,**  
**Bilaspur Chhattisgarh**

**Self Study Report (SSR) – 2015**  
has been prepared by

### **The College NAAC Steering Team**

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## PREFACE

It gives me immense pleasure to submit Self Study Report of our College to National Assessment and Accreditation Council, Bangalore for Re-Accreditation [Second cycle] in keeping with the conditions specified in the acceptance letter of LOI. Government Mata Shabari Naveen Girls College was the first Government College in the entire state of Chhattisgarh to apply for Accreditation and Assessment by NAAC and we were Accredited with B+ (78.30) as our score. The process for further initiating quality enhancement strategies had started since then only, but due to certain unavoidable circumstances we have been delayed in applying for the second cycle of Assessment and Accreditation.

The process involving self analysis of the quality enhancement endeavours, generated in the college to achieve its aim of providing quality education to the student, with their all round personality development and further trying to link it with employability was not an easy task. After painstaking and sincere efforts of the Steering Committee and open discussions with the other members of the staff and the students, the college community faithfully records, all its activities done for welfare of its students in the last four years. Glimpses are also provided about the academic and welfare activities conducted in this academic session. The report sets out the vision, mission, objectives, core goals and targets that the institution has marked for itself and the efforts made to achieve these for its students.

This entire process afforded us with an opportunity to analyze ourselves impartially. We were able to view our strengths, weakness, opportunity and challenges objectively and succeeded in identifying those internal and external factors that are favourable or unfavourable in achieving our targets. The perfect bonding of the academic fraternity with other collegiate staff to prepare S.S.R. was also revealed during the

process. Hope to hear earliest from your esteemed office regarding the visit of Peer Team to our college for Assessment and Accreditation procedure.

**Principal**

Govt. Mata Shabari Naveen Girls College

Bilaspur, Chhattisgarh

## **ABOUT THE COLLEGE**

Government Mata Shabari Naveen Girls College was established in the year 1989 with the purpose of providing education to the girl students of the areas located on the underdeveloped side of river Arpa. Initially only B.A. classes were started in the college and the subjects offered were English, Hindi, Sociology, History, Political Science, Economics, Home-Science and Psychology. The college had no building of its own and was run in Normal School Building.

Now the college has moved to its own permanent building and is catering to the needs of 509 students. New degree courses like B. Com and BCA were started in college in 2002 and 2003 respectively. We are also running PG in Hindi since 2003. In the academic session 2013-14, we had started PGDCA and MA in Sociology and this year we have started MA in Economics for our students.

The girls who are coming to study in our college are from nearby villages of Bahtarai, Baima Nagoi, Bijjor, Lingiyadih, Khamtarai, Birkona, Pandhi, Deori, Mopka, Janji and other nearby places. They generally belong to the economically disadvantaged and down trodden sections of the society. The socio-economic patterns which are found here are quite different from other educationally ahead areas and therefore it is our sincerest endeavour to try to minimize these variations by attempting to provide quality education to our girl students. It was with this aim that we had volunteered to be assessed by NAAC in 2003.

Women are an important segment of any society and access to quality education is their natural right. Attempts are also made by the college community to provide our students with training in some skills of their choice. The college boasts of a highly qualified teaching faculty. Out of ten members of teaching faculty, seven hold Ph. D

degree and two are pursuing doctored degree. The librarian of the college is also engaged in pursuance of doctoral degree.

The goals for which the college is functioning are noble. Mata Shabari Naveen Girls College is committed to operate at all times within its government framework to provide service of high quality and to foster positive and fruitful relationship with all associated with it. It endeavors to treat its students, staff and all its stakeholders with integrity, fairness and consistency. It has duty of care to its students and staff through all its processes. It attempts to provide it students, including all those with learning difficulties or disabilities with the qualifications they seek. At the same time it supports them and provides them with education in a wider sense including the overall development of their personality, inculcation of moral, ethical and humanistic values and employability skills.

## **EXECUTIVE SUMMARY**

### **Curricular Aspects :**

The “Mono” of the College says, “Saa Vidyaa Yaa Vimuktaye”, which means that through the illuminating power of education students will be guided from darkness towards light. The mission of the college is to provide quality education to its students and at the same time the college also attempts to empower its students with skills which can help them in future. The motto of the college is, “Health Education and Awareness for girls and ladies” and as we have girls who are coming from nearby villages and under developed basties, it is very important to make them aware of health and hygiene. Awareness in this aspect can do wonders in raising the life style of our students and ladies of nearby vicinities.

Our College is affiliated to Bilaspur Vishwavidyalaya and we do not have Autonomy in our College. The syllabus for different programs as structured by the affiliating university is implemented in the College. Presently the College offers 03 Under Graduate Courses viz Arts, Commerce and Computer Science, 03 Post Graduate Courses in Hindi, Sociology and Economics and a Post Graduate Diploma Course in Computers Applications. It is proposed to open M.A. in History and Political Science in the next academic session. The opening of new P.G. Courses in college, UG degree course in Computers Application and PGDCA is in keeping with the recommendations of NAAC Peer Team. B.A. and B.Com. Courses in the College are run by State Government while BCA, all PG Courses and PGDCA are under Self Financing (Janbhagidari) Scheme. Interdisciplinary mobility for students is ensured in the first year of the course. Academic flexibility is also provided within elective options available in a programme. The Post Graduate Diploma Course is open to students from all streams. The rules and regulations of the State Government and Bilaspur Vishwavidyalaya are adhered to in this respect. We are committed to empower our students and for this we run 02 short term Certificate

Courses in the College on Self Grooming (Beautician Course) and food Preservation Course.

The members of the teaching faculty make their contributions in the development of the curriculum by the University. Two members of the college teaching faculty are members of B.O.S. formed by university. The feedback is obtained from the students on course curriculum and after analyzing it, information about the same is sent by the principal to the Registrar of the University. Appropriate instructions are also given to the faculty members.

The faculty members of the College are encouraged to keep themselves abreast with the latest advancements in their specific subjects as well as in issues pertaining to Human Rights, Environment, Gender issues, Core Values and the like by ensuring their participation and presentation of research paper in international and national seminars, conferences and workshops. The faculty is also involved in the publication of their research papers in refereed journals and books with ISSN and ISBN. numbers. Participation of eligible candidates in Orientation and Refresher Course is ensured. A Special Orientation Course is designed for the new entrants to bridge the gap between School Education and College Education. Efforts are made to inculcate moral and ethical values, environment awareness, self confidence and a sense of moral responsibility toward the society among the students.

The college has a formal mechanism to obtain feedback from the students, alumni and stake holders. They are analyzed by the IQAC and needful action is ensured.



## **Teaching, learning and Evaluation**

Well aware of institution's responsibility towards the all round development of its students, the college aims at providing a learner-centric environment to its students. The college follows a transparent admission policy and adheres to the State Government's rules and regulations in pursuance of its admission process. The new entrants to the college are provided with a warm welcome and a three day Orientation Programme is organised to acquaint them with the ethos of the college.

Academic calendar is provided to systematically plan teaching, learning and evaluation schedules. The College tries its maximum to adhere to the given calendar and the whole day to day working schedule is to be maintained in the Daily Diary, which in turn is closely monitored and countersigned by the Principal. Along with lecture delivery method, new technology is also used for curriculum delivery. The use of projectors, smart boards and computers is encouraged. The teachers also give power point presentations to capture learner's interest. Students are regularly involved in learner centric activities like group discussions, seminar paper presentations, quiz, role play, poster making and the like. Field work and projects also form part of some courses. It is mandatory for all the students of part one to do project work on environment.

Regular Internal Assessment Tests are organised in the college. The faculty identifies slow learners and advanced learners on the basis of their performance in the tests and also in the classrooms during lecture hours. Tutorials and DRC are organised for slow learners. Advanced learners are provided with extra reading material and useful internet linkages to support and supplement their learning outcomes. The college organizes lectures, workshops, invited talks and panel discussions with the literary academicians and renowned personalities to assist the students in their all round personality development, career guidance, environment awareness, human rights, ethical values and the like.. Special Psychological Tests

are conducted to monitor Home Environment, Academic Stress, Self Concept and Vocational Interests of the students.

The College is blessed with an excellent teaching faculty. The teaching faculty of the college includes Principal, 01 professor and 08 Assistant Professors. Besides these 09 members are appointed on temporary basis. Out of its ten regular members, 07 have completed their Ph. D, while two are in pursuance of it. About 70% of the faculty has its research paper published in National journals with ISSN number and 20% have their papers published in International journals. 90% of the teaching staff has completed the fixed criterion for Orientation and Refresher courses and one remaining Assistant Professor has also attended one orientation and one refresher course programme.

The Head of the Institution promotes participation of its teaching faculty in all research related activities. Duty leave is sanctioned for purpose thus 100%.of our teaching staff has participated in National Seminars, 30% in International Conference and 70% in University workshop. 30% of the teaching staff is invited as resource person in Seminars and at training programmes conducted by other educational institutes and external professional agencies. About 20% of the teaching faculty is on the BOS at State Government level, 20% on BOS of Bilaspur Vishwavidhyalaya and 10% on BOS of Autonomous College.

The quality of Teaching and Learning is monitored by the Academic Audit Committee. Regular feedbacks are obtained from students and other stake holders. In the academic session 2014-15, we have a total number of 509 students studying in our college. Out of these 310 students belong to OBC categories, 69 to SC and 24 to ST categories. The pass percentage of our students at UG level has been 92% in session 2010-11, 85% in 2011-12, 95% in 2012-13 and 92% in 2013-14 and at PG level the pass percentage has been 100% in 2011-12, again 100% in 2012-13

and 92% in 2013-14. The result of BCA in the last two sessions has been 95% and our student Ku. Samiksha Pathak topped the University Merit List for the session 2012-13.

### **Research, Consultancy and Extension :**

Although our college is not a recognized Research Centre, yet efforts are made to create a congenial research oriented atmosphere in the campus. Three out of a total of ten staff members are registered as Research Supervisors at Bilaspur University, one amongst them is also registered as Research supervisor in three other Universities, they are Surguja Vishwavidhalaya, Ambikapur; Pt. Sundar Lal Sharma [Open] University, Bilaspur; Dr. C.V. Raman University, Kargi Road Kota, Bilaspur. Two candidates have been awarded Ph. D. under her supervision. Guidance to M.Phil scholars of C.V. Raman University is also provided by our faculty. The faculty is also invited as external expert to conduct viva-voce of students at C.V. Raman University for M.Phil.

As far as MRP is concerned we have one ongoing project sanctioned by UGC and one member has completed and submitted her M.R.P. to UGC. Two faculty members are counsellor at IGNOU and one member has designed Self Study Material for Distance Education Course conducted by Bhoj [Open] University, M.P.

As far as award of Ph. D is concerned, four members have been awarded Ph. D in a time span of four years. Participation of eligible candidates in Orientation and Refresher Course was also ensured. Librarian and two more member of teaching fraternity are pursuing their doctoral degree.

Research Culture is further strengthened by promoting participation of teaching faculty in National and International level seminar/conference and workshops. In last four year the faculty has presented 75 research papers in National seminars and conferences and 04 research papers in International conference/seminars. As far as publications are concerned our faculty has published 30 papers in referred Journals with ISSN numbers and 06 chapters in Books. Our faculty has also published 04 papers in International Journals and one member is on the Editorial Board of International Journal. The college administration provides full co-operation to its staff in terms of administrative and academic support in pursual of their research activities.

Besides this our students are also motivated to prepare projects for their different courses. We have two computer labs in our college with internet facility. The library had facility of infolibnet, which is in the process of renewal.

Free consultancy is available for all students under the aegis of Psychology Department. The other members of the staff also provide necessary guidance and consultancy to the students when needed. Besides this consultancy is also provided to the students by experts from outside about further scope of studies and job opportunities. The college also organizes lectures on sensitive issues by renowned personalities.

Regular extension activities are organised by the students under the banner of N.S.S. and Red Cross in the nearby villages and localities. Student are involved in Blood Donation camps and visits to Old Age Homes, Orphanage, Samprekshan Grih, Ujjawala Home and Matra Chhaya are organised.

## **Infrastructure and Learning Resource.**

Our college is spread over an area of 3.50 acres. The main building of the college is double storeyed and it comprises of Principal's chamber and next to it we have our office. Besides this we have 15 class rooms, one sports room with Gym facility, two computer labs with internet connectivity, one lab for Home-Science and one for Psychology with class room facility. We have one Central Library with internet facility. Attached with the library we have reading room and librarian's office. We have one girls' common room with attached toilet, one staff room and separate room for N.S.S., Red Cross, Self-Employment Cell, SC/ST cell and UGC. On ground as well as on the first floor we have separate washroom facilities for students, female staff and male staff.

We have inverters installed in our college to provide necessary power back-up. R.O. water purifier with 50 litre water storage capacity is available for safe drinking water. In the center of the college building we have an enclosed area covered with blue and white sheets and this area is used for conduction of many literary and cultural activities. Pandals are set up during Annual function, Prize Distribution, Student Day and other important occasions.

We have facility of smart boards, computers and projectors in our college. The Library is well equipped with Books and Journals. Inlibnet facility was available in the college and now we are in the process of renewing it. We have Desktop Computers with latest configuration in our computer laboratories.

## **Student support and progression**

The Institution publishes its prospectus which provides all information regarding the vision, mission and goal of the college. It also provides information to the students about the entire academic and administrative set up of the college. As our college is a Government College, no tuition fees is charged for students pursuing Higher Studies.

Scholarships from State Government are provided to SC, ST and OBC students. In the academic session 13-14, 60% of our total students received scholarships from this fund and the number increased to 71% in the current academic year. The students belonging to SC/ST category are also provided with free stationery from State Government fund and books from Book Bank facility. In the academic session 2012-13, a total number of 71 students were benefitted by this scheme and the number increased to 81 students in the current session. Besides this “TABLET” was provided to 71 students of the college by C.G. State Government in the session 2012-13. This year again we have submitted proposal for the same benefitting 127 students. The purpose of this scheme is to generate computer awareness among student. Economically weak students are permitted to pay fees in installment. Library facilities are available for all the students. The teachers take the responsibility upon themselves to provide books to the students after “No Dues” formality during University Examination. The teachers contribute books and have made their own personal library to help the needy students.

Various cells and committees have been formed in the college for welfare of the students. The main among them are Anti Ragging cell, Grievance Redressal Cell, Student Union, Woman Harassment Cell, Career Counseling and Guidance Cell, Shikshak Abhibhavak Yojana [Student Mentor Scheme], Literary and Cultural Committee and SC/ST Cell.

Special Orientation course, Psychological tests, Regular medical check ups are organised for them. Self Employment Cell and Swayam Siddha unit make contributions in developing skills in them. Extension Activities are provided under Red Cross and N.S.S. Lectures on sensitive issues, moral and ethical values. Progression routes and the like are organised by calling experts. Though we do not have post of Sports Officer in our college but indoor and outdoor games and competitions are organised for them. The girls are escorted by ladies teaching staff if they go to other Institution to participate in activities.

### **Governance, Leadership and Management**

We firmly believe that Education is the liberating force which will lead our students towards empowerment and with this aim in the view the entire collegiate team of Government MSNGC is activity involved in the development of its girl students. We have a dynamic Principal who is dedicated to create a Culture of Excellence in the college. Various committees are formed and regular meetings of them with the Principal are organised to present and discuss the perspective plans of the college and help in the implementation of Institution's policies. The Planning Board, A F Committee, Mahavidhyalaya Vikas Samiti play a major role in taking decisions pertaining to governance of the college. The Building Committee looks into the maintenance of the College Building. Various committees are formed to maintain congenial relations with Press and Stakeholders. The Janbhagidari Committee plays a major role in the conduction of the activities of the college. Women Harassment cell and Grievance Redressal committee looks into the matters relating to these issues.

Funds from State Government, UGC and Janbhagidari are the main source of the income of the college. The office is managed by Upper Division Clerk. All the purchases are made as per C.G. Government Purchase Rules. A Purchase Committee monitors the purchase progress. Internal Audit is done by "CASH BOOK AND DFC CHECK" Committee and External Audit is done by C.G.A.G.

Office and also by State Government by sending special team for the same. The IQAC assists the Principal in administrative and academic activities. All the records are systematically maintained by the office.

Different welfare schemes as per State Government norms are available for Gazetted and Non Gazetted Staff. They are in form of Part Final, and GPF Advance, H.R.A. and CA for both categories. The Office Staff is provided with medical allowance and washing allowance with the salary. They are also provided with festival advance at the time of Dasera, Diwali, Holi and Christmas. State Government also provides for “EXGRACIA” to the bereaved family if any government servant expires on duty. We also have provision of appointment on compassionate grounds as per State Government norms.

### **Innovative and Best Practices**

- The College is well aware of its social responsibility towards the society and national development, therefore extension activities in form of awareness programmes, human chains, rallies, contact programmes on Government policy of “Matdaan Abhiyan” or Election drive under “SVEEP” Programme to ensure maximum and judicious voting, “Swachh Bharat Abhiyaan”, “Health Awareness Camps” are organised in the near by villages and localities. Blood Donations camps are organised.
- Two day camp for making, “Aadhar Card” for students and their parents and also inhabitants of nearby vicinity was organised in the college.
- A drive to save our environment, “Let us make our campus green” has been started by the students of first year.
- “No Litter Day” was organised in the college and entire campus was cleaned by the students.



- All member of the staff along with the students took an oath, “Say No to Plastic” in a drive organised by popular daily, “Dainik Bhasker”.
- Morning Assembly is organised in the college on every Monday. The Assembly starts with National Anthem and ends with National song.
- Bhartiya Sanskriti Gyan Pariksha in collaboration with Gayatri Teerth, Shanti Kunj, Haridwar is regularly organised in the college to make upcoming generation of the nation aware of our culture and moral values.
- Health Examination, Medical check up, Blood Group determination activity for students is organised on regular basis.
- Self Employment Cell and Swayam-Siddha unit function with the motto, “Earn while you learn.
- The Institution follows the practice of celebrating different days in the College like “Matdata diwas”, “Teachers Day, “Consumer Awareness Day”, “Saraswati Pooja”, “Sadbhawana Diwas” and the like.
- Proposal for installation of solar Plant in the college, designed by CREDA, with subsidy from government has been sent to UGC.
- Dead leaves and bio-degradable waste had been used for filling ground.
- A “Complaint Box” is put in the college and the students are free to put their grievances in it for adequate redressal.
- Continuous Internal Assessment of the students is monitored by Internal Assessment Cell.
- We have “Shikshak Abhibhawak Yojana” or Student Mentor Scheme in the college.
- An activity based workshop, “Win English” was organised in college in collaboration with English Language Teachers ‘ Association, Bilaspur Chapter.

- “Live Life Stress Free” is the aim of our Psychology department which offers free psychological counseling to the students and conducts various tests for them.
- Communal Harmony programmes are encouraged in the college.
- Various lectures are organised to give guidance to students for their career and progression.
- Visit to Mahila ITI was organised to acquaint students with different skill development courses.
- Post Graduate Diploma in Computer Awareness has been started in college to encourage computer awareness and ensure interdisciplinary participation.
- Anand Mela was organised in the college to develop managerial skills and entrepreneur qualities in the students. Running shield was awarded to the stall that earned maximum profit. As a step towards helping their co-students, they donated the profit to sponsor fees of needy students.
- The girls also send monetary contribution to the National Communal Harmony Centre, Delhi. The money was collected from sell of flag sticker depicting Communal Harmony.
- Tablets were provided to students under Chhattisgarh State Governments scheme, “Yuva Suchana Kranti Yojana”.

## SWOC ANALYSIS

### **Strength**

- First NAAC accredited Government College in the entire state of Chhattisgarh [Grade B+, Score – 78.30]
- Proper Curricular Implementation.
- Academic program monitoring.
- Affordable fee structure.
- Educational outcome is exceptionally good.
- The Head of the Institution Dr. Asha Kaushik is a perfect example of adherence to best practices in governance.
- Establishment of IQAC Cell to continuously monitor and assess performance of the Institution.
- College has created its own website. All the relevant information like courses offered, number of seats etc. required qualifications, fee structure, faculty details, code of conduct, facilities etc. are available online.
- Well established research culture – The College successfully organized National Level Seminar on Human Rights.
- Active participation of teacher in research oriented activities like paper presentations at national and international level seminars, workshops and conferences.
- Highly qualified and acclaimed faculty – About 30% of teaching are amongst members of Board of studies at University and state levels. Dr. Seema Mishra was invited as “Invited Speaker” in 5<sup>th</sup> International Conference organized by JERAD, in University of Malaysia, Terengganu. She has also delivered Planery lecture in International conference organized by IJARS, Chennai.

- Research Publication of the faculty in national and international journals and Books.
- Well maintained library with facility of Reading Room.
- Had Subscription to INFLIBNET. [in process for this session]
- Book Bank facility.
- Continuous Internal Assessment tests are taken, the students are allowed to view their valued answer sheets in order to ensure transparency, fair play and accountability.
- Innovative teaching with the help of Smart Boards, Projectors, Computers, Audio Visual Aids etc.
- Equipped laboratories for Psychology and Home Science practicals.
- Computer Laboratory with internet facility.
- Student Support Services – N.S.S. and Red Cross Unit, Career Counselling Cell, Self Employment Cell, Help Desk, Parent contact Cell.
- Regular health check-ups for the students.
- Visits to old age homes and other related units.
- Active functioning of Anti Ragging Cell, SC/ST Cell, Grievance Redressal Cell, Women Harrasment cell, RTI unit, Citizen Charter etc, for speedy redressal of issues pertaining to any of these cells. The information about these cells is publically available on the college notice board, college syllabus etc. so that it can be easily approached by students, parents and others as the need be.
- Total transparency is maintained in admission and reservation norms are strictly adhered to while finalizing admissions.
- Scholarships are provided to eligible students form SC, ST and OBC categories.

- Motivating students to participate in different co-curricular activities organized in the college campus as well as in other institutions at higher levels.
- Attempts are made to promote interaction of students with the surrounding public sectors by encouraging them to participate in co-curricular activities organized by them.
- Field work is provided for environmental studies.
- Supportive non teaching staff.
- Learner friendly teaching staff.
- R.O. Facility to provide safe drinking water to students.
- Recognizing and rewarding students for their achievements.
- Nurturing of ethical values in students by staff.
- Organizing lectures by dignitaries to make girl students aware of the current scenario and assist them in personality development.
- The complete college faculty shares a bonding of team work and works collectively in meeting emerging challenges for college development.

### **Weakness**

It highlights those characteristics that place our institution at disadvantage with other institutes.

- Our College is situated in a rural urban area, where majority of the students come from economically disadvantaged and downtrodden sections of nearby villages. Our college caters to the need of girl students and the parents of these girls are mostly conservative and educating girl child is not of primary interest to them, so our students get very little motivation from their families for education.
- There is no sanctioned post for sports officer in the college.

- Sanctioned faculty strength for different courses is insufficient. Our all departments are single handed.
- Dependence on temporary teachers for computer and other courses.
- There is no sanctioned post for Head Clerk in the office.
- Drop out rate – the socio economic considerations, cultural factors often force many students to discontinue their degree programmes.
- Lack of fully furnished and equipped Auditorium.

### **Opportunity**

- Increase number of Research projects.
- Organize National/International Seminar/Work shop/Conference in college.

### **Challenges**

- To approach authorities for creation of post of Sports Officer and Head Clerk.
- Unnecessary delay by P.W.D. in completing women Hostel.
- Digitization of library and automation of office requires substantial planning especially for IT infrastructure, financial needs and professional training needed for the same.
- Frequent Power cuts.

### **Future Plans**

- Construction of Auditorium.
- Apply for Research Projects.

- Organise interdisciplinary national/international seminars/conference/workshop in college.
- To have MOU with Mahila ITI to provide training to students in different skills of their choice.
- Start course in communicative/spoken English.
- Automation of office and Library.
- Generate Computer Awareness for maximum students.
- Increase use of E-Content.

## Profile of the Affiliated / Constituent College

### 1. Name and Address of the College:

Name :	Government Mata Shabari Navven Girls College, Bilaspur	
Address :	Near Patwari Prashikshan, Seepat Road, Bilaspur (C.G.)	
City : Bilaspur	Pin : 495006	State : Chhattisgarh
Website :	<a href="http://www.gmsngcbasp.co.in">www.gmsngcbasp.co.in</a>	

### 2. For communication :

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Asha Kaushik	O: 07752- R: 240531	098263 16176		<a href="mailto:gmsngc1989@gmail.com">gmsngc1989@gmail.com</a>
Vice Principal		O: R:			
Steering Committee Co-	Dr. Aarti singh Thakur	O: 0775 240531	09425219 114		aartithakur319@gmail.com

### 3. Status of the Institution:

Affiliated College

☐

Constituent College

Any other (specify)

### 4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

☒


b. By Shift

i. Regular

ii. Day

iii. Evening

☒



5. It is a recognized minority institution?

Yes

No



If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

**N.A.**

6. Sources of funding:

Government

Grant-in-aid

Self-financing

Any other



7. a. Date of establishment of the college: **01-12-1989** (dd/mm/yyyy)

b. University to which the college is affiliated ✓/or which governs the college (If it is a constituent college)

**Bilaspur University, Bilaspur**

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	15-02-1994	-
ii. 12 (B)	15-02-1994	-

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

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

Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-)	Validity	Remarks
i.				
ii.				
iii.	<b>Not Applicable</b>			
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☐

No ☒

If yes, has the College applied for availing the autonomous status?

Yes ☐

No ☒ NA

9. Is the college recognized

- a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐

No ☒

If yes, date of recognition: .....NA..... (dd/mm/yyyy)

- b. for its performance by any other governmental agency?

Yes ☐

No ☒

If yes, Name of the agency .....NA..... and

Date of recognition: .....NA..... (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	3.50 acres
Built up area in sq. mts.	2363 sq.mts.

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities. **- No**
- Sports facilities
  - \* play ground ☒
  - \* swimming pool
  - \* gymnasium - Facilities for gym available in Sports Dept, it self.

- Hostel – N.A.
    - \* Boys' hostel
      - i. Number of hostels
      - ii. Number of inmates
      - iii. Facilities (mention available facilities)
    - \* Girls' hostel- In process of construction by PWD
      - i. Number of hostels
      - ii. Number of inmates
      - iii. Facilities (mention available facilities)
    - \* Working women's hostel - **NA**
      - i. Number of inmates
      - ii. Facilities (mention available facilities)
  - Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) – **No**
  - Cafeteria — No, but we make alternate arrangements for the same.
  - Health centre – We have Red Cross Unit in college with facility for First aid
- Inpatient, Outpatient, Emergency care facility, Ambulance...No....
- Health centre staff –
- |                  |          |             |    |
|------------------|----------|-------------|----|
| Qualified doctor | FullTime | Part time – | No |
| Qualified Nurce  | FullTime | Part time - | No |
- Transport facilities to cater to the needs of students and staff – No
  - Animal house. - No
  - Biological waste disposal - No
  - Generator or other facility for management/regulation of electricity and voltage. - yes

- Solid waste management facility. - Yes
- Waste water management - No
- Water harvesting - No

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted Total
	Under-Graduate	B.A. B.Com B.C.A.	3 year 3 year 3 year	12 <sup>th</sup> pass 12 <sup>th</sup> pass 12 <sup>th</sup> pass	Hindi Hindi Hindi & English	160 in each year 60 in each year 40 in each year	240 Total 143 Total 63 Total
	Post-Graduate	M.A. Hindi M.A. Sociology M.A. Economics	2 year 2 year 2 year	Graduation Graduation Graduation	Hindi Hindi Hindi	20 20 20	6+13=19 6+9=15 09
	Integrated Programmes PG	-	-	-	-	-	-
	Ph.D.	-	-	-	-	-	-
	M.Phil.	-	-	-	-	-	-
	Ph.D	-	-	-	-	-	-
	Certificate courses	-	-	-	-	-	-
	UG Diploma	-	-	-	-	-	-
	PG Diploma	PGDCA	1 year	Minimum 50%	Hindi/Eng.	20	20
	Any Other (specify and provide)	-	-	-	-	-	-

13. Does the college offer self-financed Programmes? by Janbhagidari

Yes ☒ No ☐

If yes, how many?

BCA, PGDCA, PG in Hindi, Sociology and Economics

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	03	PGDCA, PG in Sociology and Economics.
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany,	UG	PG	Research
Science	-	-	-	-
Arts	Arts Faculty	<input checked="" type="checkbox"/>	Hindi, Sociology, Economics	-
Commerce	Commerce Faculty	<input checked="" type="checkbox"/>	-	-
Any Other (Specify)	Computer Science	<input checked="" type="checkbox"/>	-	we have PGDCA

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

- a. annual system
- b. semester system
- c. trimester system

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other ( specify and provide details)

6. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s).....NA..... (dd/mm/yyyy)  
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

.....NA..... Date:

.....NA..... (dd/mm/yyyy)

Validity:.....NA.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐ No ☒

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s).....NA..... (dd/mm/yyyy)  
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

.....NA..... Date:

.....NA..... (dd/mm/yyyy)

Validity:.....NA.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐ No ☒

## 20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate		Assistant					
	*M	*F	*M	*	*M	*F	*	*	*M	*
Sanctioned by the UGC / University / State Government <i>Recruited</i>		02	-	-	03	05	06	01	01	01
<i>Yet to recruit</i>	-	-	-	-	-	-	-	-	-	-
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>	-	-	-	-	01	08	01	-	01	-
<i>Yet to recruit</i>	-	-	-	-	-	-	-	-	-	-

\*M-Male \*F-Female

\* 1 Principal+1 Promoted Professor = 02

## 21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	-	02	-	-	02	03	07
M.Phil.	-	-	-	-	01	01	02
PG	-	-	-	-		01	01
Temporary teachers - Janbhagidari							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	01	03	04
PG	-	-	-	-	-	05	05
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-

M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

22. Number of Visiting Faculty /Guest Faculty engaged with the College. Nil

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 10-11		Year 11-12		Year 12-13		Year 13-14	
	Male	Femal	Male	Female	Male	Femal	Male	Female
SC	-	38	-	29	-	47	-	56
ST	-	19	-	15	-	22	-	29
OBC	-	207	-	164	-	201	-	237
General	-	100	-	86	-	90	-	92
Others	-	-	-	-	-	08	-	07

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	445	43+20 =63	-	-	508
Students from other states of	01	-	-	-	01
NRI students					
Foreign students					
Total					509

25. Dropout rate in UG and PG (average of the last two batches)

UG 15%

PG Nil

26. Unit Cost of Education

*(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )*

(a) including the salary component

**Rs. 40644.00**

(b) excluding the salary component

**Rs. 498.00**

27. Does the college offer any programme/s in distance education mode (DEP)?



Yes ☐ No ☒

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes ☐ No ☒

b) Name of the University which has granted such registration.

NA

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes  No

28. Provide Teacher-student ratio for each of the programme/course offered  
Graduation Level 1:22 Post Graduation Level 1:8

29. Is the college applying for

Accreditation : Cycle 1 ☐ Cycle 2 ☒ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☐

*(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)*

30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 21-03-2013 (dd/mm/yyyy) Accreditation Outcome/Result....B+ Cycle

2: ..... (dd/mm/yyyy) Accreditation Outcome/Result..... Cycle

3: ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

**\* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year.

201

32. Number of teaching days during the last academic year  
(Teaching days means days on which lectures were engaged excluding the examination days)

184
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33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC ...30/07/2014... (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 609- 5/3/2015 (dd/mm/yyyy)

AQAR (ii) 610- 5/3/2015 (dd/mm/yyyy)

AQAR (iii) 611- 5/3/2015 (dd/mm/yyyy)

AQAR (iv) 612- 5/3/2015(dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

## CRITERIA-WISE ANALYTICAL REPORT

### 1.1 CURRICULUM PLANNING AND IMPLEMENTATION :

#### 1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

The **mono** of the college very clearly states the vision of the college, where it is written, “Saa Vidhyaa Yaa Vimuktaye”, which implies that education is the liberating force that will lead the students towards illumination provided by knowledge. The mono of the college depicts a girl sitting in the centre of the state of Chhattisgarh with a book in her hand. She is surrounded on all four sides by rice fields at bottom, scientific equipments and computer to her left and right side respectively and on the top we see a bird flying. The rice fields imply that the girl is fully aware of her roots, her basic intrinsic values and at the same time she is also thinking about the recent technology and striving to link herself with the upcoming global trends and the bird on the top reflects the liberating energy that has been generated through knowledge, which will lead her towards empowerment without disorienting the girl from her basic intrinsic values. And this positive grooming of the girls will automatically lead to the development of the state of Chhattisgarh.

- The **mission** of our college is to provide quality education to our girl students. Quality Education is the need of the hour and we believe that in place of producing multitudes of unemployed, underemployed or improperly utilized graduates, we should train our students in such a manner that they compete in the local as well as global market. Women are an important segment of any society and quality education is their natural right.

- Along with providing quality education, the college endeavors in all round personality development of the students by focusing its attention on intellectual, educational and moral upliftment of its students. The girls are so groomed with leadership qualities that by the time they pass out they are beaming with self confidence. The Institution aims at achieving holistic development of its students.
- Quality Education with equal access to all is linked with employability. Since our college is basically an undergraduate college, we donot have campus placements in our college. But we provide opportunities to our students at open campus placements of other institutions where companies come. We also organize lecture for them and provide them information about job opportunities after graduation.
- The Students are provided opportunities to develop skills, positive qualities and competences which will aid them in their personal and professional development. These activities not only provide them with financial support but also enable the students to contribute positively towards the economy. Thus the pass outs of our college, leave the college, as productive members of the society.
- It is collective responsibility of the entire collegiate body to provide a safe and healthy environment to our girl students.
- To inculcate universal human values such as peace, tolerance, non-violence, love, patriotism, social welfare etc through healthy practices and community services. Such an education will have a lasting influence on the students. This is very important in this era of globalization when national and traditional values are getting replaced by western ideas and culture.

The **motto** of our college is, “Health Education and Awareness for girls and ladies. With this motto in mind regular medical check up of all the students is provided by

Red Cross Unit of the college. As the problem of anaemia is common in the girls and this belt of Bilaspur comes under the region marked for sickle cell, it has become a common practice in the college to organize regular blood check up for Hemoglobin count and blood group determination, Sickle cell test is also organized by the college.

Besides this lecture on Aids Awareness, Swine Flu Awareness, Awareness on Heart Disease, Gynecological Awareness, Health and Sanitation Awareness, are organized by the Red Cross unit and N.S.S. unit of the college in support with doctors from CIMS, Apollo, S.E.C.L. Dispensary etc'. The students of the college are also escorted by the red cross team to visit red ribbon express to generate awareness about Aids. To help the community and generate awareness towards social responsibility blood donation camp was organized in the college with support from Chhattisgarh Institute of Medical Sciences, Bilaspur and Lions Club Gold and 11 units of blood was collected. Two senior professors of the college also donated blood to inspire students. In order to make ladies of the neighboring areas aware of issues pertaining to health and hygiene, lectures by expert doctors were organized in Bahtarai and Chingrajpara.

Since our college is situated in semi urban rural area, where most of the students come from the socio-economically backward and downtrodden sections of the society, the objectives of our college are :-

- To provide equal opportunity and increase participation of the girls of under privileged and down trodden sections of the society to the realms of Higher Education.
- Effort are made to bring out hidden talents of the students and attempts are made to train students in learning entrepreneur skills.

- To nurture employability skills such as being able to work as a part of team and in small groups with students from different backgrounds.
- Sustain healthy relationship with all partners in Higher Education i.e. schools which provide students, regional skill centers which may provide training and local authorities to provide necessary support and security to maintain healthy learning environment.
- To ensure that appropriate additional support is provided to any student present with a disability.
- To ensure optimum utilization of available infrastructure for benefit of the students.
- To promote personality development skills by motivating students to communicate in English and developing positive attitude towards problem resolutions and challenges of life.
- To make efficient use of College's resources including staff, support functions, processes and team working.
- ICT revolution is the need of the hour and answer to most of the questions, so attempts are being made to make students computer literate.
- Curriculum delivery by staff that has upto date knowledge on the subject and emphasis on technology to support core curriculum.

Thus with this vision, mission and objectives, Government Mata Shabari Naveen Girls College, Bilaspur strives sincerely to grow convincingly in quality, impact and prestige and to be recognized as a provider of quality and value based higher education in the state of Chhattisgarh.

The vision and the mission of the institution are being communicated to the students, teachers, staff and other stake holders through :-

- College brochure, website of the college and by displaying it on the notice board and other strategic positions in the college.
- In the beginning of the session a meeting of the Staff Council is called by the Head of the Institution. At this meeting the Principal very clearly points out the vision, mission and objectives of the college and duties are entrusted to the staff members by forming committees. The strategy to be adopted for proper implementation of course curriculum, teaching learning methods, best practices, healthy practices, etc. are discussed.
- Besides this the college staff is available at the “Help Desk” created to assist the students in their admission and provide them and their wards information about the vision and mission of the college.
- Three days “ Orientation Programme” is organized for the new entrants of the college where they are informed in detail about the vision, mission and aims of the college by the Head of the institution and the teaching staff also provides them valuable information about the ethos of the college. The students are provided information on Dos and don'ts of the college, Anti Ragging Cell, Grievance Redressal Mechanism in college, procedure of Internal Assessment Exams, NSS and Red Cross Unit, Discipline and other sensitive issues,

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

The college systematically develops and deploy action plan for effective implementation of the curriculum :-

- All the teachers of the college are provided with daily diary in which they prepare their schedule of work, on monthly as well as on daily basis. The

teachers are also provided with the academic calendar in which teaching days per month are mentioned and therefore it is expected that the teachers would keep it in mind while preparing month wise division of syllabus.

- The students are made aware of the syllabus and they are also made to write it down. The students can also procure syllabus from the library of the college.
- The delivery of curriculum is made through lectures, PPT, group discussions, seminars and tutorials. The traditional method of chalk and board is also followed.
- The teachers are required to make day to day entry of the academic course completed in their Daily Diary. The process is monitored by Head of the institution as it is mandatory for the teachers to get their Daily Dairy and Attendance Register countersigned by the Principal on monthly basis.
- The Head of the Institution takes regular rounds of the college to monitor the regular conduction of the academic programme in adherence to the time table chalked out for the college. At times, the Head of the Institution randomly checks the daily diary and verifies the lecture delivered with the students to analyze the effective implementation of the course curriculum.
- All the faculty members are provided with the list of committees constituted for the proper conduction of all activities with the college. It is responsibility of the committee/department to provide a tentative schedule of the curricular and co-curricular activity which they may conduct in the session to IQAC.
- The process of acquiring feedback from the stake holders has also been started in the college.



**1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

As our College is a Government College affiliated to Bilaspur University, we follow the course curriculum designed by the University.

- Academic Calendar is designed by Department of Higher Education, Raipur and it is provided to the college for adherence. The academic calendar provides information about the time frame pertaining to all activities – academic, sports, extension, and examination schedule for internal assessments, vacation schedule and many other relevant information pertaining to collegiate activities.
- As the concept of NAAC is new to most of the colleges falling under the aegis of Bilaspur University, the university organizes seminars and workshops on NAAC related issues to help and assist the colleges in preparing their S.S.R. . The University also organized a National Workshops on Examination Reforms in Higher Education to make its participants aware of many issues pertaining to examination reforms.
- The University also organizes training programmes, workshops and seminar on governance skills, autonomy, examination reforms and related issues.
- The Head of the Institution promotes the participation of the teachers in the national and international workshops, seminars, conference related to quality enhancement, examination reforms, environmental issues, human rights, water harvesting and other related issues besides their main subject.
- The faculty is at full liberty to use the library and computer facilities at any time during the office hours.

- The teachers are motivated to prepare power point presentations and facility of projectors, smart boards and computers are made available to them to make teaching learning more effective.

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.**

The institution ensures effective curriculum delivery and transaction on the curriculum provided by the University by :-

- Systematic division of syllabus.
- Mandatory filling of Daily Diary.
- Motivating students to prepare seminar papers and engaging them in group discussions.
- Tutorials and Doubt Removal Classes for slow learners. No fixed time is allotted to DRC and the students are at a liberty to approach the teacher whenever she is free for redressal of their doubts.
- Internet links are provided to the students to gain more information on the subject. Advanced learners generally use this process to supplement their notes and also to prepare their seminar papers.
- Organizing lectures by expert faculty, panel discussions, and workshops on sensitive issues and programmes on ethical and moral values.

**1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?**

The Institution network and interact with beneficiaries such as industry research bodies and university by :-

- Our college is situated near the headquarter of South Eastern Coalfields Limited and the students are encouraged to participate in the programmes organized by S.E.C.L. in the college campus.
- The IQAC includes representatives from University, Principal and subject experts from different educational institutions.
- The teachers are motivated to become members of Research Bodies related to their profession.
- The Institution ensures participation of its faculty in seminars and workshops organized by university.
- The members of BOS are relieved to participate in the meetings pertaining to designing of the course curriculum.
- Attempts are made to invite ICT trained faculty from the university to organize training workshop for the staff.
- Special activity based workshop for students are organized in collaboration with research bodies.

**1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.**

The Curriculum for the university is designed by Board of studies. Three members of the college teaching faculty are members of B.O.S. formed by the University. The feedback is obtained from the students and it is analyzed by the IQAC and suggestions are drafted and sent to the Registrar of the University. Similarly instructions are given to those members of staff who

are in B.O.S, to communicate the findings, in the meeting of B.O.S. and strive for its implementation.

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If ‘yes’, give details on the process (‘Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed.**

The aim of our college is to encourage Women Empowerment. Therefore the college organizes short term certificate course other than those offered by the University :-

- Self-Grooming Certificate Course” – (Beautician course). It is natural right of every woman to look beautiful and well groomed and because of this, there is an unending demand of beauticians and Beauty Parlours even in rural urban areas. The demand for running this course came from the Student Union. After getting approval from the Head of the Institution, an official letter is written to ITI to provide trained beautician. After training certificates are distributed to the participating candidates.
- Food Preservation (short term) Certificate Course is also run in the college under Swayam-Siddha Unit.
- A well chalked out Orientation Programme is organized for the new entrants in the college to provide them information on the ethos of the college. They are provided information about the different facilities available for them. They are given information about the do’s and don’ts of the college and made to feel protected. They are made aware that now college is their second home and the name and fame of college depends on their academic

achievements and behavioural aspects. This course is organized after the last date of admission in the course and new students are engaged after their regular periods for the same.

**1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

- By collecting feedbacks from the students, parents and alumni and analyzing it.
- Faculty members are motivated to participate and present research papers in Quality Enhancement Programmes like national, international workshops, seminars, conferences and symposium. This way the faculty is constantly made aware of the new realms of knowledge available in their field as well as in interdisciplinary areas.
- Overall performance of the college is analyzed by the number of pass outs in the university exams, academic achievers in exams and by participation of students in various co-curricular and extension activities.

**1.2 Academic Flexibility**

**1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.**

It is the goal of the college to provide Quality Education to its stakeholders and at the same time the institution attempts to link education with Employability. The institution endeavours to see that the girl students when they leave the college are so-trained in some skill, that they can respectfully earn their livelihood if need be. We have:-

### **Diploma Course**

- Post Graduate Diploma in Computer Applications.

### **Short term Certificate Course**

- Self-Grooming Course
- Food Preservation Course by Swayam Siddha Unit.

**1.2.2**     *Does the institution offer programmes that facilitate twinning /dual degree?  
If 'yes', give details.*

No.

**1.2.3**     **Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:**

- Range of Core / Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses
- Enrichment course

Details of core/elective/options opted by college.

S.No.	Programme	Core Group	Elective Group
1.	B.A.	<ul style="list-style-type: none"> <li>General Hindi</li> <li>General English</li> <li>Environment studies (at first year)</li> </ul>	O1- Sociology O2 -Political Science O3 -History O4 -Hindi Literature O5 -Economics/Psychology O6 -English Literature/Home Science
2.	B.Com	<ul style="list-style-type: none"> <li>General Hindi</li> <li>General English</li> <li>Environmental studies (at first year)</li> <li>All papers are compulsory in B.Com I and B.Com II</li> <li>Four papers are compulsory in B.Com III</li> </ul>	Elective option is available only in B.Com III in Fifth paper elective option <ul style="list-style-type: none"> <li>Marketing Management</li> <li>International Marketing</li> </ul>
3.	BCA	<ul style="list-style-type: none"> <li>General Hindi</li> <li>General English</li> <li>Environmental studies (at first year)</li> <li>All papers are compulsory in all years</li> </ul>	-
4.	PGDCA	All papers are compulsory	-
5	M.A. (Hindi)	<ul style="list-style-type: none"> <li>All papers are compulsory in previous year</li> <li>Three papers are compulsory in final year</li> </ul>	<u>Elective options</u> (in final year) 1. Lok Sahitya; 2. Patrkrita Prashikshan

6.	M.A. (Sociology)	<ul style="list-style-type: none"> <li>• Four papers are compulsory in previous year</li> <li>• Three papers are compulsory for final year</li> </ul>	Elective option in V paper in previous <ul style="list-style-type: none"> <li>• Rural society in India.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Urban Society in India</li> <li>• Criminology.</li> </ul>
7.	M.A. Economics	<ul style="list-style-type: none"> <li>• Four papers are compulsory for previous year</li> </ul>	Elective option in V paper in previous <ul style="list-style-type: none"> <li>• Labour Economics</li> </ul>

• O – Optional paper

- Change from one discipline to another discipline is permissible in first year but only in strict adherence to the rules and regulations of Department of Higher Education, Raipur (C.G.) and concerned University.
- No vertical mobility is provided to the student if she fails in the main examination. But if the student gets a supplementary, she is given casual admission in the next class subject to her passing in the supplementary exam. If she fails in the supplementary exams, her admission is cancelled but she is given one more chance to appear as a supplementary student in the main exam next year. Two chances for supplementary exams are provided by University.
- A pass degree is must to move from UG to PG course. In this academic flexibility is provided as per University Rules and Regulations.
- Within a programme a student is permitted to change subject with other elective options within the time limit fixed by Dept. of Higher Education. This change is permissible only at first year level.
- Courses are available unit wise. They are arranged on month wise basis and this only forms the basis of module.



**1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

Yes, the College offers self-financed programmes both at UG and PG level:-

The self-financed programmes (Janbhagidari) offered by college are:-

1. BCA
  2. PGDCA
  3. MA in Hindi
  4. M.A. in Sociology
  5. M.A. in Economics
- Admission is done in strict adherence with the general admission rules provided for the other courses. Firstly list for unreserved category is prepared on merit basis, and then lists for reserved category i.e. SC, ST and OBC is also prepared on merit basis.
  - Curriculum-Since our self-financed courses are affiliated to Bilaspur University, we adhere to its course curriculum in our self-financed courses also.
  - The fee structure is different from other courses as these courses are self-financed. In the courses run by government i.e. BA and B.Com tuition fee is not charged.

### **FEE STRUCTURE FOR SELF FINANCING COURSE**

S.No.	Course	Fees
1.	BCA – Part I	Rs. 7092.00
2.	BCA – Part II	Rs. 6892.00
3.	BCA – Part III	Rs. 6892.00
4.	PGDCA	Rs. 11092.00
5.	M.A. Hindi (Previous)	Rs. 3072.00
6.	M.A. Hindi (Final)	Rs. 2932.00
7.	M.A. Sociology (Previous)	Rs. 3072.00
8.	M.A. Sociology (Final)	Rs. 2932.00
9.	M.A. Economics (Previous)	Rs. 3072.00

- The academic qualifications of the teachers are in strict adherence to the guidelines provided by State Government.
- The salary that is paid to these teachers is fixed by Janbhagidari Committee in its meeting.

**1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.**

- The college provides skill oriented programmes like Certificate Course in Self Grooming [Beautician course] and Certificate Course in Food

Preservation. These courses are run on part time, short term training courses and the certificates are provided by the college.

- The Students are taken by the faculty to visit Mahila ITI so that they can explore the possibilities for different Skill Development Training Programmes available for them. Attempts are made to have a MOU with ITI to provide training to the students in Computer Awareness.

**1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?**

No.

### **CURRICULUM ENRICHMENT**

**1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?**

The efforts made by the Institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals objectives are integrated are:-

- A systematic month wise division of syllabus is chalked out by the faculty and it is countersigned by the Head of the Institution.

- The students are first asked to specify their needs and then they are judiciously advised by the “Help Desk” to choose a proper combination of subjects or stream and are motivated to aspire for better performance.
- Three Internal Assessment Exams are conducted for continuous monitoring of student’s performance.
- A well stacked library is available for the students to get prescribed text books as well as reference books.
- Facilities like projectors, computers and smart boards are available in the Institution.
- Part time certificate courses are organized in the college.
- The students are escorted to Mahila ITI by the faculty to provide them with the options available for Skill Development.
- Programmes are organized to achieve all round Personality Development of the students.
- Regular feedbacks are obtained from the Students, Alumni and Parents and the IQAC examines it and takes the required action.

**1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?**

The efforts made by the Institution to enrich and organize the curriculum to enhance the experience of the students so as to cope with the needs of the dynamic employment market are:-

- The faculty members of the college who are also members of BOS of the University are instructed to take initiative in this direction.

- The college aims at empowerment of women, therefore part time certificate courses are tailored to meet the needs of the students.
- To provide better opportunities to the students for employment, efforts are being made by the Institution to provide part time training to the students in skills of their choice at Mahila ITI.
- The lectures delivered to the students are supported by group discussions, tutorials, DRC and power point presentations.
- Attempts are made to provide students with in depth information on their subject. Students are provided with internet links to augment their learning.
- Post Graduate Diploma Course in Computer Applications has been started in the college to train the students in this field.
- Workshops, lectures, discussions and specific programmes are organized in the college to assist the student in cultivation of Value Education, issues pertaining to Human Rights, Female Foeticide, Environment Awareness, Personality Development, Socio Psychological Issues, Personality Development, Health Awareness Issues, Development of managerial and Entrepreneurship skills, Election Drive, Swachh Bharat Abhiyan and relevant issues.

**1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

The efforts made by the Institution to integrate the cross cutting issues into the curriculum involves the participation of students in various activities related to these issues. They are :-

- Lecture by expert doctor from Apollo Hospital was organized on female foeticide.
- Environment Science is being taught as a subject in first year of Graduate Degree Course. The students are compulsorily required to make a project on environmental Issues. They are also taken on study tours.
- A campaign, “let us make our campus green” has been started by the students of first year.
- The Student Union organized, “No Litter Day” in the College. Under this campaign the students cleaned the entire campus. Disposal of waste was also judiciously managed.
- The renowned daily newspaper, “Dainik Bhaskar” conducted a Campaign, “Say No to Plastic. In this our students along with Principal took oath to refrain from use of plastic bags.

#### **1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

The various values – added courses/enrichment programmes offered to the students to ensure their holistic development are:-

##### **Moral and Ethical Values**

- Bhartiya Sanskriti Gyan Pariksha in collaboration with Gayatri Teertha, Shantikunj, and Haridwar is organized in the college to make the upcoming generation aware of our culture, morals and ethical values.
- Sanskrit Week is organized in the College in which lectures on the value of our traditional language is given by renowned faculty.
- Brahm-kumaris are invited in the College to deliver Spiritual Discourses.
- Lecture on “Ekatma Manav Darshan” was organized to ensure development of moral values in students.

### **Employable and Life Skills:-**

- Panel discussions, lectures and workshops are organized to teach students time management, techniques to monitor and control stress, personality development and other life skills.
- Morning Assembly is organized on Monday of every week, where the students provide important information pertaining to nation, state and our city. Important international issues are also mentioned. Inspirational quotes also form a part of this practice. The Morning Assembly starts with National Anthem and ends with National Song.
- Activity Based Workshop, “Win English” was organized to assist students in conquering their unknown fear towards English.
- “Anand Mela” was organized by the students to develop entrepreneurship and marketing skills.
- The students are entrusted with the responsibility of organizing and conducting literary and cultural programmes. This helps in the development of leadership qualities and team work.
- Self-Employment Unit of the college trains the students in learning different skills like making of soft toys, jewelry designing, making artificial flowers, flower pots with straw and the likewise decorative items. The tag line of the unit is, “Earn While You Learn.”

### **Better Career Options:-**

- As we do not have facility of campus placement in our college, we arrange with other institutions that have open campus selections to offer opportunities to our students.

- Lectures by experts are organized to provide an insight to the students for career opportunities available after graduation.
- The students were escorted to Mahila ITI to provide them information about different Skill Oriented Programmes.
- Attempts are made to provide students with basic knowledge about computer operations.\

#### **Community Orientation:-**

- Andhatava Nivaran Pakhwara was organized in the college to motivate Eye donation by the students.
- The Institution follows the habit of celebrating different days in College like “Matdata Diwas”, “Consumer Awareness Day”, “Teachers Day”, “N.S.S. Day”, “Saraswati Puja and the like, which may motivate the students in generating awareness in the community they live.
- Visit to nearby localities is organized to make the people aware of Health and Hygiene. Lectures and Consultations are also provided by expert doctors.
- The College Authority interacts with different NGO groups and organizes activities like Blood Donation with them.
- Marches are organized by the students to make people aware of Government’s Election Campaign and to motivate people to use their right to vote judiciously.
- The students joined “Human Chain” formed on the occasion of Gandhi Jayanti.
- The students took on Oath to, “Say No to plastic “in a Drive organized by popular daily newspaper, Dainik Bhaskar.



- The students are escorted to visit Red Ribbon express to generate awareness towards Aids.
- The students participated enthusiastically in “Swachh Bharat Abhiyan” activities. A two day camp was organized in the college to make “ Aadhar Card” of the students and inhabitants of the nearby localities.
- A door to door contact programme was organized by the students of N.S.S. to make the people aware of Energy Conservation and Abuses of Plastic.
- An amount of Rs. 3200.00 was collected by the students from sale of tickets depicting Communal Harmony and sent to “National Communal Harmony Centre”, New Delhi.
- Visit to “Matra Chhaya” – home for infant orphans, Old Age Home, Orphanage, Samprekshan Grih and Ujjawala Home (Nari Niketan) is organized by Red Cross Unit of the College.

**1.3.5 citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

The IQAC of the college obtains feedback from the students, Alumni and Parents. The Students had suggested incorporating English Communication in Syllabus and efforts were made to achieve this.

**1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

The students are required to provide their feedback and it is used to monitor and evaluate the quality of enrichment programme.

The feedback on different enrichment programmes is also obtained by discussion and interaction generated after the activity, among the stake holders.

## **1.4 FEEDBACK SYSTEM**

### **1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

As the college is affiliated to Bilaspur University, the Course Curriculum is designed and developed by the Board of Studies for different subjects formed by the University.

- Two member of teaching faculty are member of B.O.S. in the University.
- The teaching faculty keep themselves abreast with the latest information regarding development in their respective courses by attending national and international seminars, conferences and the like. The latest trends are communicated by way of discussion to the members of B.O.S. and Head of the institution.

### **1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If ‘yes’, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**

Yes, we have a formal mechanism to obtain feedback from the students and stake holders. We have three different questionnaires for the students.

- Questionnaire for feedback from students: course evaluation.
- Student feedback on teachers.
- Student’s overall evaluation of programme and teaching.
- The feedbacks collected from the students on course curriculum are analyzed by the IQAC and information about the suggestions of the students

regarding course curriculum is sent to the Registrar of the University for Necessary Action.

- The members of the college who are on BOS are also given instructions in written to keep the suggestions of the students in the meeting of B.O.S. for design of course curriculum.

**1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)**

**Any other relevant information regarding curricular aspects which the college would like to include**

We have started three new Degree Courses in the last four years. They are:-

- PGDCA
- MA in Sociology.
- MA in Economics.

The rationale for introducing new courses was the pressing need felt for computer awareness and demand of the students for starting Post Graduation in subjects important for competitive exams.

## **CRITERION - II: TEACHING – LEARNING AND EVALUATION**

### **2.1 Student Enrollment and Profile**

#### **2.1.1 How does the college ensure publicity and transparency in the admission process?**

The college follows a transparent admission policy and adheres to the State Government's rules and regulations in pursuance of its admission process.

- The entire information about the Undergraduate, Post graduate and Diploma courses available in the college is displayed on the notice board.
- The information regarding the eligibility of the students for the courses available, numbers of seats available, subject's options, list of necessary documents for admission, fee structure for different courses is displayed on the notice board. The last date for submission of duly filled in forms is also displayed on the notice board.
- The college publishes its prospectus which is provided to the interested candidates along with the form. The prospectus contains all information about vision, mission and goal of the college. It also provides information about academic and administrative rules at college level, fee structure, details on the undergraduate and postgraduate courses available, and policy of reservation, student charter and anti-ragging notifications.
- The entire information is available on the college website which is open to all.
- The entire information is also provided to the interested candidates and their wards by the faculty available at the "Help Desk" constituted to help the new entrants.

- Besides this responsibility is entrusted to faculty members to visit nearby schools and meet the principal there with a request to provide their students taking transfer certificate, information about our college.

**2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

As our college is a State Government college, the student's admission procedures are in strict accordance with the State Government norms.

- Notices regarding the entire procedure is displayed on the notice board, college prospectus and college website.
- Last date for submission of duly filled admission forms is displayed on the notice board and after the last date for submission of forms, all the forms are scrutinized minutely for admission procedure.
- After scrutinizing the forms, list of eligible candidates on basis of merit is prepared. All the reservation policies as per government norms are strictly adhered to. We have separate lists for unreserved and reserved categories. The lists are duly signed by the Incharge, then by the Co-coordinator of Admission Committee and finally by the Head of the Institution and then displayed on the notice board. The list displays the marks obtained by the candidate in the qualifying exam. Besides these details of the documents that are not enclosed with the form is also mentioned in the list against the name of the candidate. The last date for submission of fees is also mentioned in the admission list.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the**

**city/district.**

For all the courses that are run in our college, the eligibility criteria regarding cut off marks is fixed by State Government and University. As our college caters to the need of students who are mostly coming from marginalized sections of the community, we do not have any cut off in UG and PG courses. However in PGDCA, as per university rules, we have cut off at 50%.

**Session: - 2013-2014**

S.No.	Class	Minimum	Maximum
1	B.A. - I	36%	74.6%
2	B.C.A. - I	46%	71.36%
3	B.Com. – I	33.8%	82.6%
4	M.A. (Prev.) Hindi	43.66%	56.15%
5	M.A. (Prev.) Sociology	47.16%	54.52%
6	P.G.D.C.A.	50%	57.3%

**Session: - 2014-2015**

S.No.	Class	Minimum	Maximum
1	B.A. - I	33%	80%
2	B.C.A. - I	40.8%	71%
3	B.Com. – I	38.8%	82.4%
4	M.A. (Prev.) Hindi	49%	62.7%
5	M.A. (Prev.) Sociology	48%	56%
6	M.A. (Prev.) Economics	41%	53.9%
7	P.G.D.C.A.	51.25%	64.08%

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’ what is the outcome of such an effort and how has it contributed to the improvement of the process?**

2.1.4 Yes, the institution has a mechanism to review the admission process. The

Admission Committee which is constituted for admission process also provides information to the other committees regarding the financial status, the interest of the candidate towards co-curricular, extension and sports activities. These students are promoted to participate in the related activities

- We also have “Shikshak Abhibhawak Yojana” to monitor student profiles.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.**

- **SC/ST**
- **OBC**
- **Women**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

The strategies adopted by the college are:-

- **SC/ST** – The State Government policy regarding reservation of seats for SC/ST is strictly adhered to by the Institution. The members of the faculty available on the “Help Desk” provide information to the candidates about the scholarship and book bank facility available for them. We also have a special SC/ST cell in our college, which specifically caters to the needs of SC/ST students.
- **OBC** – Reservation policy of State Government for OBC students is strictly followed. The students from OBC sections are also provided with scholarships.
- **Differently abled:-** In this area too, we are committed to follow go State Government’s reservation policy. In the session 2012-13, the college administration was successful in equipping a differently abled student with a pair of crutches, tricycle and scholarship with support from District Rehabilitation Centre.

- Economically weaker sections: - Most of our students come from this section of the society. If any of the students from this section is having difficulty in paying full fees at the time of admission, they are permitted by the Principal to pay fees in installments.
- We also have special admission policy for students with outstanding performance in sports, cultural, literary competitions and NCC/NSS/Scouts.

As per State Government rules all the girl students have not to pay tuition fee, they have to pay other fees only.

**2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.**

**2010 – 2011**

S.No.	Programmes	Number of Applications	Number of Students admitted	Demand Ratio
	<b>UG</b>			
1	B.A.	100	96	1.04 : 1
2	B.Com.	25	21	1.19 : 1
3	B.C.A.	40	40	1 : 1

**2011 – 2012**

S.No.	Programmes	Number of Applications	Number of Students admitted	Demand Ratio
	<b>UG</b>			
1	B.A.	56	53	1.06 : 1
2	B.Com.	26	25	1.04 : 1
3	B.C.A.	34	28	1.21 : 1
	<b>PG</b>			
4	M.A. Hindi	05	05	1 : 1



**2012 – 2013**

S.No.	Programmes	Number of Applications	Number of Students admitted	Demand Ratio
	<b>UG</b>			
1	B.A.	100	98	1.02 : 1
2	B.Com.	50	48	1.04 : 1
3	B.C.A.	24	22	1.09 : 1
	<b>PG</b>			
4	M.A. Hindi	08	08	1 : 1

**2013 – 2014**

S.No.	Programmes	Number of Applications	Number of Students admitted	Demand Ratio
	<b>UG</b>			
1	B.A.	105	85	1.24 : 1
2	B.Com.	60	54	1.11 : 1
3	B.C.A.	17	17	1 : 1
	<b>PG</b>			
4	M.A. Hindi	06	06	1 : 1
5	M.A. Sociology	07	07	1 : 1
6	P.G.D.C.A.	25	20	1.25 : 1

**2014 – 2015**

S.No.	Programmes	Number of Applications	Number of Students admitted	Demand Ratio
	<b>UG</b>			
1	B.A.	121	113	1.07 : 1
2	B.Com.	78	60	1.30 : 1
3	B.C.A.	35	25	1.40 : 1

	<b>PG</b>			
4	M.A. Hindi	06	06	1 : 1
5	M.A. Sociology	06	06	1 : 1
6	M.A. Economics	09	09	1 : 1
7	P.G.D.C.A.	53	20	1 : .38

- The trends show an increase in the students opting for undergraduate course in Arts and Commerce.
- The demand for PGDCA has increased considerably in the current session. It has almost doubled itself.

## **2.2 Catering to Student Diversity**

### **2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?**

The institution caters to the need of differently-abled students by following government rules and regulations in this concern:-

- There is reservation in seats during admission process.
- During the constitution of student union also, seat is reserved for student belonging to this category.
- A tricycle, pair of crutches and scholarship was provided to a differently-abled student in the session 2012-13 with support from District Rehabilitation Centre, Bilaspur.

### **2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.**

Yes, this is done with the help of the discussions of the new entrants with the faculty teachers. The "Help Desk" constituted to assist the students in admission process also provide the prospective students with clear cut information about the programme they are opting for, its progression routes and all potential students have the opportunity to consult College's Career Counselling Cell for impartial advice and guidance.

### **2.2.3 What are the strategies adopted by the institution to bridge the knowledge**

**gap of the enrolled students (Bridge/Remedial/Add-on/ Enrichment Courses, etc.) to enable them to cope with the programme of their choice?**

The strategies adopted by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice includes:-

- Orientation Courses conducted at the onset of the programme.
- Counseling and Guidance provided by subject teachers.
- Psychological tests conducted for the new entrants.

#### **2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?**

The college sensitize its staff and students on issues such as gender, inclusion environment etc. by:-

- The members of the teaching staff are motivated to attend and present research papers at national and international seminars, conferences and workshop on gender issues, environmental concerns, social issues and other sensitive topics. This way they get their knowledge and information updated.
- Lectures, workshop and group discussions by experts are organized for the students on issues like legal rights of women, female foeticide, human rights and other pressing issues.
- A one day activity was organized by the students of N.S.S. to clean the “Gazar Ghass” growing in the college campus area.
- Visit to Red Ribbon Express is organized for the students to make them aware of AIDS.
- Lectures by doctors are organized to generate awareness about female foeticide.
- In the months of October and November 2013, on every working Saturday discussions were organized for generating awareness on female foeticide.

- Human chains and Rally are organized by students to create awareness on important issues.
- A campaign, “Let us make our campus green” was started for first year students in this session. In this campaign a team of two students has to plant a sapling, medicinal plant or a flower plant in a flower plant pot and nurture it for coming three years.
- Essay competition on “Women Empowerment” was organized in the college campus by “Bhartiya Lok Prashashan Sansthan, Bhopal” in the academic session 2013-2014.
- The students of the college represented Bilaspur district in State level competition organized by Department of Sports and Youth Affairs, Chhattisgarh Government and presented a drama, “Aadhi Aabadi” which focused on the problems associated with women.
- The institution ensures participation of the students and staff in the activities related to these issues.
- Participation of the students along with staff in the workshop organized at Bilaspur University focusing on the condition of Human Rights in the state of Jammu and Kashmir.
- The college has a special committee, “Grievance Redressal and Women Harassment Cell” to redress any problem related to this issue.

#### **2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?**

The Institution identifies advance learners during interactive sessions in the class room. They are also identified on the basis of their performance in Internal Assessment Exam. Advanced learners are provided with extra reading material and useful internet linkages to support and supplement their learning outcomes.

They are also encouraged to participate in different competitions at college and other levels.

**2.2.6 How does the institute collect, analyse and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?**

The Academic Audit Committee collects the data about the student's performance from the office and after identifying the academically weak students, extra care is given to them by subject teachers in form of tutorials, handouts, reference books and the liberty to approach faculty whenever they are free for consultation of their problems.

**2.3 Teaching Learning Process**

**2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

The college plans and organizes the teaching, learning and evaluation schedules by:-

- Academic calendar is provided to all the members of the teaching staff.
- Since most of the departments are single handed, they have to teach the entire prescribed syllabus to the students. They meticulously chalk out their prescribed syllabus on month wise basis and get it countersigned by Head of the Institution.
- Those departments which have more than one faculty, the HOD of the department discusses the syllabus with the other faculty member and finds out their course preferences, and then allots them specific topics. Their month wise division of

syllabus is signed first by HOD and then by Principal.

- A Central Time Table Committee chalks out the time table for different courses. The opinion of faculty Heads is taken into consideration while chalking out the time table.
- We have Internal Assessment Committee in our college to continuously monitor the academic performance of the students. Three unit tests and three internal assessment exams are organized in the college. Before the commencement of the internal assessment exam, a well chalked out time table for the same is displayed on the notice board as well as circulated in the class rooms. The students are shown their copies after assessment. A meeting of parents is also called to inform them about the performance of their wards.
- A minimum of 75% of attendance is must in all courses.

### **2.3.2 How does IQAC contribute to improve the teaching –learning process?**

The IQAC contributes to improve the teaching learning process by:-

- Motivating faculty members to enhance their research related activity.
- Motivating teachers to use power point presentations in class rooms.
- The teachers are required to submit their programme schedule for the activities to be conducted for the students by the Department or Committee in the academic year.
- Obtaining feedback from students on course evaluation, teacher's performance and overall evaluation of programme and teaching.
- Obtaining feedback from the parents and alumni.
- Analyzing the feedback and taking the necessary action.

### **2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the**

### **students?**

Learning is made more students centric by making it participatory and interactive.

- The students are encouraged to participate in group discussions, Role playing, raise queries, present seminar papers and engage in project works where need be.
- Read aloud practice is followed in English Language class.
- Ensure maximum participation in quiz competition, debate competition, essay writing, poster presentation, and slogan competition organized by literary committee in routine and also during specific campaigns.
- Students of final year were provided with tablet as per State Government Scheme.
- Library resources are available for the staff and students.
- The college has facility of Smart Boards, Computer and Projector to facilitate better learning outcomes.

#### **2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

The colleges promote critical thinking, creativity and scientific temper among the students by:-

- Encouraging them to prepare thought provoking posters and wall magazines.
- Publication of college magazine “Abhivaykti” is in process. The students have contributed different forms of literary pieces to their magazine. The magazine will be bilingual. The creativity of the students is reflected in the articles, poems, stories and other relevant information provided in the magazine. The students form a part of the editorial board and are also free to give their suggestions about designing of the magazine.

- Creativity of the students is also reflected in the manner in which they decorate the college through rangoli and alpana during important events.
- Different competitions like Mehendi competition, Hair styling, Rangoli, Alpana, Best out of waste, Salad decoration, Kalash decoration and Pooja thal decoration are organized to give a way to the creativity of the students.
- Educational tours like visit to Aakash Vani, Bilaspur is organized for the students.
- The students write seminar papers and open discussion on their papers is encouraged among the students.

**2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

The new technologies and facilities available and used by our faculty to make teaching more effective are:-

- We have internet connection in the college through NME-ICT. It is available in the Computer labs, Library and also in the Principal's Chamber for use of Staff and students.
- We have Smart Boards and Projectors in our college.
- Audio visual Presentations are used to ensure better understanding of lectures.
- Power Point Presentations are encouraged.
- We had Infilbnet facility in our college in the session and now again we are in the process of starting it for this session.
- Subject Seminar Presentations are organized for the students by subject teachers.



### **2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

The students and faculty are exposed to advanced level of knowledge and skill by:-

- Inviting eminent persons as resource persons for different lectures.
- Useful Internet links are provided to the students through which they can enrich their learning.
- Exposure to different skills which can lead to empowerment is provided to the students by organizing visit to Mahila Industrial Training Institute, Bilaspur.
- Students are encouraged to participate in various competitions on sensitive issues organized by South Eastern Coal Fields Limited, Government of India Undertaking and through this students get an exposure to a broader horizon of knowledge.
- Participation of teaching faculty in Research related activities.

### **2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?**

SHIKSHAK ABHIBHAVAK SCHEME (Student Mentor Scheme)

- Mentoring the students and providing them a feeling of protection, care, affection and security form the basis of this welfare scheme. All the students of the college are divided Programme/Faculty/Class wise and a group of teachers is entrusted with the responsibility of keeping their complete data. The students are also informed about their mentors and are advised to approach them with their problem.
- Besides this, we have “Student Union”, where the Office Bearers are elected by the students. The students are also free to communicate their problems to their own union members and proper action is taken to resolve it.

[All the students are members of this scheme]

### CAREER COUNSELLING AND GUIDANCE CELL

- This cell has been established with the purpose of providing knowledge to the students about their progression routes.
- Magazines which give guidance for careers and “Rojgar Nirmaan” – a weekly which gives information about vacancies is available in the library reading room for ready reference.
- A total of 33 students were taken to ITI for acquiring information about career based skills.
- Lectures are also organized to provide guidance to the students.

### PSYCHOLOGICAL COUNSELLING

- Academic stress, anxiety, depression, peer pressure are common psychological issues with upcoming generations. In this direction Psychological Tests are conducted by our Psychological Departments and free consultancy is offered to the needy. Their tag line is, “Live Life Stress Free”. The tests conducted are:-
- Academic Stress - For 80 students
- Home Environment - For 60 students
- Self-Concept - For 60 students
- Vocational Interest - For 20 students

The first three tests are for our new entrants and the last one is for Post Graduate Students.

### ANTI RAGGING CELL

This cell functions with the sole aim of avoiding any ragging activity on or off campus. Details about the members of this cell along with their mobile numbers are displayed on the notice board. All the relevant information about meaning of

ragging and the laws about it are displayed at various places in the college. No case about ragging has been reported in the entire History of college.

#### GRIEVANCE REDRESSAL CELL

This cell functions with the purpose of resolving grievance related to the students. A “Complaint Box” is kept in the campus and it is opened on fourth Saturday of the month and the complaints found are discussed and efforts are made to resolve them.

Total grievances: - 22 Redressed

#### ENHANCEMENT OF ACADEMICS

We know that computer awareness is must for all round personality development of Students. Thus a proposal was sent to State Government and in the session 2012-13, “TABLET” was given to 71 students through Chhattisgarh Government’s Scheme, “C.G. Yuva Suchana Kranti Yojana. “This Year again we have sent a proposal to give “TABLET” to 127 students of our college to State Government.

#### **2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

The innovative teaching approaches adopted by the faculty during last four years include:-

- Use of Smart Boards
- Use of Projectors
- Use of Power Point Presentations
- Use of Internet to get more knowledge on the subject

- Psychological Tests
- Educational visits
- Feedbacks are obtained from the students
- Lectures and workshops are organized
- An activity based workshop, “Win English” was organized in the college in collaboration with ELTAI. The entire workshop was organized with the help of ICT tools. The students were positively influenced by this workshop and were inspired to conquer their phobia of English. The use of ICT tools succeeded in generating inquisitiveness and increased the grasping power of students.

### **2.3.9 How are library resources used to augment the teaching- learning process?**

We have a well maintained Central library with different sections for different subjects. The General library functions on all days except Sunday. Book Bank facility is also available in the library. We also have books in our library to assist students in preparation of competitive exams. We have internet facility in our library. We had Inlibnet facility in our college and now again we are in the process to start it.

The books in the library are categorized as Reference and General. We have separate section for Reference Books. Efforts are made to purchase latest publications. Various National and International Journals are also available in the library.

### **2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If ‘yes’, elaborate on the challenges encountered and the institutional approaches to overcome these.**

All efforts are made to complete the curriculum within the planned time frame and calendar. However, at times, due to certain unavoidable circumstances like medical leave or so, there may be some delay but this is managed by taking extra class.

### **2.3.11 How does the institute monitor and evaluate the quality of teaching learning?**

A system of collecting feedback is maintained in the college. We have three proforma for feedback collection from students. They are

- Feedback on Course Curriculum
- Feedback on teachers
- Feedback on overall Evaluation of programme and Teaching.

Feedback is also taken from parents and alumni. The Head of the Institution has also devised the method of taking verbal feedback from the students by randomizing selecting students and discussing issues with them. The feedback which is collected is analysed by IQAC and the required action is taken.

We also have a procedure of taking internal assessment tests. Through these tests we are able to identify slow learners and advanced learners and provide them guidance accordingly.

## **2.4 Teacher Quality**

### **2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.**

Since our college is a State Government College, all appointments of regular teaching faculty is done by State Government. The State Government has a policy

of transfer and transfers of faculty from one Government Institution to another Government Institution are a regular feature. If the number of students in a particular programme increase or new courses are opened then the Head of the Institution, after consulting the faculty Heads, sends proposal to State Government to create more posts.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	02*	-	-	02	03	07
M.Phil.	-	-	-	-	01	01	02
PG	-	-	-	-	-	01	01
Temporary teachers – Janbhagidari							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	01	03	04
PG	-	-	-	-	-	05	05
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-
* One Principal * Promoted Professor							

**2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

The college appoints additional faculty on temporary basis to teach BCA and PGDCA classes. Additional teaching staff is also appointed in Commerce stream and in Hindi, Sociology and Economics where we have P.G. Course. At times

“Guest Faculty” is also appointed by State Government. The Temporary Staff which is appointed by the Head of the college after recommendation of the committee constituted for the same is strictly in keeping with the guide-lines provided by State Government. The payment to the temporary staff is made from Janbhagidari Fund.

**Temporary Teachers appointed in last three years**

S.No.	Department	2011-12	12-13	13-14
1	Computer Science	03	03	04
2	Commerce	01	01	01
3	Hindi	01	01	01

**Guest Faculty**

S.No.	Department	2011-12	12-13
1	Psychology	01	01 (till October 12)
2	Hindi	01	-

\* Regular faculty in Psychology joined from November 2012

**Status in Current Session**

S.No.	Department	2014-15
1	Computer Science	04
2	Commerce	01
3	Hindi	02
4	Sociology	01
5	Economics	01

**2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

**a) Nomination to staff development programmes.**

Academic Staff Development Programme	Number of Faculty nominated			
	2010-11	2011-12	2012-13	2013-14
Refresher Course	-	-	-	01
HRD Programmes	-	-	-	-
Orientation Programmes	-	-	01	-
Staff training Conducted by University	-	-	-	-
Staff training Conducted by other Institutions	-	01	01	-
Summer/winter schools, workshops etc.	-	05	08	05
Symposium	-	01	-	-

List of Faculty who have undergone Staff Development Programme  
(In last four years and till Dec 2014)

S.No	Name of teacher	Course	Year
1	Dr. Asha Kaushik	Academic Administrator Workshop (National)	2013
2	Dr. Asha Kaushik	Orientation Course	2014
3	Dr. Manju Tripathi	National Workshop on "Awareness towards a Holistic Management of Environment"	2012
4	Dr. Seema Mishra	National Workshop on "Awareness towards a Holistic Management of Environment"	2012
5	Mrs. Shobha Mahiswar	4 <sup>th</sup> International Congress of Environmental Research (ICER-II)	2011
6	Dr. D.K. Shukla	National Workshop on Water Conservation	2012
7	Dr. D.K. Shukla	Design and Development of Self learning Materials and E-Modules for Open and Distance learning (National Workshop)	2014
8	Shri L.N. Dubey	National Workshop on Water Conservation	2014



9	Dr. Rajkumar Sachdeo	National Workshop on Water Conservation	2014
1	Dr. M. D. Swarnkar	National Workshop on Water Conservation	2014
1	Shri Shrikant Mohre	Access to E-Resources under UGC infonet digital library consortium Nlist Programme (National)	2014
1	Dr. Shashikala Sinha	National Workshop on Water conservation	2012
1	Dr. Rajkumar Sachdeo	Career Counselling for Youth Training Programme	2011
1	Dr. Rajkumar Sachdeo	N.S.S. Training Programme	2012
1	Dr. Aarti Singh Thakur	National Workshop on Examination Reforms in Higher Education	2014
1	Dr. Rajkumar Sachdeo	National Workshop on Water Conservation	2012
1	Dr. Aarti Singh Thakur	National Workshop on “Awareness towards a Holistic Management of Environment”	2012
1	Smt. Shobha Mahiswar	Food Adulteration and Consumer Awareness (National Workshop)	2012
1	Dr. Shashikala Sinha	Capacity Building of Women Managers in Higher Education	2011
2	Smt. Shobha Mahiswar	Convention on Nutrition	2014
2	Smt. Shobha Mahiswar	Human Rights and Condition of people of Jammu and Kashmir (N.S.S., Bilaspur University)	2014
2	Dr. Archana Shukla	Water Conservation (National Workshop)	2012
2	Dr. Aarti Singh Thakur	University Level Capacity Building Workshop	2013
2	Ku. Lalita Sahu	Workshop on Data and Analysis (School of Studies in Psychology) Ravi Shankar	2014

		University, Raipur	
2	Shri L. N. Dubey	National Workshop on Labour Migration	2012
2	Shri L. N. Dubey	Water Conservation (National Workshop)	2012
2	Ku. Lalita Sahu	Orientation Course	2013
2	Ku. Lalita Sahu	Refresher Course	2014
2	Mrs. Shobha Mahiswar	Human Rights (Jammu and Kashmir)	2014

- b) **Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.**

<b>Teaching Learning Methods/approaches</b>	:	The faculty of the Computer Department gives training to the teachers in use of computers in their free time.
<b>Handling new curriculum</b>	:	The information about the New Curriculum is provided by the Principal to the faculty members. The faculty members generally keep themselves updated with recent trends in their subject and thus face no problem in handling new curriculum.
<b>Selection, development and use of enrichment materials</b>	:	Most of the teachers are computer literate and they manage on their own. Help is provided to the needy by Computer Department.

<b>Cross cutting issues</b>	:	The teachers participate in all the sensitization programmes organized for the students.
<b>Audio Visual Aids/multimedia</b>	:	Training for use of Smart Boards was given at the time of installation.
<b>OER's</b>	:	Teachers make use of internet facility.
<b>Teaching learning material development, selection and use</b>	:	Most of the teachers being computer literate plan their own teaching learning material.

**c) Percentage of faculty.**

**Invited as resource persons in Workshops/Seminars/Conference organized by external professional agencies. - 30%**

**Participated in external Workshops/Seminars/Conferences recognized by national/international professional bodies. - 20%**

**Presented papers in Workshops/Seminars/Conferences conducted or recognized by professional agencies. - 100%**

**2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

The policies/systems used to recharge teachers include

- Grant of Duty Leave to participate in International/National Seminars/Conferences/Workshops.
- The faculty is encouraged to send proposals for MRP to UGC.

- Relieving faculty for Refresher and Orientation Course.
- Participation in research related activities and interaction with renowned academicians serve as a tonic to the faculty and recharges them.
- The teachers are also motivated to become members of Academic Associations and attend its meetings.

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

Two members of our teaching staff have received awards for excellence in teaching in the last four years. Besides this, members of our staff are also invited as resource persons, invited speaker in international and national conference/seminar.

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

Yes, the institution has introduced evaluation of teachers by students. The students are provided with feedback forms and there they analyse their teacher on ten parameters. The feedback is analysed by the IQAC cell and communicated to the Principal for needful action.

**2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

Academic Calendar is provided to the teachers in the beginning of the session. In the Academic Calendar the dates for conduction of Internal Assessment Exams are mentioned. In case of any change in the schedule a notice regarding the same is circulated among the staff. A three day orientation course is organized for freshers

in the beginning of the session and in that complete information about the Internal Assessment Exams and Unit Tests is provided to them. At the time of Internal Assessment Exam, a properly chalked out Time Table is circulated in the class rooms for the information of teachers and students. The Time Table is also pasted on the Notice-Board. Besides this, the subject teachers also give time to time information to the students about the exams.

The information about the Annual exam to be conducted by University is also provided to the students. They are informed about the valuation scheme of the main exams and information is also provided about minimum passing marks, first division and distinction marks. The Time Table is displayed on the Notice Board of the college.

### **2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

Our college is affiliated to Bilaspur University so we have only one qualifying annual exam for the students. All the reforms implemented by the University are automatically adopted by the college as university is the exam conducting body. The University, keeping student's welfare in mind provides two chances to the students to appear in supplementary exam. If the student qualifies in the first supplementary exam she is promoted to next class, otherwise she has to appear in that paper again during main exam. The process of Revaluation and Recounting is also available for the welfare of the students.

### **2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

The Institution ensures effective implementation of the evaluation reforms of the University by informing the students about the rules and regulations of the University for appearing in exams and the pattern and the marking scheme of the

exams.

The Institution conducts three Internal Assessment exams and three Unit Tests. On the basis of these exams the teachers are able to identify the weak and the advanced learners and likewise they are provided guidance.

**2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

Out of three Internal Assessment tests that are organized at the college level the third one is termed as Pre-Final Test. The tests taken and the performance of the students analysed through class room behaviour gives us an idea about the overall performance of the student in the final exam conducted by University. Samiksha Pathak, student of BCA faculty was so nurtured by the faculty through continuous monitoring that she stood 1<sup>st</sup> in the University Merit List 2012-13 in BCA faculty.

**2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.**

As we are affiliated to Bilaspur Vishwavidhyalaya, we have only one qualifying annual exam for the students whose numbers form the basis of promotion to next class. This exam is conducted by University solely. Our teaching faculty form a part of evaluation process of the University by acting as paper setters and valuers.

Complete transparency is maintained in the Internal Assessment Exams conducted at college level. The students are allowed to see their copies to see their marks and mistakes. They are also shown copies of good performers if they want. They are shown their copies by subject teacher and complete record of their marks in

different subjects is maintained in the IA cell. The Parents of the students are also invited for parent teacher meet where they are informed about the performance of their children and their feedback is also taken.

**2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?**

The college aims that its students not only get quality education but they also want to link it with employability. The college wants to empower its students. With this aim in view along with studies, the students are also trained in skills through Self Employment and Swayam Siddha Unit. To make them computer literate, they were provided “TABLET” through a scheme of C.G. State Government. Activity based workshop was organized to enable them to conquer their fear regarding communication in English.

**2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

The college maintains complete transparency in its Internal Assessment procedures, so there were never any reported cases of grievance. At University level if they have a grievance regarding the question paper, a written complaint is to be given to Examination Body immediately after the exam. The grievance is sent to University for redressal. If the students have any grievance regarding their marks at University level, they can apply for revaluation of their copies to the university. There is also a provision of retotaling

## **2.6. Student performance and Learning Outcomes**

### **2.6.1 Does the college have clearly stated learning outcomes? If ‘yes’ give details on how the students and staff are made aware of these?**

Yes, the college has clearly stated outcomes. They are:-

- Completion of the syllabus provided by university for that particular course.
- To provide them with good command over the subject that they have studied.
- It is our sincerest endeavour to ensure that our students along with getting quality education are also prepared to face the changing world scenario. For this we have BCA in our college and we have also started interdisciplinary course of PGDCA in our college.
- The students of our college are mainly coming from rural and underdeveloped background, therefore they hesitate to communicate in English. Thus we had organized activity based workshop “Win English” to facilitate students in mastering their fear towards this language. Read aloud practice is also followed in English Language class.
- We endeavour to make them aware of recent trends, scope and progression routes of the subject they have chosen.
- We want that when our graduates leave the college they must have working knowledge of some skill, thus we have self-employment cell and Swayam Siddha Unit in the college.
- We make them aware of their social responsibility by involving them in extension activities conducted through Red Cross Unit and N.S.S.
- We try to nurture them into responsible citizens of the nation by involving them into programmes like “Election Campaign” under “SVEEP PROGRAMME” of Government, “Swachh Bharat Abhiyan” and the like.
- We cultivate the feeling of mutual respect among the students for all. Thus a



perfect scenario of communal harmony permeates in the college.

- We ensure all round holistic personality development of our students, for this we organize lectures, expert's talks and the like.
- To train our students to have faith in themselves, to believe that together we can and we will make the things work.
- The students are made aware of these through the Orientation Programme conducted in the beginning of the session. Besides these details in our prospectus, different notices on the notice board, bonding of the students and teachers through Shikshak Abhibhavak Yojana, expert lectures, sensitization programmes and classroom contact with the students help us to achieve our aim.

**2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student's results/ achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.**

The Institution monitors the progress and performance of the students through the duration of the course through Unit Tests, Internal Assessment Exams and class room interactions. The progress of the student from one class to another solely depends on the annual exam conducted by the University.

The data for last four years is:-

### Under Graduate level

S.No.	Programme	2010-11	2011-12	2012-13	2013-14
1	B.A. Part I	89/96	47/52	87/90	71/81
	B.A. Part II	47/52	47/49	41/43	63/66
	B.A. Part III	42/48	34/34	50/56	27/27
2	B.Com. Part I	15/21	12/25	45/47	47/52
	B.Com. Part II	21/21	07/07	15/15	43/52
	B.Com. Part III	12/12	18/21	15/15	12/12
3	B.C.A. Part I	38/40	25/28	17/23	15/17
	B.C.A. Part II	32/34	28/38	30/30	20/21
	B.C.A. Part III	29/30	25/32	36/36	28/28

### Post Graduate Course

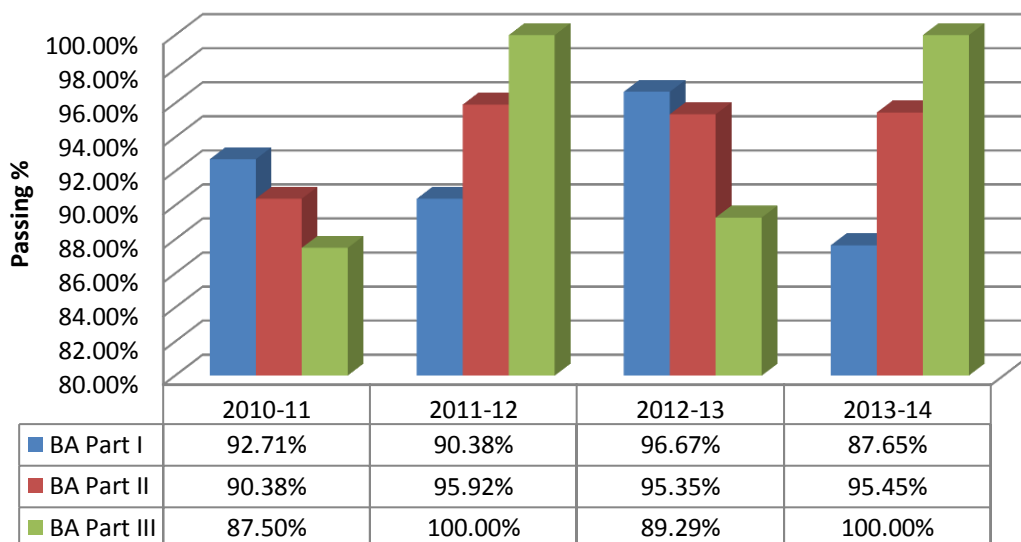
S.No.	Programme	2011-12	2012-13	2013-14
1	M.A. Hindi Pre.	05/05	08/08	05/06
	M.A. Hindi Final	-	05/05	07/07
2	M.A. Sociology Prev.	Started in 2013-14		05/06

**P.G.D.C.A. (Started in 2013-14)**

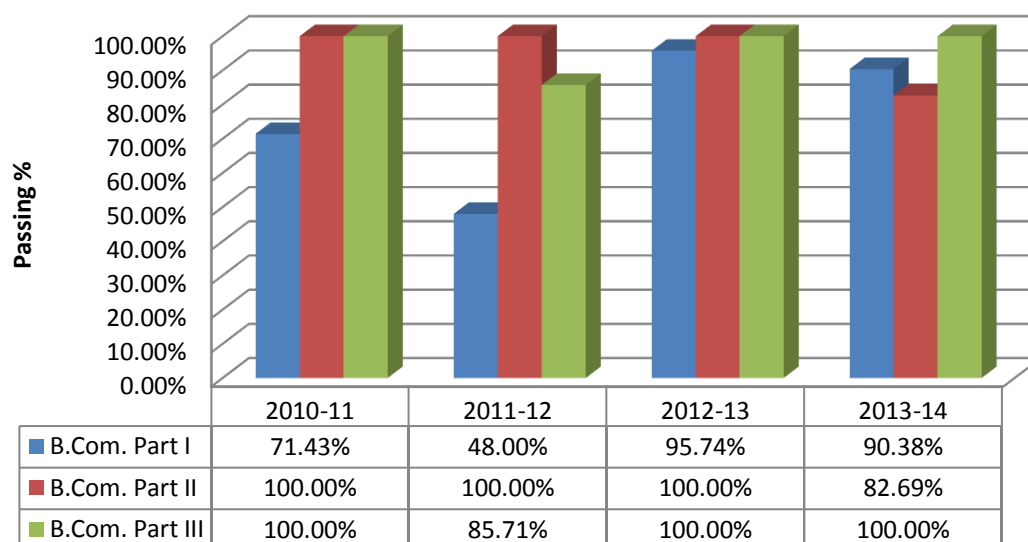
S.No.	Programme	2013-14
1	P.G.D.C.A.	20/20

**Analysis of Result % wise**

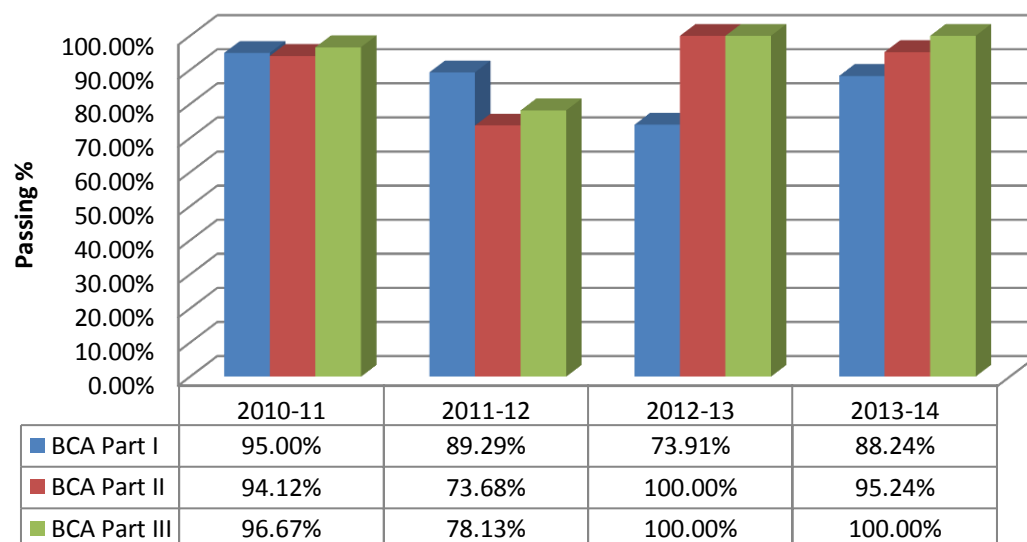
Class	2010-11	2011-12	2012-13	2013-14
B.A.	90.81%	94.81%	94.17%	92.52%
B.Com.	88%	69.81%	97.40%	87.93%
B.C.A.	95.19%	79.59%	94.31%	95.45%
M.A.	-	100%	100%	92%
P.G.D.C.A.	-	-	-	100%

**UnderGraduate Performance for B.A.**

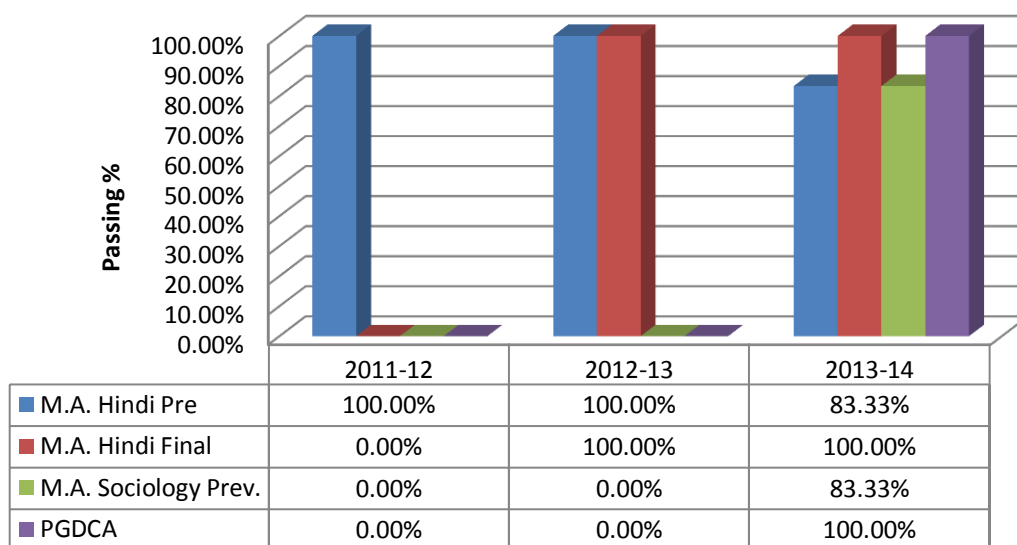
### UnderGraduate Performance for B.Com.



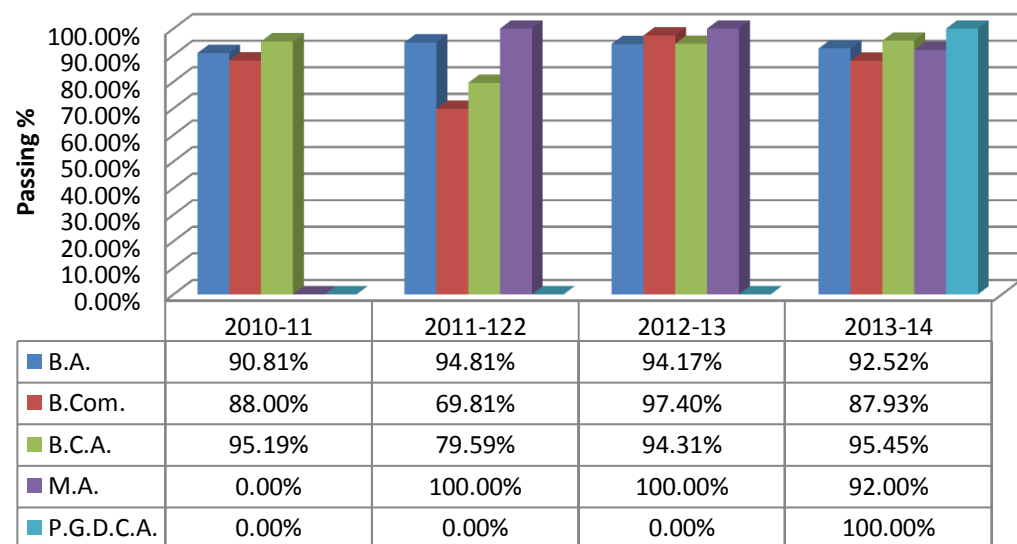
### UnderGraduate Performance for B.C.A.



### PostGraduate Performance



### Overall Performance



**2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

Internal Assessment Tests, Unit Tests and class room interactions reveal whether the expected outcome is achieved or not. Besides this seminars, group discussions and face to face interactions are encouraged and then the weakness as well as the strengths of the students are analysed and the needful is done.

**2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

The steps taken by the institution to enhance the social and economic relevance of the courses offered include.

- Starting of Diploma course in Computer Application.
- We have Self Employment Cell and Swayam Siddha Unit which run certificate course in skills to train the students. The tag line of the Unit is “Earn while you learn”.
- We promote students to communicate in English.
- We take students on visit to Mahila Industrial Training Institute where they can see different skill based programmes and choose for themselves. Beautician Course (Certificate) was conducted with help of Mahila ITI.
- We arrange CAMPUS PLACEMENT for the students of our college at other Institute where opportunity for open campus is available. This year our students will be participating in open campus organized at CVRU for placement in Infosys.
- 71 Students were given “Tablet” under C.G. Government Scheme so that the students may be linked with ICT Revolution.

**2.6.5 How does the institution collect and analyse data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

The IA Cell maintains the data about the performance of the students in Internal Assessment Exams. Data for Annual Exam performance is also maintained for each student, year wise, in separate register. The subject teacher also maintains record of the marks obtained by the students in her register. On the basis of these records the slow as well as advanced learners are identified and the needful action is taken.

**2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?**

The institution monitors and ensures the achievement of learning outcomes:-

- Organizing different literary competitions like Quiz, Essay writing, Discussion, Extempore and the like.
- Assessment of the students academic performance by IA exams.
- Shikshak Abhibhawak Yojana:- Student mentor scheme works in this direction.
- Feedback are obtained from the students, alumni and stakeholders.
- IQAC also functions in this direction.
- A committee is formed which collects information about students having less attendance and information about the same is given to the student as well as displayed on Notice Board. The parents are also informed about the same.

**2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If ‘yes’ provide details on the process and cite a few examples.**

**Any other relevant information regarding Teaching-Learning and**

**Evaluation which the college would like to include.**

Yes, the individual teachers use assessment and evaluation as an indicator of evaluating students performance.

- The marks and grades obtained by the students in different Unit Test and IA tests are recorded by teachers in their registers and are used to monitor student's progress.
- The students prepare seminar papers on the topics given to them and their performance is graded by the teacher.
- One of students of BCA faculty "Samiksha Pathak Stood 1<sup>st</sup> in University merit list in the session 2012-13.
- Our results at University level annual exams have always been very good. Pass percentage (Aggregate) at under graduate level has been 92% in session 2010-11, 85% in 2011-12, 95% in 2012-13 and 92% in 2013-14 and at PG level the pass percentage has been 100% in 2011-12, again 100% in 2012-13 and 92% in 2013-14.



### **CRITERION III : RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 Promotion of Research**

##### **3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**

No the college does not have any recognized research Centre, but in the near future we are going to apply for same.

##### **3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

For research enhancement AERPC academic enhancement and research promotion cell is formulated.

The composition of the cell is as follows:

- |   |   |          |
|---|---|----------|
| • Dr. Naaj Benjamin (Political Science)     | - | Convener |
| • Prof. Smt. Shobha Mahiswar (Home Science) | - | Member   |
| • Dr. Deepak Shukla (Commerce)              | - | Member   |
| • Dr. Rajkumar Sachdeo (Hindi)              | - | Member   |

The main responsibilities of the committee are :

- The committee encourages faculty to apply for MRP funded by the University Grant Commission.
- It promotes participation and presentation of research papers on national and international platform.
- It motivates teaching staff to send proposals for conduction of seminars/conferences/workshops to UGC and also to organize same for students at college level.

- It encourages faculty to establish linkages with Research Bodies of national and international fame.

Recommendation of AERPC:

- Publication of research paper of teaching faculty in reputed research journals.
- To strengthen the research culture in the college through workshop for students.

### **3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?**

- **autonomy to the principal investigator**
- **timely availability or release of resources**
- **adequate infrastructure and human resources**
- **time-off, reduced teaching load, special leave etc. to teachers**
- **support in terms of technology and information needs**
- **facilitate timely auditing and submission of utilization certificate to the funding authorities**
- **any other**

The college administration encourages the faculty members to pursue Ph.D. or their research programs. Full autonomy is given to the principal investigator by the institution to assist in smooth progress and implementation of research activity.

- Faculty members who are registered for research are given flexibility in the timetable to carry out data collection and analysis, library work and laboratory experiment.
- Giving autonomy to the principal investigator in carrying out research.
- By providing funds on time.
- By sanctioning purchase of books in the concerned areas.
- By providing inter face meeting with related expert research person.

- By providing computer facility for research work.

### **3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

- Students are encouraged to do research project as a part of their course (if prescribed in syllabus).
- Discussion on current topics of research and issues are encouraged. Experts are invited for same.
- New research culture is being cultivated and encouraged.
- Wall magazine are means of publicizing current research trends.
- Honour is given to teachers on successful completion of Ph.D.

### **3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.**

Although our college is not a recognized Research Centre, yet efforts are made to create a congenial research oriented environment in the campus. Three out of a total of ten staff members are registered as Research Supervisors at Bilaspur University, one among them is also registered at three other universities. Two candidates have been awarded Ph.D. under her supervision. One member of teaching faculty has ongoing MRP funded by UGC.

Name of Department	-	Home Science
Name of faculty member	-	Dr. Seema Mishra (Assistant Professor)
Major/Minor Project-		Minor Project
Funding Agency	-	UGC

Faculty is actively engaged in research and publishes research papers in journals of national and international repute. Number of research publication in National Journal is 30 in last four years.

**3.1.6 Give details of workshops/training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

As most of the college students belong to the under privileged segment of the society, so building confidence in them is the prime demand of the time. We have formulated a unit of students "Swayam Siddha Unit" (Means to prove the capacity in herself). Under the banner of this unit firstly we have arranged one workshop in September 2014 to build capacity in students to earn. They were given practical knowledge about preserved goods, calculation of their cost and how to create and promote the related business in the local vicinity. Again in Jan/Feb 2015 we had called experts in the field and vigorous training was given to the students. Some students are interested to start a home based unit of preserved item soon.

As one of the faculty presented her work related to malaria on International Platform, her presentation was organized in college level, to motivate the faculty and students for pursuing research.

- Workshop on "Human Rights" was organized in the college.
- Workshop "Win English" was organized in the college to enable students to conquer their fear for English speaking. The workshop was organized in collaboration with ELTAI.
- Expert lectures and talks organized on sensitive topics relating to female foeticide, legal rules for women and the like.

- Training was given to students in different skills by self-employment cell.
- Value based programmes are organized for students.
- Training for beautician course is given to students.
- Programmes are organized to generate social responsibility among students.  
Personality Development lectures are organized.
- Workshop on “Stress Management” was organized for the students.

**3.1.7 Provide details of prioritised research areas and the expertise available with the institution.**

S.No.	Subject	Area Of Research
1	English	American Literature Marginalized Literature
2	History	Modern India Medieval Indian
3	Political Science	Indian Politics Public Administration Indian Political Thought International Politics
4	Home Science	Neutrapharmaceuticals diseases management Time management Extension work
5	Economics	Labour, Banking
6	Hindi	Lok Sahitya Premchand Bhakti Kaleen Sahitya
7	Sociology	Rural Sociology Sociology of changes and development Sociology of Environment
8	Psychology	Stress management Vocational Guidance Adolescent problem Marital Adjustment

**3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

To attract the researcher we are planning for arranging conference so that active interaction with them is possible. Some departments have already arranged in house workshop and there was intense interaction with the experts called.

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

No, Sabbatical leave has not been availed for research activities. However duty leave is granted to participate in national and international seminars, conferences and workshops.

In staff meetings always words of appreciation is given by the Principal to encourage the researchers in the faculty.

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).**

The findings are communicated from lab to land through our students and extension programmes in which we inform people about cheap nutritional diet and adverse effects of dieting on mental profile. People are also made aware of pressing problems of the society like female foeticide and the like.

**3.2 Resource Mobilization for Research**

**3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

The college receives grant from UGC under different schemes. A significant amount from UGC grant is used for purchase of equipment for research purpose

like calorie meter, spectrophotometer, hemometer etc. We also have subscription for good journals for research reference.

<b>Research Budget Provision (2010-14) (In Lakh Rupees)</b>				
	2010-11	2011-12	2012-13	2013-14
Major Project	-	-	-	-
Minor Project	-	1.00 Lakh	-	-
DST Project	-	-	-	-
Ministry of Environment and Forests	-	-	-	-

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

No, such facility has been given in the last four years because the college has very limited resources. The faculty member provide their personal vehicle to take students of 1st year classes to pursue their environment related projects to the local area as riverside, nearby plantation area etc.

**3.2.3 What are the financial provisions made available to support student research projects by students?**

No such provision is available for students research projects but motivation and encouragement has been given to them by:-

- Internet facilities are available in the college for pursuing projects by students.
- Library has been upgraded with research journals and reference books.

**3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research.**



Coping with the present trends of inter disciplinary approaches in higher education, a project related to health and psychology is ongoing with funds from UGC. Some departments made combined effort to organize workshops on:-

- Home Science and Psychology on Stress Management.
- History and Sociology based on Human Rights.

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

- Periodic maintenance to ensure equipment is in good working condition.
- Training is provided to the lab attendant and students for efficient handling of laboratory equipment in Home Science and Psychological department.
- As per requirement equipment, Internet facility and library facility are also made available.
- All research facilities are made available to the staff and students.

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.**

No, the institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facility.

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.**

List of Project						
S.No .	Name of Department	Name of Faculty Member	Major/ Minor Project	Funding Agency	Duration	Received Amount in Lakhs Rupees
1	Home Science	Dr. Seema Mishra	Minor	UGC	ongoing	1.00 Lakh

**3.3 Research Facilities**

**3.3.1 What are the research facilities available to the students and research**

**scholars within the campus?**

- Well-equipped library.
- Well-equipped labs.
- Motivation for research.
- We had facility of INFLIBNET; renewal of same is in process.
- Computing facility.

**3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

A significant amount of the grant sanctioned to the institution is utilized for upgrading infrastructure for research activities. The demand note taken from the departments on requirements for infrastructure and interactions with faculty members are the sole strategies for perusing research here. Addition of new equipment's and research journals related with the latest trends of research are being added in the infrastructure to promote research.

**STRATEGIES TO MEET THE NEEDS OF RESEARCHERS :**

The college has a Central Library with internet connectivity, journals and books to cater to the need of researchers. We also have two computer labs with internet connectivity. Useful Internet links are also provided by teachers to students to promote research activities. In some programmes we have project work as one paper and girls use these facilities to augment their work.

**3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.**

No, such grant has been received in the last four years.

**3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**

We have good academic linkages with the Govt. Bilasa Girls College, Bilaspur, thus at times some students used to come here to refer journals in the library. One of our ex-student is doing Ph.D. from C.V. Raman University and at times she comes to college to consult library. She is provided help with support from English Department.

**3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?**

The college has a well-established information resource centre in the form of library with Internet facilities and researchers are provided with networking facilities, journals and books to facilitate their research. We had Inlibnet facility in our college and now we are in process to renew it.

**3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.**

We have UGC Network Resource Centre in our college.

**3.4 Research Publications and Awards**

**3.4.1 Highlight the major research achievements of the staff and students in terms of**

- **Patents obtained and filed (process and product).**

- **Original research contributing to product improvement.**
- **Research studies or surveys benefiting the community or improving the services.**
- **Research inputs contributing to new initiatives and social development.**
- Two patent developed and filed on line for registration.
- A patent was filled by now assistant professor of Government Girls Bilasa College, Bilaspur in 2012-13 and 2013-14 as a faculty member in Govt. Mata Shabari Naveen Girls College. The first line was cleared, final registration in process.
- A survey for community benefit was done related to soya beans and occurrence of hypothyroidism.
- Surveys are done for providing guidance to community on health issues. Thereby camps are organized for their welfare by NSS/Red Cross.

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

One of the faculty member is the member of Editorial Board of two International Journals -

- International Journal of environmental Research and development ( ISSN 0973-6921)
- International Journal of Pharmacology and Biological Sciences ( ISSN 0973-6808)
- One member is the member of Editorial Board of “Kritika” International Research Journal of Humanities and social sciences. (ISSN : 0974-0002)

### 3.4.3 Give details of publications by the faculty and students:

- **Publication per faculty**
- **Number of papers published by faculty and students in peer reviewed journals (national / international)**
- **Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.) Monographs**
- **Chapter in Books**
- **Books Edited**
- **Books with ISBN/ISSN numbers with details of publishers**
- **Citation Index**
- **SNIP**
- **SJR**
- **Impact factor**
- **h-index**

S.No.	Name of the Faculty	National Paper	International Paper	Chapter Book	Total
1	Dr. Naaj Benjamin	09	01	Nil	10
2	Shri L. N. Dubey	04	02	Nil	06
3	Smt. Shobha Mahiswar	01	02	Nil	03
4	Dr. Smt. Seema Mishra	01	01	Nil	02
5	Dr. Aarti Singh Thakur	01	01	Nil	02
6	Dr. Archana Shukla	06	Nil	02	08
7	Dr. Sharda Dubey	03	01	06	10
8	Dr. Rajkumar Sachdeo	01	Nil	Nil	01

9	Dr. Sashikala Sinha	08	Nil	Nil	08
10	Dr. Deepak Shukla	01	Nil	Nil	01
11	Dr. M.D. Swarnkar	Nil	Nil	Nil	Nil
12	Lalita Sahu	01	01	Nil	02

S.No.	Name of Faculty	ational Seminar	International Seminar	State Seminar	National Workshop	International Workshop	Total
1	Dr. Naaj Benjamin	-	-	-	-	-	-
2	Shri L. N. Dubey	11	-	-	03	-	14
3	Smt. Shobha Mahiswar	12	02	-	03	02	19
4	Dr. Smt. Seema Mishra	01	01	-	01	-	03
5	Dr. Aarti Singh Thakur	07	-	-	02	02	11
6	Dr. Archana Shukla	07	-	-	03	02	12
7	Dr. Sharda Dubey	06	02	01	01	-	10
8	Dr. Rajkumar Sachdeo	06	-	-	03	-	09
9	Dr. Sashikala Sinha	11	-	01	02	-	14
10	Dr. Deepak Shukla	08	01	-	01	-	10
11	Dr. M.D. Swarnkar	04	-	-	-	-	04

12	Lalita Sahu	01	-	-	01	-	02
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#### **3.4.4 Provide details (if any) of**

- **research awards received by the faculty**
- **recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**
- **incentives given to faculty for receiving state, national and international recognitions for research contributions.**
- Four of our faculty members have received doctoral degree in last four years. One professor of Mata Shabari Naveen Girls College was invited as speaker in 5th international conference of environmental protection and research held in Terranganu university, Malaysia in 2011-2012.
- As one of the faculty was invited as guest speaker in international conference to present her research work there so she was honoured by the principal and other staff members by giving bouquet in special called meeting.

### **3.5 Consultancy**

#### **3.5.1 Give details of the systems and strategies for establishing institute-industry interface?**

The college invites experts from Bank and also from training institutes to provide guidance to students. The girls are taken to visit Mahila Industrial Training Centre so that they can get information about technical skills and soft skills which can enhance their employability level.

#### **3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

The Principal of the institution encourages and supports the faculty to utilize their expertise and facilities for consultancy services. Faculty members from department like Home Science and Psychology have been prompted to extend consultancy services in their fields free of cost and in informal way. The college publicized expertise available for consultancy services and facilitates available here among the students, also we upgrade this facility by collaborating with doctors and experts from relevant areas.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

The college motivates the staff to utilize their expertise for consultancy services by appreciation in staff meetings and student gatherings.

**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

Most of the consultancy services are voluntary. There is no revenue generation as the students and the people of local vicinity do belong to the economically deprived segment of the society. The faculty members give consultation for health, hygiene, mental health, cheap nutritional supplements, skill development, vocational guidelines and preparation of home based preserved, value added foods free of cost.

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

Consultancy is provided by the college faculty only to the college students, sometimes to the people of the local vicinity and no revenue is generated from the same. This whole exercise is free of cost for the benefit of the poor local community.



### **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

#### **3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

M.S.N.G.C is fully aware of its responsibility of producing world class citizen. We have made contributions to environment and society by making worthwhile participations through NSS, Red Cross and team of committed faculty members who engage students in the community development programs.

- Rally under the aegis of NSS and Red Cross to protect the environment by saying no to plastic was taken out. Students marched holding placards bearing thought provoking slogans to draw the attention of people to these issues.
- Rally for celebrating a pollution free environment.
- Oath was taken along with Danik Bhaskar to say no to plastic.
- M.S.N.G.C. regularly organizes blood donations camps. It is in collaboration with NGO bodies like Lions Club Gold, Rotary Club, Bilasa blood bank and a team of doctors is called from civil hospital to assist in these activities.
- Aids awareness is one of the major thrust area of NSS activities.
- Doctor are often invited to M.S.N.G.C. to express their invaluable views on communicable or seasonal diseases like Swine Flu.
- Health Awareness Camp was organized by the students in Chingrajpara and lady doctor from South Eastern Coal Field was invited for same. Valuable lecture and free consultancy was given by her to the ladies of that area on health and hygiene. Health Awareness Camp was also organized in nearby village of Bahtarai where useful information about health was given by lady doctor. A

lecture on female education was also delivered by Brahm Kumari, “Manju Behen”.

- NSS volunteers distributed pamphlet in Chingrajpara for saving LPG Gas.
- The girls of our college actively participate in rallies and other activities organized on sensitive issues by different bodies.
- Rally to promote Communal Harmony is organized
- The staff and students of our college actively participated in “Matdata Awareness Programme “organized under SVEEP programme of Government during elections to make people aware of using their votes judiciously and ensure maximum participation.
- The students also participated in Swachh Bharat Abhiyaan.
- The one day NSS camps conducted in selected village or locality create a healthy rapport between the college and the community. The college adopts neighborhood for social reconstruction work by the NSS. Volunteers actively carry out programs like literacy, cleanliness drive environment friendly initiatives like drive against use of polythene. Such invigorating programs not only give students a platform to imbibe sterling qualities like selfless service and sense of responsibility towards community development but also create a sense of awareness among people. As a follow up health awareness programs and other awareness programs are also organized.

The college organizes a number of outreach activities which assist in the building of healthy and vigilant society and also promotes the all-round development of the students. Field visits to Orphanage, Old Age Homes, Samprekshan Grih and Ujjawala Homes are organized. The students also celebrate important days in the college.

### **3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

The college strives to install civil responsibility in the young minds of students through extension programs so that they develop in to sensitive socially responsible women. The college students are encouraged to participate in these extension activities:-

- Environment awareness programs.
- Red Cross society
- College programs related for community benefit
- National service scheme

### **3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

- The college solicits parent's perception through interaction with them in the parent teacher meeting.
- The college solicits alumni perception through interaction with them in meetings.
- Regular meeting with staff, head of departments are conducted in order to keep every member updated about changes and development in the college. The decisions taken are implemented after discussion.
- Parent teacher meetings are organized and there they are informed about their wards performance in IA exams and their suggestions and feedback are taken.
- Alumni Meet is arranged, regular formal-informal interaction is done and they are free to give their suggestions.

**3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

The institution plans and organizes its extension and outreach programs through:-

- NSS unit of the college.
- Student union.
- Red Cross society.
- Health and hygiene awareness campaign service provided by the Invited Doctors.

These units take care of all the essential needs for organizing the activity. Help from local representatives (Ward members) is taken to arrange venue and other facilities. The students also present motivational slogans and songs to claim attention.

**3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

Most of the Extension Activities are organised in our college under the banner of N.S.S. and Red Cross Unit. We have two units of N.S.S. in our college and membership is open to all the students. During Orientation Programme the new entrants are informed about the vision and mission of N.S.S. and afterwards the students, on witnessing the activities of N.S.S. are motivated to join the unit. We have Advisory Body for planning the events of N.S.S. at college level and instructions for N.S.S. activities are received from N.S.S. Co-ordinator at

University level. The college encourages the students to become a part of N.S.S. by:-

- Circulating the notice about the same in the class rooms. The students are also informed about the activities of N.S.S. by the concerned teacher.
- “B” Certificate is given to the student and they are informed about its benefit. The students are motivated to strive for “C” certificate.
- Prizes and certificates are given to N.S.S. volunteers on Annual Prize Distribution Day.
- Lectures and discussion on various issues also sensitize the students to join N.S.S.
- The students know that by serving in the neighbouring areas they will be helping their own neighbours, so this makes them even more dedicated in spreading awareness.

The various activities organized by N.S.S. and Red Cross are:-

- Health checkup camps, blood group determination, sickle cell checkup camps for students.
- Participation in Blood Donation Camps.
- Lectures on sensitive issues like female foeticide, gender issues and the like are organized.
- Personality Development lectures is organized.
- Special Programme to sustain environment by cleaning the campus off “Gazar Ghass”
- Visit to Red Ribbon Express and Awareness Programme on Aids.
- Lectures by doctors in nearby village Bahtarai and nearby locality Chingrajpara during one day N.S.S. Camp of students in these areas.

- Organizing rallies and Human chains on important issues.
- Conduction of Communal Harmony Activities.
- Lectures and consultancy by Doctors on female problems and general health issues.
- Awareness programmes in nearby areas on energy conservation and saving of L.P.G. contact programmes were conducted for same.
- Visit to Orphanage, Old Ages Homes, Home for destitute ladies are organized.
- A two day camp was organized in the college for making Aadhar Card of our students, their parents and neighbours.
- Participation in “Matdata Abhiyaan” and “Swachh Bharat Abhiyaan” to create awareness among people.

**3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

No such survey has been done in a systematic manner but our students who mainly come from these localities provide us a general idea about the conditions prevailing in these areas.

**3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

The various extension activities organized in the college promote teamwork in the students and inculcate qualities of leadership and decision making. The girls get an opportunity to gain practical experience of life. They get a chance to think about and help others selflessly. These activities nurture our students into responsible

citizens who are aware of the problems of others and are also trying to solve them in national interest.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

The institution organizes Awareness programmes, Health Care programmes and environment friendly initiatives to ensure the involvement of the community in its reach out activities and contribute to the community development:

**Awareness Programmes:**

- Health Care Programmes
- S.E.C.L Doctors visit our college for extension activities. S.E.C.L organizes competitions during vigilance week in our college in which our students participate.
- Doctors from CIMS and Apollo give lectures about health and hygiene for women.
- On 1st October 2012, SIMS and Lions Gold Club organized a blood donation camp in which 11 unit bloods was donated by our students.
- In 2013, one of our disabled students was awarded tricycle, crutches and scholarship by District Rehabilitation Centre.

**Environment Friendly Drive:**

- “Let us make our campus green” campaign.
- “Say No to plastic” – campaign.

All the members of the college actively participate in the N.S.S. activity. It is infact a team work in our college. The college staff or the N.S.S. incharge meets the Parshad/Ward member of the area chosen for extension work and their help is taken in organizing the event. They are later honoured for providing necessary infrastructure for conduction of activity.

**3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

Nil

**3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

Nil

**3.7 Collaboration**

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

The institution interacts with research laboratories and other colleges to facilitate and promote research. The department of Home Science, History, English, Sociology and Commerce invite guest speakers from different institution for lectures.

- Collaboration with UGC for Minor Research Projects.
- Regular Health Checkup, Blood Group Tests, Sickle Cell Test organized with support of Doctors and Patho labs.



- Blood Donation camps organized with support from CIMS and NGO-Lions Gold.
- Programmes are organized in the college under the safety week of S.E.C.L.
- Support of Doctors and experts from Apollo Hospital, life care Hospital, Vasant Vihar dispensary for conduction of different extension activities.
- Activity Based Workshop in English, “Win English” organized in collaboration with English Language Teachers Association.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

Academic connectivity for IQAC by Dr. Ram Prakash from JALGAON, editor and chief of International Journal of Pharmacology and Biological Sciences and Advances in Pharmacology and Toxicology. He is also employed in college at Jalgaon.

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment/creation/ up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories/ library/ new technology /placement services etc.**

The institution is the a part of Government of Chhattisgarh.

- Curriculum development/enrichment - Although the curriculum development lies with the affiliating university still some of the department especially English, Political Science, History and Home Science are member of "BOS" at University level and attend meeting for curriculum development at university.

- Some officials of Chowksey Engineering College, Bank, trainer for IAS and Civil Judge exams and other experts were invited for the lectures on job training and progression routes.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

Workshop in English (at college level) Dr. G.A. Ghanshyam, Vice President, ELTAI (National Body) was one of the speakers.

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated**

-

- a) Curriculum development/enrichment**
- b) Internship/ On-the-job training**
- c) Summer placement**
- d) Faculty exchange and professional development**
- e) Research**
- f) Consultancy**
- g) Extension**
- h) Publication**
- i) Student Placement**
- j) Twinning programmes**
- k) Introduction of new courses**
- l) Student exchange**

**m) Any other**

- a) Curriculum development/enrichment is done by the affiliating university but some of our faculty members are selected as the members of Board of Studies. The faculty of Home Science goes to give lectures in Bilasa College and faculty from Bilasa College comes to our college to give lectures.
- b) Nil
- c) Nil
- d) Training in Beauticians Course through expert from ITI for professional development.
- e) MRP in process with grant from U.G.C. We have send a proposal for seminar on Environment Issues to UGC (CRO) for sanction.
- f) Consultancy by Bilasa Girls College, CIMS, SECL and local Government Hospital.
- g) Extension by NSS, Red Cross.
- h) Publication of college magazine, “ABHIVAYAKTI” is in process. One member of our staff is in the Editorial Board of International Journal, “Kritika” with ISSN No. 0974-0002.
- i) Student placement-our students are given opportunity to participate in open campus placement at other institutes.
- j) Nil
- k) PGDCA and PG in two subjects.
- l) Nil
- m) Nil

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.**

The college makes systematic efforts to establish linkages and collaborations with academic bodies. The members of the staff become member of the Academic

Body and then the resources of that Academic Body and its adjoining units are used in academic enhancement. The learned faculty of ELTAI is available to assist the institute in conduction of workshop for students. English Language Teachers Association conducts International conference every year and the faculty by participation in this activity gets information about useful linkages to assist in teaching and learning. The educational CDs of British Council are also provided to the faculty.

**3.7.7 Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.**

NIL

## **CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 Physical Facilities**

#### **4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The College has a well-defined policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellences. New infrastructure is created and existing upgraded to enhance academic standards and increase efficiency.

As a Government College, it has big building of double storey under a campus of 3.5 acre area. The physical infrastructure of college is as follows –

The College has good infrastructure with adequate number of classrooms and laboratories. To keep with academic advancement and growth old building too has been upgraded.

There is a Building Maintenance Committee. The Committee seeks department requirement, needs of classroom, Library etc. and sends proposal with detail of budget requirement, to the Government of Higher Education for approval. After the due permission the construction work gets initiated. Proper monitoring of infrastructure has helped the optimal uses of the existing facilities.

The available infrastructure is used for conducting various National/State competitive exams. Considering the national responsibility college contributes its infrastructure at various occasions notably in Assembly and Parliament Election. More than 5000 voters had casted their votes in nine polling booths in the college.

#### **4.1.2 Detail the facilities available for**

- a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for**

**teaching, learning and research etc.**

- Sufficient and well ventilated 15 class rooms.
- Two Computer Laboratories, one Lab for Psychology and one Lab for Home Science.
- Well maintained Library with Reading Room, Separate Librarian room.
- One Multipurpose Room, where we conduct all type of workshops, seminars and lectures.
- Smart Boards, Projectors and Computers for advanced teaching.

**b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

- Sports: - Though we do not have post of Sport Officer in our college, still the students are motivated to take part in indoor and outdoor games. Sports competitions are organized in the college campus for the students. Facilities like Table Tennis, Chess, Badminton, Carom Board etc. are available in the college.
- In Judo competition our students have participated in District, State and National level competitions.
- Gymnasium – We have gymnasium facility with our sports room only. We have motorized treadmill, multigym and other devices like jogger with motor, magnetic bike, exercise cycle, running walking machine, blood circulation machine etc. in our gym.
- NSS – A well-furnished office with necessary facilities is available for smooth conduction of NSS activities.

- Red Cross – The College has a Red Cross unit through which we care for our girls' health and hygiene.
- Cultural Activities – The College has a multipurpose room where most of the competitions are organized. Pandals are setup for Annual Function, Prize Distribution function etc.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/ augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

The College has augmented the infrastructure to keep pace with academic advancement and growth. Apart from adding structure (Classroom), we have sent proposal to State Government for construction of more classrooms and Auditorium for students. A fifty bedded Women Hostel is in the process of construction from UGC and State Government Fund.

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

The Institute is committed to make the stay of differently abled students comfortable. It ensures that the infrastructure facilities meet the requirement of the students with physical disabilities by accommodating their classes on ground floor. Other facilities are also provided to them on ground floor. During exam extra attention is paid to them by providing them seats on ground floor.

**4.1.5 Give details on the residential facility and various provisions available within them:**

50 bedded Women Hostel is in the process of construction.

**4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

The College has Red Cross Unit which is equipped with the facilities of providing First Aid to students. There is a separate room for this Unit. Health check-ups, Blood group determination, Hb test etc. are conducted for students and they are provided cards for same. There is a provision for Blood Pressure Check-up in case of emergency. As regards emergency and urgent medical attention the District Hospital is located within 4 Kms, Apollo is within 2 Kms and Emergency Ambulance service is also available on Tel. No. 108.

**4.1.7 Give details of the Common Facilities available on the campus—spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

We have IQAC Unit in our college. Its activities are conducted from the office of Self Employment Cell. The Career Counselling Cell is managed from library. We have Grievance Redressal Unit in the college, its activities are conducted from UGC cell, and recreational space is available in form of multi-functional Hall. For safe drinking water we have R.O. Water Purifier with 50 Litre storage capacity in our college. A proposal for construction of Auditorium has been sent to State Government and UGC (CRO) for necessary action.

**4.2 Library as a Learning Resource**

**4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the**



**committee to render the library, student/user friendly?**

The College has an advisory committee for Library. The Library advisory committee consists of senior faculty as convener and three member from teaching faculty and Librarian as a member. The Committee meets at regular intervals to decide the purchase, infrastructural development and improvisation of Library. Networking facilities is available to make Library user/student friendly.

**4.2.2 Provide details of the following:**

**Total area of the library (in Sq. Mts.)** - 20 x 80' Sqft

**Total seating capacity** - 25 Student

**Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**

- On Working day - 10:30 AM to 05:30 PM
- On Holiday - Closed
- During Examination- 10:30 AM to 05:30 PM
- During Vacation - 10:30 AM to 05:30 PM

**Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

- Three Room under one big Room – Reading Room, Librarian's office and stack Room. IT Zone for accessing e-resources in Reading Room.

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

College has a Purchase Committee. We adopt the rules and regulation of Chhattisgarh Purchase Rules for purchase of books. Amount Spent on procuring book, journal and e-resources during last four year.

Library holdings	2010-11		2011-12		2012-13		2013-14	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	165	32100	59	9000	120	20900	108	26000
Reference Books	284	80000	449	188372	87	49000	-	-
Journals/ Periodicals	08	-	08	-	08	-	08	-
e-resources			Inflibnet	5000				
Any other (specify)								

**4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

- OPAC - Yes
- Electronic Resource Management package for e-journals - Yes
- Federated searching tools to search articles in multiple databases  
- No
- Library Website - Link with in college website
- In-house/remote access to e-publications - No
- Library automation - It is in process
- Total number of computers for public access - 03 + 01
- Total numbers of printers for public access
- Internet band width/speed ☐ 2mbps ☐ 10 mbps ☐ 1 gb (GB)
- Institutional Repository - Computerization, current awareness  
service/information service

- Content management system for e-learning - No
  - Participation in Resource sharing networks/consortia (like Inflibnet)
    - The Library networking services had Inflibnet for e-resources.
- Renewal for this session is in process.

#### **4.2.5 Provide details on the following items:**

- Average number of walk-ins - 150
- Average number of books issued/returned - 150
- Ratio of library books to students enrolled - 20 : 1
- Average number of books added during last three years - 424
- Average number of login to opac (OPAC) - Nil
- Average number of login to e-resources - Nil
- Average number of e-resources downloaded/printed - Nil
- Number of information literacy trainings organized - Nil
- Details of “weeding out” of books and other materials
  - We weed out books from Library through recommendation of “Write OFF Committee”.

#### **4.2.6 Give details of the specialized services provided by the library**

- Manuscripts - No
- Reference - Reference Service are provided to Teacher, Student and Research Scholar also.
- Reprography - Yes
- ILL (Inter Library Loan Service) - No
- Information deployment and notification (Information Deployment and Notification)- Yes

- Download - Yes
- Printing - No
- Reading list/ Bibliography compilation - Yes
- In-house/remote access to e-resources - No
- User Orientation and awareness - Yes
- Assistance in searching Databases - Yes
- INFLIBNET/IUC facilities - In process

**4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**

All reference book are provided to staff and students better study, preparation of course material and enhancement of knowledge.

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

Yes. We give all type of support to this type of student.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)**

Yes. The Feedbacks from the readers are received and their suggestions are analysed and assessed by the Library Committee. Formative

Suggestions are considered and necessary modification is under taken for user benefit.

### 4.3 IT Infrastructure

#### 4.3.1. Give details on the computing facility available (hardware and software) at the institution.

S.No		No.	Description
1	Number of computers with Configuration	39	Some of the Computer are quite old (Pentium 3 etc.) but most of the Computers were purchased in last four year. The new systems are branded with following configuration – Intel Core i7 with trusted platform. Module 1.2, Microsoft Window 7, Brand – Dell India and some are Intel Pentium Dual Core Microsoft Window 7. Brand Wipro with LCD/TFT Monitor of 17” or Higher.
2	Computer-student ratio	1 : 13	
3	Standalone facility	Nil	
4	LAN facility	Yes	In one Computer Lab
5	Wifi facility	Yes	In one Computer Lab
6	Licensed software	03	I. MS Office Professional II. Software – Shrilipi III. Antivirus – Quick Heal
7	Number of nodes/ computers with Internet facility	12	
8	Any other	03	Smart Board with Projector

**4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

The College provides Central Computing Facility at Computer Lab. It is used by staff member and students at college time 10:30 AM to 05:30 PM on all working days for their subject based/research based and assignment based solution.

**4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

The Institute intends to upgrade IT facility, its infrastructure and associated facilities by purchasing of new computers with latest configuration for Department and providing students with subject related solutions. In future there is a proposal for Automation for Library & Office too.

**4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years).**

There is no defined allocation of Budget for update, deployment and maintenance of Computers. However funds are provided as per requirement through Janbhagidari, UGC or P.D. Fund.

The amount spent on the maintenance of computers is:-

S.NO.	Session	Work Done	Amount
1	2010-11	Maintenance and Minor Repair of Computer and UPS	9700.00
2	2011-12	Minor Repairs and Maintenance of Computers and UPS	10,366.00
3	2012-13	Minor Repairs and Maintenance of Computers and UPS	27,830.00
4	2013-14	Minor Repairs and Maintenance of Computers and UPS	20,900.00

New Computers with latest configuration have been purchased from UGC Funds in the last four years.

S.No.	Session	Work Done	Nos.	Amount
1	2010-11	Desktop Computer Intel Pentium Dual Core Microsoft Windows 7, Brand – Wipro	05	1,43,700.00
2	2011-12	Desktop Computer Acer Core II Duo Windows 7	12	4,08,277.00
3	2012-13	Desktop Intel Core i7 Microsoft Windows 7 Brand – Dell India	02	88,766.00

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

The faculty of Computer Department is always ready to help the teachers and the students in preparing computer aided teaching learning materials. The facility of Inflibnet will restart in the library again to facilitate resource sharing.

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

We have facility of smart board in some of our labs and class rooms. We also install projector along with CPU in the classroom as per requirement of the teaching session and the students are taught through it. The teachers also use their personal laptops to design material for students. The students are asked to point out their problems and besides our help internet links are also provided to them.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

Yes, we have facility of NME ICT in our college to assist in internet awareness.

#### 4.4 Maintenance of Campus Facilities

##### 4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

a) Building, b) Furniture, c) Equipment, d) Computers, e) Vehicles, f) Any other

The College ensures optimal utilization of budget allocated for the maintenance and upkeep of the college Infrastructure by holding regular meeting of various committees constituted to plan and monitor the project to be taken up in the session.

Being a government college the infrastructure including Building, Classroom, Library, Laboratory, Office, Multipurpose Hall etc are maintained by P.W.D. Bilaspur, Govt. of Chhattisgarh. The college also has a Committee – “Bhumi Bhavan Dekhrehk”. Committee headed by Professor to coordinate the entire development and renovation with Govt. Agencies.

Detail of budget – given by Govt. during the last four year.

Session	Allocation (In thousands)	Expenses
2010-11	18,951.45	18,951.45
2011-12	12,539.00	12,076.067
2012-13	11,756.35	13,788.83
2013-14	17,030.00	16,629.016

Above Budget is inclusive of Salary of Gazzeted & Non Gazzeted employees including IV Class, and all type of maintenance i.e. Furniture, Equipment, Computers and the like.



S.No	Facilities	2010-11		2011-12		2012-13		2013-14	
			Expense		Expense		Expense		Expense
A	Building		-		-		-		-
B	Furniture		-		4975		9500		14720
C	Equipment		-		-		-		-
D	Computer		4100 4250 1350		10366		27830		20900
E	Vehicles		-		-		-		-
F	Any Other		38592		-		6675 11155		15655 6150

#### 4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The infrastructure facilities are maintained by the government agencies, minor repair are done at the college level.

Computer Maintenance:- As far as maintenance is concerned, outside vendors are contacted for major and minor repairs. Software problem are also taken care of by them.

The college purchases new upgraded computer system from time to time as per the needs.

#### 4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Annual maintenance and repair of infrastructure is taken care of by the college in a systematic manner. Day to day maintenance is carried out by the existing staff or through PWD as it is the Government College. The computers and others equipments are maintained and repaired through the fund available in the institution. Outside vendors are contacted for major repairs.

**4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)? Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

The College has regular power supply from Chhattisgarh Electricity Board within the college campus. Inverter and Generator have been installed in the college to maintain constant supply of electricity. UPS have been installed with computers to provide necessary back up. R.O. water purifier with 50 litre of storage capacity is provided to ensure supply of safe drinking water for the students. There are water tanks on the roof of the college to ensure constant supply of water in the toilets. Timely maintenance of computers and other sensitive equipments is ensured.

## CRITERION – V: STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Mentoring and Support

#### 5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the institution publishes its updated prospectus. The information that is provided to the students through prospectus includes, a brief description of the college its vision, mission and motto, its academic and administrative setup, government rules about admission, reservation rules, different committees, fee details, courses conducted in the college, subject options, Student Charter, ragging rules details of scholarships, and other information about the college.

#### 5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Our college being a State Government College, no tuition fee is charged for any of the course conducted in the college for the benefit of girls. The scholarships that were given in the college in the last four years are:-

S.N.	Category	2010-11	2011-12	2012-13	2013-14	2014-15
1	SC	23	12	25	51	62
2	ST	09	06	11	23	20
3	OBC	116	41	100	178	281
	<b>Total</b>	<b>148</b>	<b>59</b>	<b>136</b>	<b>252</b>	<b>363</b>
	-					

The Scholarship was given to the students through cheque till session 2012-13. Since session 2013-14 and 14-15 the scholarship has been given to students through Shiksha Sangi Cards (ATM). There is also a provision for providing scholarship to very poor students, who are not receiving any other scholarship, through Red Cross, but no student has applied for the same.

#### 5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

The percentage of students who receive financial assistance from State Government in form of scholarship was 38% in the session 2012-13, it increased to 60% in the session 2013-14 and in this session 71% students got scholarships.

#### 5.1.4 What are the specific support services/facilities available for

- **Students from SC/ST, OBC and economically weaker sections**
- **Students with physical disabilities**
- **Overseas students**
- **Students to participate in various competitions/National and International**
- **Medical assistance to students: health centre, health insurance etc.**
- **Organizing coaching classes for competitive exams**
- **Skill development (spoken English, computer literacy, etc.,)**
- **Support for “slow learners”**
- **Exposures of students to other institution of higher learning/ corporate/business house etc.**
- **Publication of student magazines**

The support services available for:-

- **Students from SC/ST, OBC and economically weaker section:-** Scholarships for SC/ST and OBC students, Book Bank facility and free stationery for SC/ST students. We also have a special cell in our college for SC/ST students. The economically weaker students are permitted to pay fees in installments.
- **Students with physical disabilities:-** We have reservation in admission for the students belonging to this category. Their representation is also ensured in Student Union through seat reservation for them. In the session 2012-13, a physically disabled student of our college was given tricycle, a pair of crutches and scholarship by District Rehabilitation Centre Bilaspur.
- **Overseas Students:** We do not have any foreign students in our college.
- **Students to participate in various competitions/National and international –** Funds are provided from the college to bear TA/DA expenses of the students if need be. A lady teacher is deputed to escort the students locally as well as outstation for participation in competition.
- **Medical assistance is provided to the students through Red Cross.** We have yearly Health Examination of our students for blood group determination, sickle cell, Hb% and general Health care. Medical kit is available in the Red Cross Unit. During annual examination medical kit is provided to all shifts. The Apollo Hospital and many other nursing homes are within a radius of 2Kms from college to meet any emergency. The facility of calling ambulance at 108 is also available.

- No particular coaching classes are organized for the students but guidance is provided to them by experts.
- Girls are encouraged to communicate in English. “Tablets” were given to students to promote computer awareness. Workshop was organized to enable students to conquer their fear of communicating in English. Short term certificate course is conducted in self-grooming (beautician course) and food preservation course.
- Special DRC are organized for the students. Tutorials are also conducted. For DRC no fixed time table is there, the students can approach the subject teacher whenever both of them are free.
- The students are made to participate in the competitions organized by South Eastern Coalfields Limited, Government of India undertaking.
- Publication of student magazine, “Abhivyakti” is in process. Students also make thought provoking and inspirational posters and wall magazines.

**5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

- Two short term certificate courses are conducted in the college to assist in skill development.
- The students are also taught different skills through “Self Employment Cell” whose tag line is “Earn while you learn”
- The students are taken to Mahila ITI to acquaint them with different skill courses available there.
- “Anand Mela” was organized in the college to develop managerial skills and entrepreneur qualities in the students.

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

- **additional academic support, flexibility in examinations -**

Certificates and prizes are given to the winners on Annual Prize Distribution Day.

- **special dietary requirements, sports uniform and materials –**

Track Suit is given to the outstanding participants.

- **any other –**

Attendance is given to the students who are absent on account of participation in competitions.

Extra personal attendance is given to them to make up for the loss in course due to participation in competitions.

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE /TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.**

As our college is basically a U.G. College, precise data about the same is not available with us. But as we have learnt from personal interaction many of our students qualified TET and are serving as teachers and Shiksha Karmis. Some of our BCA students are teaching in other college while some are placed in multinational companies.

**5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)**

All type of counselling is available to the students. Personal counselling is provided by Shikshak Abhibhavak Yojana, the psychology department provides necessary psychological counselling all the teachers provide academic counselling if needed, and career counselling is also provided. Experts are also invited from outside for the same.

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

As our college is basically UG College, we do not have campus placements in our college. But we have career guidance and counselling cell which gives guidance to the students about different job opportunities available for them. We also arrange for our students to participate in open campus placement organized at other institutes. This year our students are going to participate in open campus organized at Dr. C.V. Raman University by Infosys.

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

Yes, the institution has a grievance Redressal cell. A complaint Box is put in the college and the students are asked to put their complaints in it. On Fourth Saturday of every month, the box is opened and attempts are made to redress the grievance.

**5.1.11 what are the institutional provisions for resolving issues pertaining to sexual harassment?**

Yes, we have “Woman Harassment Cell” in the college but no issues have been reported till date.

**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

Yes, we have anti ragging committee in the college but no case of ragging has been reported in the college till date.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

The different welfare schemes available for the students are student union, Anti Ragging Cell, Grievance Redressal Cell, Women Harassment Cell, College Development Samiti, Scholarship Committee, Sports Committee, Literary and Cultural Committee, AF Committee, N.S.S., Self Employment Cell, Red Cross, Swayam Siddha Unit, Counselling and Guidance Cell, Library Committee, Shikshak Abhibhavak Yojana and many others. These Committees work to ensure the welfare of the students.

**5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?**

We have non-registered Alumni Association in our college. The Alumni of the college activity participate in different activities like Annual function, Anand Mela,

Prize Distribution and the like. They also give their feedback.

## **5.2 Student Progression**

### **5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

<b>Student progression</b>	<b>%</b>
<b>UG to PG</b>	<b>75%</b>
<b>PG to M.Phil.</b>	<b>-</b>
<b>PG to Ph.D.</b>	<b>01 Students of English Literature</b>
<b>Employed</b>	
• <b>Campus selection</b>	<b>-</b>
• <b>Other than campus recruitment</b>	<b>-</b>

Most of the girls of our college take admission in other colleges for pursuance of their P.G. Programmes. The students of BCA take admission in MCA at G.G.U. Central University or do M.Sc. Computer Science at other college. Some students also take admission in MCA at technical colleges in Bhilai. The students of commerce take admission in M.Com. at other colleges and G.G.U. In Arts faculty we had only one PG in Hindi and in the session 2013-14 we started PG in Sociology and this year in Economics, so most of the students took admission in other colleges for pursuance of their P.G. course. One student of English Literature is registered for Ph.D. degree at C.V. Raman University. We do not have campus in our college but we arrange for our students to participate in open campus at other institutes. The girls of our college also go for B.Ed. after their graduation.

### **5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.**

The pass percentage of our students at U.G. level has been 92% in session 2010-11, 85% in session 2011-12, 95% in 2012-13 and 92% in 2013-14 and at PG level the pass percentage has been 100% in 2011-12, again 100% in 2012-13 and 92% in 2013-14.



### **5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?**

The institution facilitates students' progression to higher level of studies by guiding them about the scope of a subject and its progression routes. Expert guidance is also provided to them. The students are trained in self-employment skills and made aware of other available opportunities.

### **5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

There are some students in our college who are not able to complete their studies because of family pressure or marriage. In these cases counselling is given to students and at times to their parents too, so that the student may complete her studies. If a student faces financial problems in completing her studies, arrangements for same are also made by the staff by secretly paying her fees. Personal Books are also given to poor students who are not in a position to buy books.

## **5.3 Student Participation and Activities**

### **5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.**

List the range of sports games, cultural and other curricular activities available to student provide details of participation and program Calendar.

- 1) Fresher Welcome: At the beginning of Academic Session after admission are complete the students organizes Fresher's Welcome for the newly admitted students. The members of the teaching staff are also invited for welcome of the student.
- 2) Cultural Activities: The student of this college are enthusiastic about active participation in cultural activities like Dance, Drama, Singing, Flower arrangement, Cooking, Hair Style, Rangoli, Mehendi, Alpana competition etc.
- 3) Student Day: The students actively participated in cultural activity. A three day programme is held in the month of December every year.
- 4) Prize Distribution Ceremony: Prizes are distributed to successful candidates who have topped in the college in various university examinations, and to winners of different cultural activities, Debate, Speech Extempore, Quiz

competitions, literary competitions and sports competitions.

### 2011-2012

S.No.	Date	Cultural Activities	Outcome/Result
1	22.12.11	Solo Song, Solo Dance,	1 <sup>st</sup> Laxmi Sahu
		Group Song	1 <sup>st</sup> Roshini and Group
2	23.12.11	Cooking Competitions	1 <sup>st</sup> Bharti Sahu BCom I
		Rangoli Competitions	1 <sup>st</sup> Bharti Sahu BCom I
		Alpana Competitions	1 <sup>st</sup> Ku. Rekha Pandey
		Hair Style Competitions	1 <sup>st</sup> Ku. Nidhi Chouhan

### 2012-2013

S.N	Date	Cultural Activities	Outcome/Result
1	19.12.12	Salad Decoration	1 <sup>st</sup> Nidhi Chouhan BCA I
2	19.12.12	Cooking	1 <sup>st</sup> Pragya Pawar
3	19.12.12	Best from the Waste	1 <sup>st</sup> Barkha Namdeo BCom I
4	19.12.12	Hair Style	1 <sup>st</sup> Nidhi Chouhan BCA I
5	19.12.12	Flower Decoration	1 <sup>st</sup> Monika Dhuri BA II
6	19.12.12	Alpana	1 <sup>st</sup> Rekha Patel MA II
7	19.12.12	Rangoli	1 <sup>st</sup> Nishu BCA II
8	20.12.12	Group Dance	1 <sup>st</sup> Chandani and group BCom I
9	20.12.12	Solo Dance	1 <sup>st</sup> Vsrha Tiwari BA I
10	20.12.12	Solo Song	1 <sup>st</sup> Swati Yadav B.A. III
11	20.12.12	Group Song	1 <sup>st</sup> Yashoda Group BCA III

### 2013-2014

S.N	Date	Cultural Activities	Outcome/Result
1	19.12.14	Mehandi Competition	1 <sup>st</sup> Monika Yadav BA III
2	19.12.14	Solo Dance	1 <sup>st</sup> Monika Yadav BA III
3	20.12.14	Cooking Competition	1 <sup>st</sup> Neha Mourya
4	20.12.14	Solo Song	1 <sup>st</sup> Anjali Sahu
5	22.12.14	Group Dance Competition	1 <sup>st</sup> Soni Sahu and Group
6	22.12.14	Hair Style Competition	1 <sup>st</sup> Nisha Dhurv, BCom I
7	22.12.14	Rangoli Competition	1 <sup>st</sup> Simi Sahu

### NSS Activities and Programmes

S.N	Date	Cultural Activities	Participation of Student	Programme for Work Place
<b>2010-2011</b>				
1	14.08.10	Orientation Programme	50 Girls	College Campus
2	15.08.10	Independence Day and Cultural Activity	120 Girls	College Campus
3	11.12.10	“AID” day, Essay and Slogan Competition	17 Girls	College Campus
4	26.01.11	Republic Day and Songs.	100 Girls	College Campus
5	08.02.11	Basant Panchami	90 Girls	College Campus
<b>2011-2012</b>				
1	26.08.11	Orientation Programme	60 Girls	College Campus
2	30.08.11	Tree Plantation	65 Girls	College Campus
3	01.12.11	HIV AIDS Day, Essay Competition, Slogan Competition	40 Girls	College Campus
4	26.01.12	Republic Day and Cultural Activities	90 Girls	College Campus
5	28.01.12	Basant Panchami Saraswati Puja	95 Girls	College Campus
<b>2012-2013</b>				
1	15.08.12	Independence Day, Song Competition	72 Girls	College Campus
2	25.08.12	Orientation Programme	84 Girls	College Campus
3	24.09.12	NSS Day	94 Girls	College Campus
4	01.10.12	Blood Donation and Blood Group checkup	104 Girls	College Campus
5	24.11.12	Campus Clean	82 Girls	College Campus
6	26.01.13	Republic Day	76 Girls	College Campus
7	15.02.13	Saraswati Puja	62 Girls	College Campus

		<b>2013-2014</b>		
1	08.07.13	Plantation (Tree)	30 Girls	College Campus
2	15.08.13	Independence Day	80 Girls	College Campus
3	20.08.13	Sadbhawana Week	108 Girls	College Campus
4	30.08.13	Cleen the Gazar Ghass	85 Girls	College Campus
5	11.09.13	Bharat Jago Participation	40 Girls	Vivekanand Garden to Gol Bazar
6	24.09.13	NSS Day Celebration, Group Song and Personality development, Discussion.	105 Girls	College Campus
7	21.10.13	Human Chain	10 Girls	Nehru Chowk
8	17.11.13	NSS Song Practice	80 Girls	College Campus
9	17.12.13	College Campus Clean	65 Girls	College Campus
10	10.01.14	One day NSS Camp Village – Bahtarai. Manju Bahin (Women Education), Dr. Priya Mishra (Health and Hyigine) Discussion	55 Girls	Bahtarai
11	16 to 18 and 20, 21 Jan. 2014	Blood Group Checkup and General Check up		College Campus
12	26.01.14	Republic Day	90 Girls	College Campus
13	03.02.14	Vivekanand Rathyatra	35 Girls	College Campus

Sports facilities available in the institution and sports activities:

The students sports activities as and when required.

- Indoor Games: We have facilities for like Table Tennis, Chess and Carom.
- Outdoor games: Outdoor games like discuss, Bhala fack, Badminton, different types of rose like spoon.
- Annual sports: The college annual sports are held in the college campus. The college distributes sports kits and makes all necessary arrangement for the students who participate in inter college or university level competition. The sports department has many achievements in various sports activities starting from college level till national level tournaments.

Level of Game	Name of Game	Participation of Student				Outcome
		2010-2011	2011-2012	2012-2013	2013-2014	
State University	Kabaddi	-	01	-	-	upvijeta
Inter College	Nil	-	-	-	-	-
National	Judo	-	01	-	01	Participated national level
International	-	-	-	-	-	-

**Year 2010**

S.No.	Date	Games and Competition	Outcomes
1	21.12.2010	Bhala Throw	1 <sup>st</sup> Anamika Sahu (BA II)
	21.12.2010	Gola Throw	1 <sup>st</sup> Rini Ravina BCom I
	21.12.2010	Discus Throw	1 <sup>st</sup> Rini Ravina BCom I
	21.12.2010	Slow Cycle Race	1 <sup>st</sup> Aayushi Kaushik BCA II
2	22.12.2010	Rope Skipping	1 <sup>st</sup> Aayushi Kaushik BCA II
	22.12.2010	Needle and Thread Race	1 <sup>st</sup> Aayushi Kaushik BCA II
	22.12.2010	Musical Chair Race	1 <sup>st</sup> Rini Ravina BCom I
	22.12.2010	Race	1 <sup>st</sup> Rini Ravina BCom I
	22.12.2010	Spoon Race	1 <sup>st</sup> Mamta Sahu BA I

**Year 2011**

S.No.	Date	Games and Competition	Outcomes
1	22.12.2011	Step Jump	1 <sup>st</sup> Kalindri Mahar BCom I
	22.12.2011	100 meter Race	1 <sup>st</sup> Pooja Mishra BCA I
	22.12.2011	Long Jump	1 <sup>st</sup> Soni Sahu BA I
	22.12.2011	Spoon Race	1 <sup>st</sup> Mamta Sahu BA I
	22.12.2011	Slow Cycle Race	1 <sup>st</sup> Kavita Pandey BCA I
2	23.12.2011	Musical Chair Race	1 <sup>st</sup> Varsha Yadav BA I
	23.12.2011	Rope Skipping	1 <sup>st</sup> Aakanksha Gupta BCA III
	23.12.2011	Bhala Throw	1 <sup>st</sup> Ayushi Kaushik BCA III
	23.12.2011	Discus Throw	1 <sup>st</sup> Vijyalaxmi BCA III
	23.12.2011	Gola Throw	1 <sup>st</sup> Jasmin Nirala BCA III

### Year 2012

S.No.	Date	Games and Competition	Outcomes
1	15.12.2012	Badminton	1 <sup>st</sup> Mamta Ravat BCom II
	15.12.2012	Kabaddi	1 <sup>st</sup> Sonam Sahu and Group
2	17.12.2012	Bhala Throw	1 <sup>st</sup> Anamika (MA Pre)
	17.12.2012	Gola Throw	1 <sup>st</sup> Neetu Dhuri BA I
	17.12.2012	Discus Throw	1 <sup>st</sup> Mamta Ravat BCom II, Rajkumar Nayak BA III
	17.12.2012	Spoon Race	1 <sup>st</sup> Rajkumar Nayak BA III
	17.12.2012	Needle & Thread Race	1 <sup>st</sup> Aakanksha Pandey BA I
	17.12.2012	Musical Chair Race	1 <sup>st</sup> Varsha Yadav BA II
	17.12.2012	Slow Cycle Race	1 <sup>st</sup> Pooja Sahu BCom I

### Year 2013

S.No.	Date	Games and Competition	Outcomes
1	11.12.2013	Gola Throw	1 <sup>st</sup> Bhwneshwari Sahu BA III
	11.12.2013	Discus Throw	1 <sup>st</sup> Aarti Bais BCom III
	11.12.2013	Musical Chair Race	1 <sup>st</sup> Neeshu Rathore BCA III
	11.12.2013	Bhala Throw	1 <sup>st</sup> Neetu Dhuri BA II
	11.12.2013	Rope Skipping	1 <sup>st</sup> Priyanka Sahu MA Pre
	11.12.2013	Slow Cycle Race	1 <sup>st</sup> Reena Verma BCA II



### Other activities

- Essay competition on women empowerment was organized in college campus by Bhartiya Lok Prashashan Sansthan Bhopal in the academic session 2013-14.
- Participation of the NSS students along with staff in the workshop organized at Bilaspur University focusing on the condition of Human Right in the State of Jammu and Kashmir.
- The students of the college represented Bilaspur District in State level competition organized by Department of Sports and Youth Affairs Chhattisgarh Government and Problems associated with woman.

### Red Cross Activities

S.No.	Date	Cultural Activities	Participation of Student	Programme for Work Place
		<b>2010-2011</b>		
1	15 & 16 Nov. 10	General Checkup Through Dr. A. K. Mishra	170 Girls	College Campus
		Hb Test	88 Girls	College Campus
2	23.11.10	Lecture by Dr. Asha Verma on Heart Disease and Swine Flue		College Campus
3	01.12.10	AIDS Day		College Campus

S.No.	Date	Cultural Activities	Programme for Work Place
		<b>2011-2012</b>	
1	27.07.11	Plantation	College Campus
2	22.11.11	Blood Test and Hb Test	College Campus
3	01.12.11	General Problem Discussion	College Campus
4	08.12.11	Sikal Cell Animiya Testing	College Campus

5	23.01.12	Blood Donation by Aarti Sahu	College Campus
6	27.01.12	Educational Tour	

S.N.	Date	Cultural Activities	Participation of Student	Programme for Work Place
		<b>2012-2013</b>		
1	01.10.12	Blood Donation Camp by Lions Club Gold and CIMS Blood Bank	(11 Unit Blood Donation)	College Campus
2	26.11.12	Red Ribbon Express	100 Girls	Bilaspur Railway Station
3	15,16 Jan 2013	Hb and Blood Group Test through Dr. P.C. Gupta	133 Girls	College Campus
4	15,16,17 Jan 2013	General Checkup	213 Girls	College Campus

**5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

Cultural activities are organized every year. The objective of the cultural activity is to provide an opportunity to the Youth to exhibit their skills and talent in the field of cultural areas.

Proper notice is circulated among the students and the students from all streams enthusiastically take part in the competitions.

**5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?**

The institution has the following effective mechanism to seek and use data feedback from graduates and stake holders to improve the growth and development of the institutions.

The college hands out feedback proforma to the students regarding the course content as well as teacher evaluation. The feedback obtained is analysed by the IQAC and the Principal takes necessary action to enhance the performance of teachers and quality of the institutional provision.

The institution also has regular interaction with stakeholders and uses their feedback to improve upon its weakness and build upon its strengths.

**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.**

The institution involves and encourages students to publish materials like wall magazines and other material. Editorial Board is given charge of guiding and supporting students in their literary endeavours.

The major publications brought out by the students are the articles/essay/poems in annual magazine which is in the process of publication.

Wall magazine is monitored by the Department of Home Science.

**5.3.5 Does the college have a Student Council or any similar body? Give Details on its selection, constitution, activities and funding.**

The college has a Student Union. Election were held in the college for composition of Student Union.

Student Union – 27/08/2014 Election Held

**Composition**

President	-	Ku. Swati Yadav	- unopposed	M.A. Hindi Final
Vice President-		Ku. Vijayta Sahu	- Elected	B.A. Final
Secretary	-	Ku. Anjana Vishwakarma-	Unopposed	B.Com. II
Joint Secretary-		Ku. Jyoti Singh	- Elected	BCA II

**Class Representative**

Ku. Durga Dewangan	-	unopposed, B.A. I
Ku. Durga Yadav	-	unopposed, B.A. II
Ku. Durga Markam	-	Nomination, B.A. III (ST)
Ku. Anjum Nisha	-	Nomination, B.Com.I
Ku. Mandeep Kaur	-	unopposed, B.Com. I
Ku. Narmada Rohidas	-	Nomination, B.Com. II (ST)
Ku. Arti Soni	-	Nomination, BCA I (OBC)
Ku. Pratibha Sahu	-	Nomination, BCA II (OBC)
Ku. Sandhya Sahu	-	Nomination, BCA III, (ST)
Ku. Rupa Sahu	-	Nomination, M.A.Hindi Pre (OBC)
Ku. Durga Agharia	-	Nomination, M.A.Hindi Final (OBC)
Ku. Gauri Tiwari	-	Nomination, M.A. Socio. Pre (Gen)
Ku. Saraswati Rohidas	-	Nomination, M.A. Socio.Final (SC)
Ku. Sheweta Shriwas	-	Nomination, M.A. Eco. Pre.(OBC)
Ku. Mamta Rajgir	-	Nomination, PGDCA
Ku. Lalita Sahu	-	B.A. I (Differently Abled)

- Student Union also has representatives from SC, ST, OBC and differently abled categories.
- The Student Union is actively involved in all the activities of the college be it literary, cultural, N.S.S., Red Cross or Extension. They also organize activity based camps in the college. They form a bridge between the management and the students of the college.

- The funds for Student Union activity are available under AF fund.

### 5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The different bodies that have student representatives in them are:-

#### **1. Cultural Committee**

Convener - Smt. Shobha Mahiswar

Co-Convener - Ku. Lalita Sahu

Student Name

1. Ku. Upasna Sahu, B.A. I
2. Ku. Nandni Soni, B.A. II
3. Ku. Jyoti Kesharwani, B.A. III
4. Ku. Anjali Sahu, B.C.A. III
5. Ku. Bhavna Sahu, B.Com. II

#### **2. Dramatics and fine art Committee**

Convener - Smt. Shobha Mahiswar

Co-Convener - Dr. Smt. Shashikala Sinha

Student Name

1. Ku. Bhavna Sahu, B.A. II
2. Ku. Dipti Manikpuri, B.A. II
3. Ku. Ganga Verma, B.A. I
4. Ku. Seema Sahu, B.C.A. II
5. Ku. Kusum Sahu, B.Com. II

#### **3. Computer Literacy Committee**

Convener - Dr. Smt. Aarti Singh Thakur

Co-Convener - Smt. Niyati Bajpai

Student Name

1. Ku. Shashikala Suryawanshi, P.G.D.C.A.

2. Ku. Vidya Mishra, M.A. Pre. Sociology
3. Ku. Sanchita Manna, B.C.A. III
4. Ku. Kanchan Sharma, B.Com. II
5. Ku. Anuradha Agrawal, B.Com. I

#### **4. Society on gender issues**

Convener - Dr. Smt. Aarti Singh Thakur

Co-Convener - Dr. D. K. Shukla

Student Name

1. Ku. Bhuneswari Sahu, P.G.D.C.A.
2. Ku. Jyoti Dhiwar, M.A. Pre.-Sociology
3. Ku. Sandhya Markam, B.C.A. III
4. Ku. Dishakkha Sharma, B.Com II
5. Ku. Kavita Tiwari, B.Com. I

#### **5. Science Club**

Convener - Dr. Rajkumar Sachdeo

Co-Convener - Ku. Nidhi Sharma

Student Name

1. Ku. Shalini Verma, M.A. Final, Hindi
2. Ku. Roshni Dubey, B.C.A. II
3. Ku. Nandani Dhurve, B.A. II
4. Ku. Anita Sahu, B.Com. III
5. Ku. Monika Yadav, B.A. III

#### **6. Sports Club**

Convener - Ku. Lalita Sahu

Co-Convener - Ku. Swati Shriwas

Student Name

1. Ku. Priyanka Sahu, M.A. Final Sociology

2. Ku. Sonam Sahu, B.A. III
3. Ku. Reena Verma, B.C.A. III
4. Ku. Arti Sahu, B.A. II
5. Ku. Puja Sahu, B.Com. III

#### **7. Social Work Committee (Red Cross/NSS)**

Convener - Dr. Smt. Archana Shukla

Co-Convener - Dr. Rajkumar Sachdeo

Student Name

1. Ku. Jyoti Dhewar, M.A. Final Sociology
2. Ku. Aarti Dewangan, B.A. III
3. Ku. Riturani Kashyap, B.A. II
4. Ku. Annu Dewangan, B.Com. III
5. Ku. Padmawati Khobe, B.A. III

#### **8. Current Affairs**

Convener - Dr. Smt. Naaz Benjamin

Co-Convener - Dr. Smt. Aarti Singh Thakur

Student Name

1. Ku. Shimpi Yadav, B.A. III
2. Ku. Nidhi Morya, B.A. III
3. Ku. Usha Sahu, B.A. II
4. Ku. Lata Nirala, B.C.A. I
5. Ku. Niti Chauhan, B.A. I
- 6.

### **9. Book Readers Society**

Convener - Dr. Smt. Naaz Benjamin

Co-Convener - Smt. Shobha Mahiswar

Student Name

1. Ku. Durgeshwari Rajput, B.A. III
2. Ku. Punam Rajger, B.A. III
3. Ku. Damyanti Thakur, B.A. III
4. Ku. Chandani Lahse, B.A. III
5. Ku. Ku. Anjali Dhruw, B.A. I

These committees are formed as per guidance/instructions received in connection with Student Union from Directorate, Higher Education, and Raipur. The other committees which have students representatives are AF Committee, Grievance Redressal Cell and Editorial Board of the college.

#### **5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

**Any other relevant information regarding Student Support and Progression which the college would like to include.**

Alumni Association has been formed in the college. The meeting of alumni was organized and they were also asked to fill the feedback forms. Regular contact is maintained with them through whatsapp and telephonic communication.



## **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

The proper governance is the sole aim of any institute to run properly and effectively. Thus in our institute also the administration is keenly interested in proper governance for effective output.

The college believes that education is the most effective route for the empowerment of women and the welfare and development of ideal families. Therefore programmes and courses are planned and organized with a view to achieve this purpose. The efforts have been taken by the Principal to develop the culture of excellence. Various committees involving the staff members are constituted by the Principal for the proper execution of State Government plans. The Principal and the convener of the various committees actively take part in the working of the college. Principal along with A.F. Committee & Development Committee plays a leading role in the governance of the college. Janbhagidari Samittee not only plays an important role in implementing infrastructure development plans, but also approves the academic and developmental proposals sent to Govt. IQAC, Mahavidyalaya Vikas Samiti help in effective planning and implementation of institutional policies. The preparation of Annual Quality Assurance Report gives us an opportunity to evaluate and improve functioning of college.

Principal and office persons look after the finances of the college. As it is a government college financial assistance is given by the State Government. However, apart from the State Govt., UGC is the prime funding agency. Grants received during last five years worth mentioning are Additional grant, UG development grant, Hostel grant, etc.

### **6.1 Institutional Vision and Leadership**

#### **6.1.1 State the vision and mission of the College and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society , the students it seeks to serve , institution's**

## **traditions and value orientations , vision for the future etc ?**

### **Vision**

**“saa vidhyaa yaa vimuktaye”** (Vishnu Puran 1.19.41) -means Knowledge is that which liberates. Adhering to the dictum, the college is making relentless efforts for liberation and empowerment of young women of region by imparting knowledge.

The students of the college belong to the economically, socially and educationally downtrodden section of the society, but the girls are still willing to achieve their goals in life. They know well that education is the key to open the doors of success. It is only after getting education that the girls here can be free from the unnecessary social bindings and can make the shape of their lives as their will. Also the motto of our college is Health Education & Awareness for girls and ladies, with this motto in mind, regular medical checkup of all the students is provided by Red Cross Unit of the college. As the problem of Anaemia is common in the girls and also in this belt of Bilaspur –Sickle Cell Anaemia is a community health problem with wide prevalence, so regular Haemoglobin level testing, Detecting prevalence of Sickle Cell, along with Blood group and Rh factor testing is routinely done here.

Besides the blood testing and health check-ups awareness sessions for common diseases are organized under the banner of our college - as Aids Awareness, Swine Flu awareness, Awareness for Cardiac Diseases, and CPR techniques, Gynaecological hygiene related awareness, importance of Pap- Smear Test are organized by the college with visits of many experts of the relevant fields. Doctors from Apollo , Bilaspur, CIMS, and SECL – Dispensary visit for the very purpose.

**Mission-** The mission of our college is to provide quality education to our girl student. Quality education is the need of the hour and we believe that in place of producing multitudes of un employed, underemployed or improperly utilized

graduates , we should train our student in such a manner that they compete in the local as well as global market. Women are an important segment of any society and to get quality education is their right.

Along with providing quality education the college endeavours in all round personality development of the students by focusing its attention on intellectual, educational and moral upliftment of its students. The girls are so groomed with leadership qualities that by the time they pass out they are confident individuals. Thus the institute aims at achieving holistic development of the students here.

Healthy academic environment of the college provides opportunity for academic as well as overall development of students. The students are groomed to dream big and are motivated to achieve it. In every possible way the college strives to inculcate human values in students so as to contribute to community and become responsible citizen of the country.

- To create a healthy academic environment for promotion of quality education.
- To provide equal opportunity and increases participation of the girls of under privileged and down trodden section of society to the realms of Higher education.
- Efforts are made to bring out the hidden talents of the students and attempts are made to train students in learning entrepreneur skills,
- To provide the education to girls' student in such a way that they may become the part of economic society.
- To carry out need based and value based education for community development.
- To organize co-curricular and extracurricular activities for over all personality development of students.

- To promote innovations in planning, teaching and evaluation to achieve higher scales of perfection.
- To provide safe, healthy and motivating atmosphere that is encouraging to the students.
- To ensure optimum utilization of the college infrastructure for the benefit of the students.
- To provide Learner's centric education.
- To focus on personality development of each student through development of positive attitude, leadership qualities and self- awareness.
- To motivate students by communicating in English.
- To inculcate the sense of "Nation First ", also to develop respect for indigenous traditions and culture.

#### **6.1.2 What is the role of Top management, Principal in design and implementation of its quality policy and plans?**

Our college is governed by Chhattisgarh Higher Education Department. The Director of Higher education, Principal and faculty work in perfect co-ordination to formulate and implement its policy and plans for assurance and sustenance of quality in higher education. The Principal as the academic and administrative head of the institute evolves strategies for academic growth within the purview of university and government regulations. Various committees such as AF and College Development Committee, Planning Boards, Academic enhancement and research promotion cell (AERPC), UGC cell, IQAC and other committee systematically plan development strategy for college.

As rewards and punishments are tools for good managements, thus in meeting a critical analysis of the management related works are done and the good workers get words of appreciation and at times corrective suggestions are also given.

A list of infrastructure related requirements are sent from the departments to the Principal, who after careful scrutiny approves them for betterment of students community. As Principal is the head here, so college policies reflects the vision of the principal in overall management.

Principal is always vigilant in monitoring regularity of the classes, teaching, and availability of books. She ensures use of modern technology in teaching, co-curricular & extracurricular activities organized in the college. Interdisciplinary approach of the study is encouraged. Knowledge management is improvised by providing facilities in the form of books and internet, free of cost. Extension programmes are an integral part of the academic activities.

#### **6.1.3 What is the involvement of the leadership in ensuring-**

- \* The policy statement and action plan for fulfillment of the stated mission**
- \* Formulation of action plan for all operations and incorporation of the same in to institutional strategies plan**
- \* interaction with stakeholders**
- \* reinforcing culture of excellence**
- \* Proper support for policy and planning through need analysis , research in puts and consultation with the stakeholder**

**Champion organizational change**

The leadership maintains a clear vision of where should the programmes lead the students, and adopt a pedagogical strategy that comprises a range of actions that serve our educational goals.

Formulation of action plans for all activities of the institution and incorporation of the same into the institutional strategic plan is an important aspect of policy formulation in this college and Committees and departments function in this regard. All the departments and committees are asked to prepare the action plan for the coming academic year.

The personal interaction of the Principal with various stakeholders, the faculties, the non-teaching staff, the students, the guardians play an important role. Information available in student feedback forms and self-appraisal forms of teachers helps the authorities to plan proper support for the policies.

Policy and planning is done after discussions with stakeholders in the respective meetings and through feedbacks and discussions. New programmes are initiated only after proper analysis of the need and relevance of the proposed projects. The research inputs and facilities, opportunities for consultancy and extension etc., are discussed by the team of experts and final decision is taken by the leadership in view of welfare of all the stakeholders.

Leadership, as a champion of organizational change is always vigilant in observing the changes in the global academic scenario, and updating the programmes and facilities accordingly. The Principal is the Head of the Institution and she bears the ultimate responsibility for the smooth running of the College. The role of the Principal of the College is multi-dimensional. As the Head of the Institution, the Principal is responsible for both the academic and administrative functioning of the College. She is also responsible for all correspondence with the Janbhagidari Committee, Government officials, University Grants Commission, Bilaspur

University and different stakeholders of the College. The Principal receives reports from the different Committees, which offer advice to her on different issues. Developmental activities initiated under college leadership after post accreditation are commencement of skill development certificate courses, establishment of good library, modernizing education and administration through use of computer and internet facilities.

**6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institute for effective implementation and improvement time to time?**

The procedures adopted by the institution to monitor and evaluate policies and plans of the institute for effective implementation and improvement are:-

- Regular monitoring by Principal.
- Perfect working of IQAC
- Well chalked out programme of different committees.
- Feedbacks obtained from students, alumni and parents.

**6.1.5 Give details of the academic leadership provided to the faculty by the top management ?**

The Commissioner of Higher Education is the highest ranked officer in the State in the Deptt of Higher education, via regular meetings and through telephonic contacts he himself and his office are in regular touch with the Head of the college. For smooth functioning of the institute the matters like admission, examination, student discipline, appointments, infrastructural needs and other problems and issues pertaining to the college development are discussed and decisions are conveyed to the higher authorities. Committees are formed for different activities

and a list is provided to all staff members so that there may be no lacuna in conduction of duties.

#### **6.1.6 How does the college groom leadership at various levels ?**

College has a strong tradition of participative management. The Principal always involves the faculties in decision making. The Principal constitutes different committees involving the staff members for the proper execution of plans. Responsibilities are defined and communicated to the staff by the principal. The Principal and the convener of the various committees actively take part in the working of the college. Principal plays a leading role in governance of the college. She along with the other members of the committee keenly observes the day to day working of the college administration & governance. Academic audit committee monitors the academic environment of the college. Principal always inspires the staff members in staff council meetings. Principal with the assistance of the office and finance committee looks after the financial expenditure and manages the funds for different developmental activities taking place on the campus. The supportive management always encourages the involvement of the staff in the quality assurance and enhancement process of the institution. Various members are involved in developmental activities of the college such as Building Committee, Advisory Committee, Discipline Committee, Examination Committee, etc. by the head of the institution. The committee is made up of senior as well as junior members of the faculty and this way juniors learn from experience of the seniors. The faculty members are motivated to participate in different workshops which provide them valuable training on important issues like examination reforms, curriculum designing and the like.



**Student Leadership:-** Student leadership is promoted through Student Union. The members of the Union work as a whole to resolve issues related to students. They are also made to organize and conduct different programmes.

**National development** is a multidimensional process. It involves national integration, social reforms, and economic boost up of society. Celebration of Kumis Etta week, National festivals, Empowerment of girls by basic as well as professional education, Contribution in national calamities from time to time are some of the activities through which college has made contribution in national development .

**Inculcating a value system among students:** The NSS & NCC wing of the college, engage the students in community development activities which motivate them to involve in Social Service. The college NSS team regularly visits the surrounding places and villages, generating awareness among people on various social, moral, ethical issues. Special lectures are organized to inculcate moral values among students.

#### 6.1.7 **How does the college delegate authority and provide operational autonomy to the departments/units of the institution and work towards decentralized governance system?**

College has hierarchical leadership at various levels. The Principal is the soul of the institute. Various committees are formed for the proper implementation of policies/development plans, some important committees are A.F. committee, Discipline committee, Library committee, Student union committees, Academic audit committee etc. Conveners of these committees monitor the functioning of the committee and are responsible for all the activities. Faculties being member of committees, participate actively in implementation of the proposed work. There is

Students' representation in A.F. Committee, Student Union, Grievance Redressal Cell and other Committees formed under student union.

The college is sensitized to latest managerial concepts like strategic planning, teamwork, decision-making and computerization. The administration is decentralized to a large extent. Various committees have been formed to plan and monitor the functioning of different departments/ section of the college. The Principal with the support of Heads of the Departments and conveners of various committees participate in decision-making which create an organizational democracy. Administrative powers and responsibilities are delegated to teachers on the basis of their competence, commitment and aptitude to meet the institutional objectives:

**6.1.8 Does the college promote a culture of participative management? If yes, indicate the levels of participative management?**

A system of participative management is working here; the perspective institutional plan is developed through consultations of the Principal and faculty. The Principal constitutes committees for the various developmental initiatives it proposes to undertake. The teaching staffs formulate the need of their departments and submit it to the Principal for approval. If purchase is to be done, it done through recommendation of purchase committee. AF Committee, College Development Committee and Planning Board play a significant role in strategy planning.

## **6.2 Strategy Development and Deployment**

### **6.2.1 Does the College have a formally stated quality policy? How it is developed, driven, deployed and reviewed?**

Our quality policy is to continuously strive for the comprehensive development of the faculty members and student community of all categories with special focus on academic excellence, personality development and social orientation. Sustained improvement of the quality of staff and students is our watchword. Personality development, academic excellence and social orientation are our guiding principles for achieving the desired quality. Academic merit is given priority in admissions even though reservation is maintained as per rules. The quality policy of the institution is driven home right at the Orientation programme. Continuous appraisal of the performance of the students, teachers and administrative staff is done regularly. The quality policy is reviewed through the feedback of all stakeholders.

### **6.2.2 Does the institute have a perspective plan for development? If yes, give the aspects considered for inclusion of plan.**

The institution works with a focus on the continuous improvement of the physical and academic ambience and infrastructure of the college both qualitatively and quantitatively. Institution also proposes to develop its infrastructure to the national level standards by the next five years. We are installing solar units to harvest solar energy for the functioning of the college. As regards infrastructure our hostel is in the process of completion. The work of Auditorium is going to start soon. We plan to develop a research culture in the college, so we will conduct research oriented activities. Stress will be on making our students computer literate. Interaction with community. ITI and other beneficial units will be encouraged.

### 6.2.3 Describe the internal organizational structure and decision making process ?

All the policy decisions are taken by the government and the principal plays pivotal role in implementation. According to norms of Government College, the fundamental body of the college is the Staff Council consisting of all faculty members belonging to the various spheres of college. This body gives the essential guidelines and directions for the college affairs to the Principal. The meetings are held at least two times a year to plans out the policies and strategies for execution of management of the college. Jan Bhagidari Samiti is another important committee making decisions for the development of college using its own resources. The Principal provides overall leadership and direction to the institution. She is the academic, administrative and financial head of the institution and reports directly to the Government. The Principal is assisted by the conveners of various committees, and the Heads of all academic departments in day-to-day decisions.

### 6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following-

- ✓ Teaching & Learning
- ✓ Research & Development
- ✓ Community Engagement
- ✓ Human Resource management
- ✓ Industry Interaction

#### **Teaching & Learning-**

The perspective institutional plan is developed involving the teachers, students and members of the Committee. In order to formulate the strategy of development and

deployment, the committees are constituted for each and every developmental work. Teachers participate in all the institutional plans and wherever the situation demands stakeholders are involved.

We have a number of technology assisted quality improvement strategies in the institution. College's library is well-equipped with enough books, journals and internet facility, and it is complemented by the faculties' personal libraries. Modern teaching methods using Smart boards, LCD projectors, laptop, computers are increasingly employed in the teaching to keep pace with the information explosion round the world. College provides opportunity to the teachers to attend orientation and refresher courses to make improvements in teaching. A English Language workshop was organised to improve the language proficiency among the students. The centralized computing facility enhances the IT skills of our students and facilitates better teaching and learning. Members of the faculty encourage students to acquire knowledge from divergent sources. Thus interactive learning takes place through group discussions, quizzes, workshops, and academic seminars. Group Discussions, debates and seminars are conducted by all departments. Extension lectures by academic scholars are offered to the students. Academic progress of students is assessed through class tests. The tutorial system helps students to overcome learning difficulties.

### **Research & Development-**

The College encourages the teachers for research work & the faculties are also very much aware of the growing importance of the research based education. The college has 07 faculties with Ph.D. degree including Principal. One teacher of the

college is engaged in minor project work. PG Students are also assigned projects there by promoting research work in the college. In first year project work is essential in Environmental Studies.

The college encourages teachers to submit MRPs to funding agencies. Laboratories have been renovated and new instruments have been added to labs in past few years. However, many new technologies are required to fulfil the need of researchers. We depend on UGC for financial support for research assistance. The college authority always encourages the faculty members to pursue their Doctoral degrees. The college encourages and motivates the teachers those who have doctoral degrees, to take up research projects, and fosters a culture of research among students and staff. Publication of research findings and presentation of research papers in a significant numbers are undertaken by the faculty members. One UGC –MRP is sanctioned, one faculty member had presented her work on International platform, Terranganu University, Malaysia.

### **Community Engagement-**

Community orientation is a fundamental principle closely followed by the college. The NSS unit is sincerely working in the local areas near our college to solve some social problems and motivating people towards social development. Programmes like field visits, rallies/human chain and blood donation campaigns are a few of the activities of the college NSS unit. The college conducts blood group identification camps every year. The NSS unit of the college encourages the students to undertake community-oriented activities like Social work, health-hygiene awareness, medical camps, blood donation camps, AIDS & environmental awareness programmes.

### **Human Resource Management-**

As our college is a State Government College, all appointments of regular staff both teaching and office are done by State Government. The State Government also follows a policy of transfer. The Head of the Institution analysis the need of the college in terms of faculty and staff and writes an official letter to State Government stating its need. The Government takes necessary action in this regard. The vacant posts are also filled through Janbhagidari. The teaching faculty (regular) has to fill CR form and PBAS form.

### **Industry Interaction-**

The college is interested in fostering a culture of industry friendliness and thus organises visit to Mahila Industrial Training Centre so that the girls may get information abouts different skills. Lectures on personality development are organised to nurture self confidence in students.

#### **6.2.5 How does the Head of the institute ensure that adequate information (from feedback and personal contacts etc) is available for the top management and the stakeholders, to review the activities of the intuition ?**

The principal collects reports of the activities of all the committees and cells functioning in the college, and these reports are discussed in the Staff Council to review the success and failures. The feedback received from the stakeholders also serves as a source of information for future improvements. Consolidated reports are prepared by the principal and forwarded to the Department of Higher Education ,C.G. Government from time to time. The suggestions of the students about changes in course curriculum are told to the members of B.O.S. and also communicated to University.

#### **6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

The Management (Department of Higher Education) plays an important role in motivating the faculty for academic progress and efficiency. The faculty members are encouraged to participate and present papers in seminars, workshops, conferences and engage in research works. Faculty members are given periodic training like orientation and refresher courses to improve their performance. They are also provided with extra benefits for securing Ph.D/M. Phil degrees or professional degrees. Most of our faculty members have completed/engaged in doctoral research works. The members of the staff are members of all important committees which contribute to the betterment of the college.

**6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

The major issues discussed during the last meeting were related to infrastructure development, updating of the of laboratory, centralized computing facility, setting up of intranet facility, renewal of INFLIBNET facility, completion of Hostel block building, warden room, optimum utilization of infrastructure funds and providing health facilities for girls. All the above mentioned plans are in process.

**6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If ‘yes’, what are the efforts made by the institution in obtaining autonomy?**

Yes, the affiliating university makes a provision for according the status of autonomy to an affiliated Institution.

**6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?**



There is a Grievance Redressal Cell to attend and solve the student problems. The cell includes the principal, nominated members of teaching staff and students. A complaint box is kept in the college and the students are at liberty to put their grievance in that box, keeping their identity secret. The box is opened on fourth Saturday of every month and attempts are made to redress the grievance.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide the details of issues and decisions of the courts on these.**

The session 2010-2011, a court case took place in connection with the attendance of students. The college administration was in no way responsible for the same. The case was decided in favour of the students.

**6.2.11 Does the institute has a mechanism for analysing student feedback on institutional performance? If yes, what was the outcome and response of the institute to such an effort?**

Yes, the institution collects feedback on the performance of teaching faculty, course curriculum and the institution, and uses the feedback from students for enhancing the institutional performance. The college has the practice of holding meetings of student union to discuss the issues related to student community. Suggestions are analysed and corrective measures are taken. Based on the feedback from students improvements are implemented in the campus.

### **6.3 Faculty Empowerment Strategies**

**6.3.1 What efforts are made by the institute to enhance the professional development of teaching and non-teaching staff?**

The Principal judges the faculties and identifies their individual strengths, areas of interest and accordingly assigns the responsibilities. It protects the freedom of

individual faculties, appreciating their innovations and thereby motivating them. Responsibilities of the staff are communicated to them through notices that clearly define their role in the implementation of given assignments. Besides they are also informally counselled to make them aware of their duties. The institution promotes professional development of the faculties to a great extent. Lot of efforts is made to enhance the professional development in teaching and non-teaching staff. Departments are encouraged to organize seminars, conferences and workshops. Faculty members of the institution actively participate in national and international seminars and conferences. The institution encourages faculty members to enroll for or provide resources for training programmes and workshops. Some of the members of the teaching faculty are members of national professional bodies.

**6.3.2 What are the strategies adopted by the institute for faculty empowerment through training, retraining and motivating the employees for the roles and responsibilities they perform?**

The strategies adopted by the Institution for faculty empowerment include motivating teachers to participate in different workshop and training programmes organized by the University and other Institutions which are relevant in the present scenario. The staff has thus attended workshop on capacity building, Holistic management of environment, Water conservation, examination reforms, infonet digital library, career counselling for youth, Examination reforms, Human Rights, Data and Analysis, Capacity building for women managers and the like. Duty leave is sanctioned to the staff to participate in International/National seminars/Conference. They are also permitted to act as Judge, resource persons in literary programmes at other Institutes.

**6.3.3 Provide details of the performance appraisal system of the staff to evaluate and ensure that information on multiple activities to appropriately captured and considered for better appraisal.**

As per the Directives received from Department of Higher Education, Chhattisgarh Government, the teaching staff of the college has to fill PBAS form at the end of the academic year and submit it to the Head of the Institution for necessary action. It consists of four parts which deal with general information about the employee, Academic activities indicators, any other important information that the assessee would like to provide and lastly evaluation by authorities. Out of these four portions the second one dealing with Academic performance is the most important one as it provides all information about academic activities, co-curricular activities, participation and publication of the assessee. All the information is analysed by the Head of the Institution and needful action is ensured. Besides this Annual Confidential Report of the employee is also sent to Directorate, Higher Education, and Raipur for needful action. Feedback forms are also filled by the students and parents.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

College determines the needs of training and development on the basis of performance appraisal reports and takes proper decisions regarding training at proper time. The principal motivate the staff according to their working results and give guidance to the staff. Institution intimates these by the way of circulars and notices and in addition to this, general staff meeting is conducted to communicate the matters.

**6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

As our college is a State Government College, all the welfare schemes of State Government are available for use of both teaching and non teaching staff. They are in form of part final and GPF advance, HRA and CA for both categories. The office staff is provided with medical allowance and washing allowance with salary. They are also provided festival advance at the time of Dasera, Diwali, Holi and Christmas. State Government also provides for “Exgracia” to the bereaved family if any government servant expires on duty. We also have provision of appointment on compassionate grounds as per State Government norms.

Besides these, there is also provision of different leaves like Maternity leave, Medical leave, Earn leave, Casual leave, Duty leave and other leave as per State Government norms.

<b>1</b>	Medical leave	50 %
<b>2</b>	GPF Part Final	24%
<b>3</b>	Festival advance (Only to Class III and IV)	80%
<b>4</b>	An insurance policy GIS for staff members; premium is automatically deducted from their salary	100%
<b>5</b>	Special leave for attending seminar, workshops, training,	100%
<b>6</b>	Teacher Fellowship	---

### **6.3.6 What are the measures taken by the institute for attracting and retaining eminent faculty ?**

Being Government College, this is the responsibility of the State Government. However we do invite our senior faculty for lectures, seminars and the like.

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 What is the institutional mechanism to monitor effective and efficient use of financial resources?**

Finance and Accounts Department, working under the supervision of the Office personnel and the administrative control of the Principal and headed by an upper division clerk/accountant, handles the responsibility of implementing all tasks related to finance and accounting in accordance with the rules, regulations and financial policies framed by the respective authorities in this regard. The Office of the college attends all work related to accounting including treasury and bank operations. Draft Budget is prepared every year taking into consideration the financial requirements of the college. The Principal is responsible for monitoring and controlling the financial procedures by implementing the approved financial plans by financial committee for optimal performance. Govt. norms are followed in order to make effective use of resources. All the collections are deposited in the bank. Only duly authorized persons can operate the bank account. Accounts related to Govt. and all other accounts are handled by an accountant, UGC accounts by the senior faculty. Norms followed in order to make effective use of the resources:

- Payments are made either in the form of cheque or D.D. except in the case of small amounts.
- Govt. rules are followed for purchase.
- Payment is made only on production of proper bills or vouchers.

- Payments are made only if authorized by the Principal.

For effective check on the accounts the two tier system is followed; the internal and the external audit. Internal audit is done regularly. The internal audit committee consists of faculty of commerce. The external audit is done by the State Audit team. The financial resources of the college are managed in a very effective and full proof manner. Double entry system is followed to maintain the accounts. The following two types of accounts are created:

- Receipts & Payment Accounts.
- Income & Expenditure Accounts.

Budget is prepared for efficient use of the financial resources.

**6.4.2 What are the institutional mechanism for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

Being a Govt. college, the accounts are subjected to audit by the external qualified auditor's team appointed by the Government of Chhattisgarh on request of the Principal to conduct the audit of the grants-in-aid received. The last audit was done in the month of August 2012 and there was no audit para pending. If any objection is made by the audit team then the same is resolved in totality before the next claims are submitted. The remarks given by the auditor are taken into consideration for future.

**6.4.3 What are the major sources of institutional receipts / funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative of the previous four years and the reverse fund / corpus available with institutions. If any.**

The college main sources of funding are as follows-

- **Total fee collected from the students**
- **Salary grants received from the state government**
- **Various grants received from UGC**
- **Various grants received from state government**

Details of income and expenditure is as follows—(In Lakhs)

Particulars	10-11		11-12		12-13		2013-14	
	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Govt. Grant including salary component</b>	<b>189.51</b>	<b>189.51</b>	<b>125.39</b>	<b>125.39</b>	<b>117.56</b>	<b>117.56</b>	<b>170.30</b>	<b>170.30</b>
<b>Non Govt. Fund (fees component)</b>	<b>11.31</b>	<b>11.31</b>	<b>10.39</b>	<b>6.84</b>	<b>11.05</b>	<b>8.33</b>	<b>13.12</b>	<b>08.25</b>
<b>UGC Grant</b>	<b>11<sup>th</sup> Plan 47.50</b>	<b>33.25</b>			<b>2.75</b>	<b>1.91</b>	<b>9.73</b>	<b>-</b>
<b>Total</b>	<b>248.32</b>	<b>234.07</b>	<b>135.78</b>	<b>132.23</b>	<b>131.36</b>	<b>127.8</b>	<b>193.15</b>	<b>178.55</b>

#### **6.4.4 Give details on the efforts made by the institution in the securing additional funding and the utilization of the same (if any)**

Sincere efforts are made by staff to get additional funding Women Hostel from UGC grant is in the process of construction and for this UGC has sanctioned an amount of 60 lakhs, but our proposal was of 87.68 lakhs. Through our sincere and dedicated efforts we succeeded in getting Rs. 27.68 from State Government for our proposal.

### **6.5 Internal Quality Assurance System (IQAS)**

#### **6.5.1. Internal Quality Assurance Cell (IQAC)**

- a) **Has the institute established as Internal Quality Assurance Cell (IQAC)? If yes, what is the institutional policy with regard of the quality assurance and how it is contributed in institutionalizing the quality assurance process?**

Yes, the college has its IQAC and its composition is as follows:-

❖ **Principal & Chairperson:-**

**Dr. Asha Kaushik**

❖ **Coordinator-**

**Dr. Naaj Benzamin**

❖ **Members from Faculty-**

**Dr. Aarti Singh Thakur**

**Smt. Shobha Mahiswar**

**Dr Shashikala Sinha**

**Dr Rajkumar Sachdeo**



### **Dr Deepak Kumar Shukla**

- ❖ **Administrative Member- Dr. Arun Singh (Registrar) Bilaspur University.**
- ❖ **External Experts- Dr. Manju Tripathi (Principal) Govt Mini Mata Girls College, Korba.**

**Dr. Seema Mishra, Asst Prof, Govt Bilasa Girls College, Bilaspur.**

We had IQAC committee in our college, but fully functional IQAC has started functioning this year. In the session 2013-14, the IQAC met twice and discussions and decisions on Feedback forms took place. The feedback forms were analysed and the student's feedback was communicated to the college teaching staff who is on BOS and also to the Registrar of the University for Needful Action. Academic Audit Committee was formed to keep a record of the performance of the students in annual exams and also to keep an eye on the teaching activities of the college.

In the session 2014-15, the activities of IQAC accelerated and series of activities pertaining to academics, extension activities, Health check-ups, Guest lectures and tutorials, Skill Development Programmes, Career opportunities, N.S.S. activities, Self Employment Cell, Development of management and entrepreneurship qualities, moral and ethical values were planned.

The IQAC is assisted in maintaining quality parameters in its endeavours by Academic Audit Committee. The AAC not only keeps a record of students performance in final exams but it also monitors that the teaching performance of the teaching faculty is in line with their month wise chalked out syllabus. All the department have to chalk out the programme of yearly activities and submit it to IQAC and then IQAC keep a vigilant watch on the targets to be achieved and quality parameters are ensured in each activity.

- b) How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?**

The major decisions taken by IQAC:

- Enhancement of Academic activities.
- Proper conduction of IA exams.
- Use of Power Point Presentations in class. Organising expert lectures and workshops for the students.
- Guidance to weak students through tutorials.
- Extension Activities – through Red Cross and N.S.S.
- Health Check-up of students.
- Promote participation in Seminars/Conferences and encourage publication.
- Participation in Government Campaigns to generate awareness on important issues.
- Organising “Aadhar Card” camp for the students, parents and people of the neighbouring areas.
- To send proposal for National Seminar on interdisciplinary topic.
- Organise “Alumni Meet”
- To starts Shikshak Abhibhavak Yojana in college.
- Organising certificate courses for Skill Development.
- Enhance activities of Self Employment Cell.

- Organize “Anand Mela” in the college to develop managerial skills and entrepreneur qualities in students.
- Enhancement of Career Counselling activities.

#### Decision Implemented

- Proper implementation of Academic programme.
- Expert lectures organized.
- Workshop on “Win English”, “Stress Management” and “Human Rights” organized.
- Power Point Presentations and tutorials organized.
- Extension Activities conducted in Chingrajpara.
- Health check-up, Blood group test of students done.
- Participation of students in Government campaigns under SVEEP Programme and Swachchh Bharat Abhiyan.
- Proposal send to UGC for National Seminar on “Conservation of Environment, the Need of the Hour.
- Anand Mela organised.
- Visit to ITI organized for career guidance.
- Certificate course in “Self Grooming” and “Food Preservation” organised.
- Alumni Meet organized.
- “Shikshak Abhibhavak Yojana” started.
- Enhanced participation in seminars/conferences and more published work.

- Our students will participate in open campus placement organized at C.V. Raman University, Bilaspur by Infosys.

**c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

Yes, the IQAC has external members in it and they are from Administrative posts and external experts. They give valuable suggestion regarding enhancement of quality in all activities of college. A Register is maintained for IQAC meeting.

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

The Alumni of the college includes academicians and ex-students. Their opinions are invited and incorporated in the activities of the college.

**e) How does the IQAC communicate and engage staff from different constitutions of the institution?**

The IQAC includes the Heads of different departments as its members. Infact they are a part of the important decision taken in the meetings of IQAC, thus they ensure its implementation.

**6.5.2 Does the institute have an integral framework for quality assurance of the academic and administrative activities? If yes details on its operationalization.**

Principal is always vigilant in monitoring regularity of the classes, teaching, and availability of books. She ensures use of modern technology in teaching, co-curricular & extracurricular activities organized in the college. Interdisciplinary

approach of the study is encouraged. Knowledge management is improvised by providing facilities in the form of books and internet, at free of cost. Thus generating global competence and updating knowledge of faculties as well as students. Extension programme is an integral part of the academic activities.

The Principal is assisted in her endeavours by different committees formed for conduction of different activities in the college. The IQAC and Academic Audit committee, IA Committee assists Principal in ensuring quality assurance of the academic and administrative activities.

**6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If yes, give details enumerating its impact.**

As the teaching faculty in our college is quite senior, they are not much in need of training. However mutual discussions and interactive sessions take place among the teaching fraternity over quality assurance procedures.

**6.5.4 Does the institution undertake Academic audit or other external review of the academic provisions? If yes, how are the outcomes used to improve the institutional activities.**

College has academic audit committee to monitor teaching and learning process which comprises of a senior professor as convener and two/three senior members of the college.

**6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

The decisions of the IQAC regarding infrastructure needs like enhancement of facilities in college is communicated to external agencies like PWD.

**6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give detail of its structure, methodologies of operations and outcome?**

The Head of the Institution continuously monitors the teaching learning process. The teachers are required to maintain records in their daily diary along with the systematic division of syllabus on month wise basis. The Principal randomly checks the daily diary of the faculty and then verifies it with the students to ensure that the entry in the daily diary is at par with the lectures engaged. The Academic Audit Committee also assists the Principal in her quality assurance measures. Written feedback as well as verbal feedback is gathered from the students. They are free to put their complaints in the Complaint Box.

The Principal assess the need of the students before starting any course in the college. In this connection discussions are done with the senior members of the staff and also with Janbhagidari Committee. After that the proposal is sent to Dept. of Higher Education for permission. The University conducts inspection through external committee before granting affiliation to that course.

The performance of the students is also monitored by their results in IA exams, Unit tests and interactions held in the class. This helps us to identify weak and advanced learners and then suitable strategy is planned for them. Counselling, free of cost, is given to the students.

Besides this participation of students in extension activities and other activities of the college also give us an idea about their performance and attitude towards the activities conducted. A word of praise is given to active participants and advice is

given to the inactive students. Interaction with the parents also gives us an idea about the development of the student.

**6.5.7 How does the institute communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The college communicates its quality assurance policy to various internal and external stakeholders through meetings with alumni, Janbhagidari and Parents. The policy of the college is also published in the brochure and is available on website. During Annual Function of the college, the Principal presents a report of all the activities of the college and in this manner the audience is informed about the policy and achievements of the college in that particular session.

## **CRITERION–VII: INNOVATION AND BEST PRACTICES**

### **7.1 Environment Consciousness**

#### **7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?**

The college has a committee, “Environment and cleanliness Committee” which monitors the environmental issues of the college. As our boundary wall is in the process of construction, we maintain a garden inside the college building using earthen pots. A special programme “Let us make our campus green” was conducted for the first year students of all faculties. In this two student had to plant a medicinal plant or a flower plant in an earthen pot and nurture it for three years. This programme was made a part of their project work. The entire activity aims at generating environmental awareness and feeling of bonding with nature among the students.

The college has been declared as a “No Plastic Zone”. The Principal, staff and students took an oath, “Say No To Plastic” organized by popular daily “Dainik Bhasker”. The students also offered to provide cloth bags at a simple prize of Rs. 01(One) only to motivate use of cloth bags.

#### **7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?**

- **Energy conservation**

- A proposal for installation of Solar Energy Plant is sent to UGC for approval. The proposal was designed with guidance from CREDA (Chhattisgarh State Renewable Energy Development Agency) Dept. of Energy, Government of Chhattisgarh. A proper survey was done by CREDA for same and the college requested to provide subsidy as per Central/State Government rules. Thereby a proposal for installation of solar plant amounting to Rs. 8.58 lakhs has been received from CREDA. The subsidy amount will be Rs. 1.60 Lakhs. This will be a positive effort by us to tap alternative energy source.



- The faculty coming from the same locality or common routes generally share vehicles to reduce diesel/Petrol consumption. The students are also motivated to either come on cycles or share vehicles.
- Door to door contact was made by the volunteers of N.S.S. in the nearby areas and besides generating awareness on saving LPG and energy conservation. Handouts were also distributed to the people residing in these areas.

- **Use of renewable energy**

Proposal for solar energy is submitted to U.G.C.

- **Water harvesting**

Most of our faculty members have participated in the National Workshop on Water Harvesting and soon a proposal for the same will be sent to the concerned department.

- **Check dam construction**

Our students and staff had participated in check dam construction at River Arpa.

- **Efforts for Carbon neutrality**

The paper waste is not burnt in the college but disposed off in systematic manner with help from Nagar Nigam.

- **Plantation**

It is done in the college through N.S.S. and “Let us make our campus green” Campaign by students of first year.

- **Hazardous waste management**

The dead leaves and biodegradable waste which was found in the college was used for filling the ground.

- Dustbins are kept at different places in the college particularly toilets to throw waste items and waste papers. This is later disposed off in a systematic manner.
- “No Litter Day” was organized in the college and on this day the girls cleaned the entire campus and disposed off the waste in a systematic manner.
- The Principal, staff and students took oath under “Swachh Bharat Abhiyan” to keep the campus clean. The entire collegiate staff along with the Principal and the students cleaned the college campus and the process continues now also.
- The students took the responsibility on themselves to make the people in the nearby bastis and areas aware of Central Government’s mission of “Clean India” and organized a rally for the same.

- **e-waste management**

Awareness is provided to students and an expert comes to collect it for recycling.

## **7.2 Innovations**

### **7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

The innovations which have been introduced by the college to create a positive impact on the functioning of the college are:-

- PG course in Sociology and Economics has started in the college. We have also started Post Graduate Diploma in Computer Applications to promote interdisciplinary approach from students of all programmes. This course also fulfills our aim of making students computer literate.
- Innovative teaching techniques like Smart Boards and projectors are used for teaching the students.

- Internet facility is available in the computer labs, library and Principal's Chamber and it is used by faculty and students to enhance their teaching learning outcomes.
- Power Point Presentations are given in the college.
- Continuous assessment of the students is done by Internal Assessment Exams. The weak and the advanced learners are identified and suitable strategies are adopted for their benefit.
- "Orientation Programme" is organized for the new entrants to the college to bridge the gap between school and college education.
- Workshop on "Human Rights", "Stress Management" and "Win English" are organized in the college.
- Lectures by experts on different subjects were organized in the college.
- The teaching faculty of the college who is in BOS of University communicates the feedback of the students regarding curriculum to the university.
- Psychological tests are conducted by Psychology Department to assess academic stress, home environment, self-concept and vocational interest of the students.
- IQAC and Academic Audit Committee have been set up in the college. A committee also functions to promote research based activities.
- Feedbacks are obtained from the students, Alumni and Parents. They are analyzed by IQAC and needful action is taken.
- Alumni Association has been set up in the college. The ex-students of the college attend different functions and activities of the college and give suggestions.
- A "Complaint Box" is kept in the college and students are free to put their grievances in it.
- Student Mentor Scheme (Shikshak Abhibhavak Yojana) has started in the

college to strengthen the teacher student bonding.

- Self-Employment Cell and Swayam Siddha Unit functions to train students in skills which may assist students in their empowerment.
- Education visits are organized.
- Visit was organized to Mahila Industrial Training Center to provide students knowledge about different skills which they too can learn.
- Beautician course (short term) certificate course was conducted in college with help from Mahila ITI.
- Food Preservation Course is also organized in the college under Swayam Siddha Unit.
- Free counseling is provided to the students by faculty of Psychology.
- Regular Health Checkup camps are organized for the students by Red Cross.
- Visit to orphanage, Samprekshan Grih, Ujjawala Home, Old Age Home is organized for the students.
- Various programme on sensitizing issues like female foeticide, laws for women, gender issues, AIDS awareness and the like are organized in the college.
- The students have been involved in Blood Donation Camps organized in the college by NGOs and CIMS.
- To provide a broader horizon to the students they are motivated to participate in the literary activities organized in college premises by S.E.C.L.
- The students also participated in the Drama Competition organized by Khel and Yuva Kalyan Vibhag, Chhattisgarh Government.
- Morning Assembly is conducted in the college on every Monday. It starts with National Anthem and ends with National song.
- Value based lectures are organized for the students. They participate in the

competitions organized to inculcate human values.

- Students participate in different campaigns organized by Central/ State Government to fulfill their duties as ideal citizens. They participated in “Matdata Awareness Programme” under SVEEP programme of Government, “Swachchh Bharat Abhiyaan”, Communal Harmony Drive” and the like.
- Special facilities were provided to differently abled student from District Rehabilitation Centre.
- Lectures by eminent doctors were organized in village Bahtarai and nearby locality of Chingrajpara through extension activity. These activities make students aware of their social responsibility towards society that we live in.
- Facility of Inverter and Generator is available in the college to ensure regular supply of power. Water Purifier with R.O. facility and fifty litre storage capacity is provided in the college to ensure supply of safe drinking water for the students.
- In the center of the college building, we had an open area, it has been covered with white and blue sheets to provide a covered space to the students to organize their programmes.
- “Anand Mela” was organized in the college to develop managerial skills and entrepreneur skills in the students. The winning stall was provided with a running shield. The students donated the profit earned by them to provide for fees of any of their fellow students (poor).
- The students sold flag stickers depicting communal harmony and sent the amount to National Communal Harmony Centre, Delhi.
- Campus placements are organized for the students at other Institutions where there is offer for open campus.
- Tablets were provided to students to generate computer awareness under scheme of State Government.

### **7.3 Best Practices**

#### **7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.**

##### **Best Practices I**

##### **Title of the Practice :-**

“Regular Health checkup of the students”.

##### **Goal :-**

We firmly believe that woman is the backbone of her family thus, “Swastha Mahila – Swastha Parivaar” or “Healthy Female – Healthy Family”

##### **The Context :-**

The students who come to study in our college are generally from rural urban areas, areas where patriarchal system is dominant. In these families, the lady of the house generally comes last in the count be it food or any other facility. These are generally the groups who have very poor concept of sanitation, health and hygiene. In these families nutritious food is not even available for pregnant ladies. We observed that the health condition of most of the students was far below average and when we talked to them about their health issues, it seemed that even they are not worried about themselves. This was really alarming and was also a threat to the national goal of protecting females. We felt that it was our duty to make our girl students aware of their health, because if we educate one female on health issues, the entire family is benefitted by it. Besides this, in this belt of Chhattisgarh, the problem of sickle cell is very common and most of the students don't even know that what is meant by sickle cell, Hb count, anaemia and the like.

##### **The Practice**

Thus we started the system of organizing regular Health Checkup of the students, Blood Tests for Blood group determination and Hb% count. Besides these tests

regular health awareness programmes were also organized for them.

In the session 2010-11, health checkup of 170 students was organized; blood test for Hb% and blood group was organized for 88 students. Sickle Cell Test was also done. Counselling and medical advice was given to the students by doctors on health and hygiene issues. They were also provided information about cheap but nutritious food. Cards were given to them denoting their blood group and Hb status. Lectures by expert doctors on Swine Flu and Heart problems were also organized.

In the session 2011-12 again health checkup, blood group tests, sickle cell test was organized. Lectures and counselling on general problems of women was arranged. In this session one student of our college, Ku. Aarti Sahu also donated blood. In the session 2012-13 besides conducting all regular activities of Health Check-up, about 100 students of our college were taken to visit Red Ribbon Express. The girls also participated in Blood Donation Camp and donated 11 Unit of blood. In the session 2013-14 and in the current session all the activities were conducted. Besides this lectures by gynaecologist on female problems, female foeticide were also organized.

#### **Evidence of Success:-**

The girls have become vigilant towards their health. Some of the students have also donated blood. They have learned value of hygiene and sanitation. Best of all, we have helped the students in respecting themselves.

#### **Problems Encountered and Resources Required**

- It was difficult for us to change the mentality of the students.
- We have no funds, otherwise we could have provided nutritional food or health supplements to the students.

## **Best Practices II**

### **Title of the Practice:-**

“Nurture Culture” by organizing “Bhartiya Sanskriti Gyan Pariksha” in collaboration with Gayatri Teertha, Shanti Kunj, Haridwar.

### **Goal :-**

The goal of the college is to make our students aware of our culture, our rich heritage and inculcate universal human values such as peace, tolerance, non-violence, love, patriotism, social welfare and mutual respect among them.

### **The Context :-**

In the changing world scenario it is felt that the youth of today is blindly following west. They are slowly but gradually moving away from their own culture and human values. This may create a very dismal situation in future.

### **The Practice :-**

“Bhartiya Sanskriti Gyan Pariksha” is organized by Gayatri Teertha, Shanti Kunj, and Haridwar to make the upcoming generation aware of our cultural and moral values.

Before conduction of the exam, reading material is provided to the participants and on the basis of that written exam is conducted. In the session 2012-13, 66 students participated in this exam and in the session 2013-14 the number increased to 76 and in this session 88 students participated in this exam. The participants are provided with certificates and award is given to the best performer.

Besides this lectures by motivational speakers are also organized to link students with their culture and values. The girls are trained to “Treat People Right”, thus mutual respect for all is generated.



### **Evidence of Success**

The increase in the number of participants shows that the students want to be involved in activities like these. Besides this, we have also come to know that the students have become more respectful to their parents, friends and teachers. We can also visualize change in their behaviour. The senior students act as guardian to their juniors. Respect for all is seen in the behaviour of the students. Rash behaviour or harassment of any kind has never been reported in the college.

### **Problems Encountered and Resources Required:-**

In the beginning the girls were reluctant in giving exam in a topic which was not a part of their prescribed syllabus.

### **Contact Details:-**

<b>Name of the Principal</b>	:	Dr. Smt. Asha Kaushik
<b>Name of the Institution</b>	:	Govt. Mata Shabari Naveen Girls College Bilaspur (C.G.)
<b>City</b>	:	Bilaspur (C.G.)
<b>Pin Code</b>	:	495006
<b>Accredited Status</b>	:	Accredited in 2003 - B+
<b>Work</b>	:	
<b>Phone</b>	:	07752-240531
<b>Fax</b>	:	-
<b>Website</b>	:	<a href="http://www.gmsngcbasp.co.in">www.gmsngcbasp.co.in</a>
<b>E-mail</b>	:	<a href="mailto:gmsngc1989@gmail.com">gmsngc1989@gmail.com</a>
<b>Mobile</b>	:	9826316176

## **Evaluative Report of Arts Departments**

1. **Name of the department** - Arts.
2. **Year of Establishment** - 1989
3. **Names of Programmes / Courses offered (UG<sup>√</sup>, PG<sup>√</sup>, M.Phil., Ph.D., Masters; Integrated Ph.D., etc.)**
4. **Names of Interdisciplinary courses and the departments/units involved.** Nil
5. **Annual/ semester/choice based credit system (programme wise).** Annual
6. **Participation of the department in the courses offered by other departments.**  
Nil
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**
  1. Dr. Smt. S. Sinha, Asst Professor (History) – Counsellor in IGNOU and also provided Study Material for Bhoj Open University (M.P.)
  2. Dr. L.N. Dubey, Asst Professor (Economics)– Counsellor in IGNOU.
8. **Details of courses/programmes discontinued (if any) with reasons.** No
9. **Number of Teaching posts**

	<b>Sanctioned</b>	<b>Filled</b>
Professors	-	-
Associate Professors	-	-
Asst. Professors	08	08

**10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt./ Ph.D./M.Phil. etc.)**

Name	Qualification	Designation	Specialization	Teaching Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Smt. Naaz Benjamin	M.A. Ph.D	Professor	Indian parliamentary system	30 Years	Nil
Shri L.N.Dubey	M.A. M.Phil	Asst. Professor	-	30 Years	Nil
Dr. Archana Shukla	M.A. Ph.D	Asst. Professor	-	25 Years	04- G.G.U. 02- P.S.L.S. 01-
Dr. Arti singh Thakur	M.A. Ph.D	Asst. Professor	American Literature	25 Year	Nil
Shobha Mahiswar	M.H.SC	Asst. Professor	Child Development	24 Years	Nil
Dr. Shashikala Sinha	M.A. Ph.D	Asst. Professor	Modern Indian History	23 years including H.C. college, Ambikapur	Nil
Dr. R.K. Sachadav	M.A. Ph.D, L.L.B.	Asst. Professor	Bhakti Literature	20 Years	Nil
Ku. Lalita Sahu	M.A. M.Phil	Asst. Professor	Organization and managerial psychology	02 years	Nil

**11. List of senior visiting faculty.**

1. Sociology Department  
Dr. Manu Gauraha, Vikram University Ujjain (M.P.),
2. Economics Department  
Sourabh Panday, Bank of Baroda, Sharad kaushik, Chouksey Engineering College.
3. History Department  
Dr. B.K.Prasad] Bilasa Girls P.G. College Bilaspur, Date 12/12/2014
4. Home Science Department  
Smt. Pratibha Bajai, Govt Bilasa Girls P.G. College, Bilaspur
5. Hindi Department  
Dr. R.K. Tiwari, Ku. Manju Ballah, Shri P.K. Bhatt
6. English Department  
Dr. G.A. Ghanshyam- Asst. Professor , Govt College Surajpur  
Dr. Shrabani Chakravorty- Asst professor, Govt. J.P. Verma College, Bilaspur  
Mrs. Usha Iyengar – Faculty, ELTAI, Bilaspur Chapter

**12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty.**

Sociology	-	40%
English	-	Nil
Hindi	-	40%
Political Science	-	Nil
Economics	-	40%
History	-	Nil
Psychology	-	Nil
Home Science	-	Nil

13. **Student -Teacher Ratio (programme wise). 2013-14 - 20:1**

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled.**

<u>Technical</u>	Sanctioned	-	02
	Filled	-	02
<u>Administrative</u>	Sanctioned	-	02
	Filled	-	01

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D / MPhil / PG.**

Ph.D	-	05
M Phil	-	02
P.G.	-	01

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received.**

Home Science Department – Dr. Seema Mishra, Asst. Professor

17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received.**

Department Projects funds by U.G.C.

M.R.P Of Dr. Smt. Seema Mishra, Asst. Professor, Home Science

Letter No. – Ms – 100/201029/11-12/CRO, Date 01/12/2011

Amount to be received form UGC. Sectional Amount 1,40,000.00 Amount

Released by UGC. – 1,00,000.00,

18. **Research Centre /facility recognized by the University. NA**

19. **Publications:**

• a) Publication per faculty

1. Political Science	-	09 National, 01 International
2. Economics	-	15
3. English	-	01 National, 01 International
4. Sociology	-	12 National, ISBN-02
5. Home Science	-	02 National, 02 International

- |               |   |                               |
|---------------|---|-------------------------------|
| 6. History    | - | 10 National, 03 International |
| 7. Hindi      | - | 01 National                   |
| 8. Psychology | - | 02 National, 01 International |

- Number of papers published in peer reviewed journals (national / international) by faculty and students. **Yes, Publications in Inter Disciplinary, Reviewed, Refereed Research Journal**
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- Monographs - Nil
- Chapter in Books - 06
- Books Edited - Nil
- Books with ISBN/ISSN numbers with details of publishers - Publications are in Journals with ISSN Numbers.

### **Journals with ISSN Numbers**

S. No.	Name of Journals	ISSN	Publication
1	International Journal of innovative research and politician ( Society for innovative research and solution)	ISSN 2320-1932	Society for innovative research and solution, Chennai, Impact - 1.536
2	A Journal of Asia for Democracy and Development	ISSN 09733833	The Council peace, Development and Cultural Unity, Morena
3	Research Digest (Registered and refereed international research journal)	ISSN 973638	Parijat Extensiton Bilaspur
4	Educational Wave ( Interdisciplinary Reviewed refereed research journal)	ISSN 0975-8771	Shri Krishna printers Bilapur.
5	Research Zone	ISSN	Sai Baba Aadarsh

		975-8879	Mahavidyalaya Ambikapur
6	Shodh – Prakalp	ISSN 097-6459	Vaibhav Prakashan, Raipur
7	Chhattisgarh Vivek	ISSN 0972-9909	Vaibhav Prakashan, Raipur
8	Sunder Subhesh, (An international refereed research journal)	ISSN 0976-9552	Swami prakashak, Raipur
9	Nari Samvaad	ISSN 2229-368X	Nari trust kalinga, Apartment Ranchi
10	Naveen Samajik research Shodh (Registered and refereed National research journal)	ISSN 0975-4431	Bhopal
11	Shodha-sampeshan (International research journal)	ISSN 097-6459	Vaibhav Prakashan, Raipur
12	Educational waves (Interdisciplinary reviewed refereed research journal)	ISSN 975-8771	Shri Krishna Printers, Bilaspur
13	Vikas Sanskriti (National research journal)	ISSN 2231-5993	Swami Prakashan, Bilaspur

- Citation Index - Impact No 1.536
- SNIP
- SJR
- Impact factor
- h-index

20. **Areas of consultancy and income generated. Free Consultancy is provided by dept. of Psychology**

## 21. Faculty as members in.

### Sociology

Dr. Archana Shukla- member of Sociological Association  
Board of Studies – Member K.G. College Raigarh,  
Board of Studies – Member P.G. College Ambikapur.

### Political Science

Dr. Smt. Naaz Benjamin - University Board of Studies.

### Hindi

Dr. R.K. Sachdeo, Member in SECRT of C.G. School Education.

### Economics

Counselor IGNOU Prof. L.N.Dubey

### History

Dr. Smt. Shashikala Sinha, Central Board of Studies Raipur.  
Sarguja University Board of Studies Member

### English

Dr. Aarti Singh Thakur, Member,  
BOS – Bilaspur Vishwavidhyalaya And Central Board of Studies Raipur.  
Donor Member of ELTAI

- a) Editorial Boards – 1 Faculty Member is in the Editorial Board of International Journal, Kritika – ISSN:0974-0002.

## 22. Student projects.

- a) Percentage of students who have done in-house projects including inter departmental/programme

Psychology – Student doing subject project  
Environmental Science Students do project for Environmental Study

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies. **NA**



23. **Awards / Recognitions received by faculty and students.**

- Sociology - Dr. Smt. Archana Shukla – State
- Hindi - Dr. R.K. Sachadav – Appreciation Letter by Gayatri Pragya Peeth
- Economics - Pro. L.N. Dubey – Appreciation Letter by Gayatri Pragya Peeth
- Letter of appreciation – South Eastern Coal Fields Limited, Bilaspur to Dr. Aarti singh Thakur
- Letter of appreciation by M.K.B. College Jabalpur. to Dr. Aarti singh Thakur
- Letter of appreciation by Radha Bai College, Raipur to to Dr. Aarti singh Thakur

24. **List of eminent academicians and scientists / visitors to the department.**

- Home Science- 01 visitors for workshop stress management, Smt. Pratibha Bajpai Govt. Bilasa Girls P.G. College Bilaspur.
- Activity Board Workshop ‘Win English’ organized by department of English in Collaboration with ELTAI. – Four Experts were invited.
- Dr. R.K. Tiwari, Lecturer in Sanskrit
- Shri P.K. Bhatta – Trainer , IAS & Civil Judge Exam.
- Ku. Manjuu Ballah – Ex. Principal

25. **Seminars/ Conferences/Workshops organized & the source off-funding**

- UGC funded National seminar on “ Human Rights” was organized in the College in October 2008.
- Various workshops are organized at college level for Students.

- a) National - **Nil**
- b) International - **Nil**

26. **Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. I	88	85		F	69 = 80%
B.A. II	77	77		F	62 = 82%
B.A. III	39	39		F	39 = 100%

\*M = Male \*F = Female

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. I	100%	-	-
B.A. II	100%	-	-
B.A.III	100%	-	-

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?**

Girls appeared for TET exam conducted by state government and got placement as teachers and Shikshakarmi.

29. **Student progression**

Student progression	Against % enrolled
UG to PG , 2013-14 B.A. III 46	06 Hindi, 07 Sociology
70% of the left took admission in other colleges	

PG to M.Phil.	-
PG to Ph.D.	One students of English Literature is doing Ph.D from C.V.Raman University, Bilaspur
Ph.D. to Post-Doctoral	N/A
<b>Employed</b> • Campus selection • Other than campus recruitment	N/A
Entrepreneurship/Self-employment	05 Students engaged in Self-employment

### 30. Details of Infrastructural facilities

- a) Library- Yes, good number of books and journals are in the Library.
- b) Internet facilities for Staff & Students - Yes
- c) Class rooms with ICT facility - Yes, We arrange for same with the help of Projector and CPU.
- d) Laboratories - **02 Lab For Computer Science**  
**01 Lab for Home Science**  
**01 Lab for Psychology**

### 31. Number of students receiving financial assistance from college, university, government or other agencies.

Students receiving Govt. Scholarship, Book bank for – S.C./S.T. Student - 60%  
Receiving financial Support – 60%

**32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts.**

1. E. Class , Frequent seminars, quiz programme.
2. Workshop organized by Home science department for enrichment of faculty and students which provides them an opportunity to interact and exchange views with the scholars of the discipline
3. National voter day
4. Sanskrit week

**33. Teaching methods adopted to improve student learning.**

Group Discussion, questioning, class test, group learning, seminar, classroom presentation, Assignments, guest lecture, ref. books, notes on difficult topics, Project, study material, demonstration, practical

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities.**

- I. N.S.S.
- II. Voter Awareness Programme
- III. Save energy, save water
- IV. Door to Door contact
- V. Say no to plastic , anand mela, plantation
- VI. Blood donation camp
- VII. AIDS rally, AIDS awereness programme
- VIII. Red Ribbon express, Red Cross (Student involve)
- IX. Faculty paid admission fee of poor student

**35. SWOC analysis of the department and Future plans.**

Strength –

- Functional and regularly updated department for student.
- regular classes with help of discussion, classroom presentation, class tests and problem solving
- facilities like smart board, Projectors and Computers are available

- Students get valuable opportunities through earn while you learn, N.S.S. Red cross, Library, teaching and learning method classroom assessments, quiz contest

Weakness-

- poor financial educational background of the student

Opportunity-

- To organize more Research Activities

Challenge

- Students from poor financial background.

## **Evaluative Report of Computer Science Department**

1. Name of the Department- Computer Science
2. Year of establishment- 2003-04
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
  - a. U.G. - B.C.A.
  - b. Diploma Course- PGDCA
4. Interdisciplinary courses and departments involved  
Nil
5. Annual/ semester/choice based credit system
  - a. U.G. - B.C.A. ( Annual System)
  - b. Diploma Course- PGDCA ( Annual System)
6. Participation of the department in the courses offered by other departments  
Nil
7. Courses in collaboration with other university, foreign institutions etc-  
Nil
8. Details of courses/ programmes discontinued ( if any ) with reasons-  
Nil
9. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

<b>Name of the Post</b>	<b>Sanctioned</b>	<b>Filled (Through Janbhagidari )</b>
Professor	Nil	Nil
Associate Professors	Nil	03
Asst. Professors	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization (D.Sc./D.Litt./Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of experience	No. of Ph.D. students guided in the last 4 years
1.Mrs Niyati Bajpai	MCA, MPhil	Asstt Professor, Janbhagidari	Computer science	10 Years	Nil
2.Mrs Juhi Palia	MCA, MPhil	Asstt Professor, Janbhagidari	Computer science	02 Years	Nil
3.Ms Aditi Chauhan	MCA,	Asstt Professor, Janbhagidari	Computer science	01 Years	Nil
4.Ms Jyoti Kankarwar	MCA,	Asstt Professor, Janbhagidari	Computer science	02 Years	Nil

11. List of senior visiting faculty-

As the department is offering only UG and diploma course, thus the students of this small department are attending the academic functions organized by the College as a whole.

12. Percentage of lectures delivered and practical classes handled ( programme wise) by temporary faculty- Lectures and practical in the computer science department are 100 % taken by the temporary teachers.

13. Student teacher Ratio-

BCA-21:1

PGDCA-20:1

14. No of Academic support staff –

Technical Staff (Sanctioned -1, Filled -1)

Administrative Staff- ( Sanctioned -1, Filled-1)

15. Qualification of teaching faculty with DST/ Ditt/ PhD / MPil / PG

Two faculty members are MPil, two are Post graduate.

16. Number of faculty with ongoing projects from a) National b) International Funding agencies and grants received -Nil

17. Departmental Projects funded by DST-FIST,UGC,DBT,ICSSR,etc and total grants received-Nil

18. Research Centre / facility organized by the university- Nil

19. Publications

Publications per faculty- Nil

Number of publications in peer reviewed journals ( national / international ) by faculty and students—Nil

Number of publications listed in International databse ( For eg- Web of Science, Scopus, Humanities International Complete, Dare database –International Social sciences Directory, EBSCO Host etc) – Nil

Monographs- Nil

Chapter in Books- Nil

Books edited- Nil

Books with ISBN/ ISSN numbers with details pf publishers-Nil

Citation Index- Nil

SNIP-Nil

SJR-Nil



Impact factor- Nil

h-index- Nil

20. Areas of consultancy and income generated- Free consultancy and demo-practical classes are provided to the students/Teachers as per their needs.
21. Faculty in members in-
  - a) National committees- Nil
  - b) International committees- Nil
  - c) Editorial boards -Nil
22. Students projects - Nil
  - a) Percentage of students who have done in-house projects including interdepartmental/ Programme-Nil
  - b) Percentage of students placed for projects in organizations outside the instructions i e Research laboratories / Industry/ other agencies- Nil
23. Awards / Recognitions received by the faculty and students- Nil
24. List of eminent academicians and scientists / visitors to the department- The lectures given on personality development by esteemed visitors , workshop on Human Rights and “ WIN ENGLISH” by guest speakers are attended by the students here. Girls participate in all the activities held in the college.
25. Seminars/ Conferences/Workshops organized and the source of funding –
 

national – UGC sponsored National Seminar on Human Rights was organized by the college and the departmental students actively participated in it.

international- Nil

## 26. Student profile course-wise:

Name of the course / programme	Applications received	selected	Enrolled		Pass Percentage
			M	F	
BCA-2010-11	112	104		104	95%
2011-12	103	98		98	99%
2012-13	104	88		88	94%
2013-14	72	66		66	95%
PGDCA-2013-14	25	20		20	100%

## 27. Diversity of students

Name of the Course	% of students from the State	% of students from other States	% of students from other countries
BCA	99%	01%	--

## 28. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?

After clearing BCA from here, the students have taken admission in MCA in other universities and they have been placed in reputed companies as Infosys and Amdocs.

## 29. Student progression-

<b>Student progression</b>	<b>Percentage against enrolled</b>
UG to PG	100%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed	
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	
Entrepreneurship/ Self- employed	5

As we have only graduation course for the students, thus the students have taken admission in MCA and MSC in Computer Science in other Institutes.

- As the girls do PG From other Institutions, we do not have specific data but to the best of our knowledge about 70% of the student are employed.

### 30. Present details about infrastructural facilities

- a) Library -Enough books are available in the Central Library for reference , also personals books are also provided by the teachers.
- b) Internet facilities for staff and students- Available for students and staff
- c) Total number of class rooms -Class rooms with ICT facilities as Smart boards , Projectors are available for teachings.
- d) Class rooms with ICT facility - 12 computers with ICT facilities are available for the students .
- e) Students' laboratories Two labs with all necessaries facilities are available.

-

### 31. Number of students of the department receiving financial assistance from College./

university / government / other agencies-

BCA Students-

Session -2010-11		2011-12	2012-13	2013-14	2014-15
ST	05	01	02	02	04
SC	01	03	01	10	17
OBC	27	14	25	30	27
Total	33	18	28	42	49

32. Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.

- The academic gatherings organized by the college are also actively participated by the students , Stress Management is one that helps students to cope up with the stress of studies and other dimensions of life.

33. Teaching methods adopted by the faculty to improve students learning-

Lecture method, question- answer, group discussion, Use of Black Board

Smart boards, projectors and interactive lectures are included in teachings for active teaching-learning. Lecture method, question- answer, group discussion, Use of Black Board

is routinely done.

34. Participation in Institutional Social Responsibility ( ISR) and Extension activities-

An educational trip was organized by the Career and counseling cell of the college , the students have been taken to the Women IIT , Bilaspur for their skill development related exposure. The students have also participated in various extension activities organized by the college.

35. SWOT Analysis of the departments and other future plans-

#### **Strength**

- Disciplined Faculty
- Highly Educated Faculty
- Subject specialization

- Research & Creative attitude of teacher
- Punctuality, Planned Result Oriented Working
- Affordable fees structure
- Student centric teaching-learning

**Weaknesses**

- Lack of funds for researches

**Opportunities**

- To organize more research based activity

**Challenges**

- To encourage students for research
- Guidance for Net/Slet and competitive exams
- Job Opportunities
- Permanent faculty

**36. Future plans of the department.**

- To organize national /inter national level seminar and workshop
- Upgrading computer labs with new and latest software
- Enhancement of facilities in departmental labs

## **Evaluative Report of Commerce Department**

1. **Name of the department** - Commerce

2. **Year of Establishment** - 2002

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Masters; Integrated Ph.D., etc.)**

U.G. B.Com - 2002

4. **Names of Interdisciplinary courses and the departments/units involved.** Nil

5. **Annual/ semester/choice based credit system (programme wise).**

U.G. Annual system

6. **Participation of the department in the courses offered by other departments.**

Nil

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**

Nil

8. **Details of courses/programmes discontinued (if any) with reasons.**

Nil

9. **Number of Teaching posts**

	<b>Sanctioned</b>	<b>Filled</b>
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	01

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Deepak Kumar Shukla	M.Com M.Phil, PhD	Asst. Professor	Accounting	U.G. 28 P.G. 15	Nil

11. **List of senior visiting faculty.** Dr. Sudhir Sharma, (HOD Faculty of Commerce P.G. Department Govt. J.P. Verma P.G. College Bilaspur)
12. **Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty.** 40%
13. **Student -Teacher Ratio (programme wise).** U.G. - 35:1
14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled.** NIL
15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D / MPhil / PG.**  
MPhil./Ph.D.
16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received.**  
Proposal to be send to UGC for Minor Research project – 01 in process
17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received.** NIL
18. **Research Centre /facility recognized by the University.** NiL
19. **Publications:**
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students.

**01.Paper published - 03**

## 02. paper accepted for publication – 04

- \* Number of publications listed in International Database (For  
Eg: Web of Science, Scopus, Humanities International Complete,  
Dare Database - International Social Sciences Directory, EBSCO host,  
etc.) NiL
- \* Monographs - NiL
- \* Chapter in Books - NiL
- \* Books Edited - NiL
- \* Books with ISBN/ISSN numbers with details of publishers- 03
- \* Citation Index - NiL
- \* SNIP - NiL
- \* SJR - NiL
- \* Impact factor - NiL
- \* h-index - NiL

20. **Areas of consultancy and income generated.** Free Consultancy is offered to staff members on the issues pertaining to taxes and also to students who want to be entrepreneur

21. **Faculty as members in.** - NiL

a) National committees b) International Committees c) Editorial Boards

22. **Student projects.**

a) Percentage of students who have done in-house projects including inter departmental/programme – B.Com Part I students do project work in environmental science.

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies. NiL

23. **Awards / Recognitions received by faculty and students.**

Best Teacher Award 2009

24. **List of eminent academicians and scientists / visitors to the department**

Nil



25. Seminars/ Conferences/Workshops organized & the source of funding

The students participate in workshops organized in the college in totality  
(at college level)

a) National - Nil

b) International - Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Com I,II,III					
2010-11	65	54	-	54	89%
2011-12	62	53	-	53	70%
2012-13	79	77	-	77	97%
2013-14	122	116	-	116	88%

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
<b>B.com I</b>	<b>100%</b>	-	-
<b>B.Com II</b>	<b>100%</b>	-	-
<b>B.Com III</b>	<b>100%</b>	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

The Students qualified in the TET and Shiksha Karmi Exam organized by State Government.

29. Student progression

<b>Student progression</b>	<b>Against % enrolled</b>
UG to PG	70%
UG to B.ed course	20%
UG to P.G.D.C.A.	10%
Ph.D. to Post-Doctoral	
<b>Employed</b> <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus</li> </ul>	
Entrepreneurship/Self-employment	02

30. **Details of Infrastructural facilities**

- a) Library- Yes, through Central Library
- b) Internet facilities for Staff & Students - Yes, through Library
- c) Class rooms with ICT facility - Yes, We arrange for same with the help of Projector and CPU.
- d) Laboratories - **Nil**

31. **Number of students receiving financial assistance from college, university, government or other agencies.**

Government Scholarship provided

32. **Details on student enrichment programmes (special lectures / workshops seminar) with external experts.**

- 1- Special Lecture - organized by department, subject expert Dr. Sudhir Sharma, (HOD Faculty of Commerce P.G. Department Govt. J.P. Verma P.G. College Bilaspur), Date 05/12/2014

33. **Teaching methods adopted to improve student learning.**

Class room lecture, (black board method), group discussion, books provided, quiz, and smart boards with projector

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities.**

- 1- C.G. Election Commission – voter awareness programme
- 2- Swachh Bharat Abhiyaan
- 3- Save culture, respect woman

35. **SWOC analysis of the department and Future plans.**

**Strength** – Strong teacher – student relationship  
Group discussion and others class room programme  
Regularity and strong punctuality.  
Interactive Learning through use of Smart Board and PPT.

**Weakness** – Need of more Teaching staff.

**Opportunity** – To organize national level seminar, workshop

**Challenge** – Economically deprived background of students.

### **Evaluative Report of Sociology Department**

1. Name of the department - **Sociology**
2. Year of Establishment - **2013-14**
3. Names of Programmes / Courses offered (UG, PG<sup>√</sup>, M.Phil., Ph.D., Masters; Integrated Ph.D., etc.)
4. Names of Interdisciplinary courses and the departments/units involved. **Nil**
5. Annual/ semester/choice based credit system (programme wise). **Annual**
6. Participation of the department in the courses offered by other departments. **No**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. **NO**
8. Details of courses/programmes discontinued (if any) with reasons. **No**

## 9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	01

## 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Sharda Dubey	M.A. PhD	Asst. Professor		21 Years	-
Dr. M.D. Swankar	M.A. PhD	Asst. Professor		21 Years	-
Dr. Archana Shukla	M.A. PhD	Asst. Professor		25 Years	04, B.U. 02, S.L.S.U., Awarded 01, Dr. C.V.Raman,

11. List of senior visiting faculty. **Nil**12. Percentage of lectures delivered and practical classes handled(programme wise)  
by temporary faculty. **2013-14 - 1:60%. 1:40%, 2014-15 – 1:70, 1:30**

13. Student -Teacher Ratio (programme wise). **2013-14 M.A. 07, 1:4, 1:3**
14. Number of academic support staff (technical) and administrative staff, sanctioned and filled. N/A
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D <sup>√</sup>/ MPhil / PG.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received. **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received. **Nil**
18. Research Centre /facility recognized by the University. **No**
19. Publications:
 

Books with ISBN/ISSN

Educational Waves - Oct. To Dec. 2010,

ISSN 0975-8770 - Publication- Shri Krishna Printers, Nehru Nager, Bilaspur (C.G.)

Educational Waves - Apr. To June. 2010, Mahilao men badta Gharelu Hinsa ka kahar

Educational Waves - Apr. to June 2012, Shri Krishna Printers, Nehru Nager, Bilaspur (C.G.)

Educational Waves - Oct. To Dec. 2013, Balshram : Bachpan se Door Publication -

Shri Krishna Printers, Nehru Nager, Bilaspur (C.G.)

Educational Waves - July to Sep. 2014, Shri Krishna Printers, Nehru Nager, Bilaspur (C.G.)

Naari Samwaad - ISSN – 2229-368x – Ladki ki chah kyo nahi?

Chaumasa-June 2014 Lok sanskriti aur bhartiya samaaj ISSN-2249-5479

Educational Waves - July.to Sep. 2014, Bhagaai hui nariyaa bhartiya samaaj aur bhart sarkar Shri Krishna Printers, Nehru Nager, Bilaspur (C.G.)

Book -

ISBN – 978-93-80296-04-3 - 2010,Publisher Aman Prakashan Sagar

ISBN – 978-81-8435-374-4 - 2013,Adhyaan Publishers and distributers, New Delhi

- \* a) Publication per faculty- We have only one faculty.
- \* Number of papers published in peer reviewed journals (national / international) by faculty and students. **Yes**
- \* Number of publications listed in International Database (For  
Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- \* Monographs - Nil
- \* Chapter in Books- **06 (Sharda Dubey)**
- \* Books Edited- Nil
- \* Books with ISBN/ISSN numbers with details of publishers- Nil
- \* Citation Index- Nil
- \* SNIP- Nil

- \* SJR- Nil
- \* Impact factor- Nil
- \* h-index - Nil

20. Areas of consultancy and income generated. **Free Counseling**

21. Faculty as members in.

Dr. Sharda Dubey, Indira Gandhi Open University Counsellor

Dr. Archna Shukla, B.O.S. K.G.P.G. College Raigarh. Member

Dr. Archna Shukla, B.O.S.Gov. P.G.College, Ambikapur. Member

b) National committees b) International Committees c)

c) Editorial Boards - Dr. Sharda Dubey is member in the Editorial Board of Kritika, International Journal.

22. Student projects. **2013-14 M.A. Pre. 07**

a) Percentage of students who have done in-house projects including inter departmental/programme – 100%.

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies. **NA**

23. Awards / Recognitions received by faculty and students.

Dr. Archna Shukla, Ambedkar Award. Jun. 2013 (State)

24. List of eminent academicians and scientists / visitors to the department

2013-14, Nil



2014-15, Dr. Manu Gouraha, Vikram University, Ujjain, M.P.

25. Seminars/ Conferences/Workshops organized & the source offunding a)

National - Nil

b) International- Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2013-14, M.A. Pre Sociology	07	07	-	7	100%

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
M.A.	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? N/A

## 29. Student progression

<b>Student progression</b>	<b>Against % enrolled</b>
UG to PG√	2013-14 - $7/42 = 17\%$
PG to M.Phil.	N/A
PG to Ph.D.	N/A
Ph.D. to Post-Doctoral	N/A
<b>Employed</b>	N/A
• Campus selection	
Entrepreneurship/Self-employment	N/A

## 30. Details of Infrastructural facilities

- a) Library- Through Central Library
- b) Internet facilities for Staff & Students - Through Central Library
- c) Class rooms with ICT facility - Yes, We arrange for same with the help of Projector and CPU.
- d) Laboratories - N/A

31. Number of students receiving financial assistance from college, university, government or other agencies. **Nil**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts. **Nil**

33. Teaching methods adopted to improve student learning.

**Yes – Group Discussion, Test**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities.

**Yes – Matra Chaya, Adhar Card**

35. SWOC analysis of the department and Future plans.

**Strength** – Dedicated Teaching Staff.

**Weakness** – Requirement of more Teaching Staff.

**Opportunity** – To organize more research activities.

**Challenge** – Students from poor economic background.

### **Evaluative Report of Hindi Department**

1. **Name of the department** - Hindi
2. **Year of Establishment** - 2006-07
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Masters; Integrated Ph.D., etc.)**  
  
P.G. in Hindi
4. **Names of Interdisciplinary courses and the departments/units involved.** Nil
5. **Annual/ semester/choice based credit system (programme wise).**  
  
Annual exam system
6. **Participation of the department in the courses offered by other departments.**  
  
Nil
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**  
  
Nil
8. **Details of courses/programmes discontinued (if any) with reasons.**  
  
Nil
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. RajKumar Sachdev	M.A. PhD, LLB	Asst. Professor	Bhakti Literature	20	Nil

11. List of senior visiting faculty. Nil
12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty. 40%
13. Student -Teacher Ratio (programme wise). 1:7
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled. NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D / MPhil / PG.  
Ph.D.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received.  
NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received. NIL
18. Research Centre /facility recognized by the University. No
19. Publications:
- \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students.

<b>03. national Journals</b>	-	<b>01</b>
<b>04. International Journals</b>	-	<b>NiL</b>

- \* Number of publications listed in International Database (For  
Eg: Web of Science, Scopus, Humanities International Complete,  
Dare Database - International Social Sciences Directory, EBSCO host,  
etc.) NiL
- \* Monographs - NiL
- \* Chapter in Books - NiL
- \* Books Edited - NiL
- \* Books with ISBN/ISSN numbers with details of publishers- NiL
- \* Citation Index - NiL
- \* SNIP - NiL
- \* SJR - NiL
- \* Impact factor - NiL
- \* h-index - NiL

20. **Areas of consultancy and income generated.** Free Consultancy to students on activities pertaining to social responsibility
21. **Faculty as members in.**  
 d) National committees b) International Committees c)  
 e) Editorial Boards – SCERT – Member of Shiksha Sthai samiti
22. **Student projects.**  
 a) Percentage of students who have done in-house projects including inter departmental/programme – 100%.  
 Student projects done in house – 100%  
 b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies. **NA**

23. **Awards / Recognitions received by faculty and students.**

**Students**

- 1- Voter student awareness programme essay writing - I District level
- 2- Slogan writing District level I
- 3- Nukkad Natak District level – I

**Faculty**

- 1- Gayatri pariwar - Appreciation letter for Conduct of Sanskriti Gyan Pariksha.

24. **List of eminent academicians and scientists / visitors to the department**

Manju Ballah - Ex. Principal – Karnal Academy Bilaspur

25. **Seminars/ Conferences/Workshops organized & the source offunding a)**

National - **Nil**

b) International- **Nil**

26. **Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
P.G. Hindi					
M.A. Pre. 2011-12	05	05		05	100%
M.A. Pre.+Final 2012-13	08+05	13		13	100%
M.A. Pre.+Final 2013-14	12	12	-	12	92%

\*M = Male \*F = Female

27. **Diversity of Students**

<b>Name of the Course</b>	<b>% of students from the same state</b>	<b>% of students from other States</b>	<b>% of students from abroad</b>
<b>P.G. Hindi</b>	<b>100%</b>	<b>-</b>	<b>-</b>

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. ?

Pre on Entrance Exam of B.Ed Cleared 06 student, 01 TAT

29. **Student progression**

<b>Student progression</b>	<b>Against % enrolled</b>
UG to PG 2012-13 2013-14	20% 35%
PG to B.Ed course	75%
UG to P.G.D.C.A.	10%
Ph.D. to Post-Doctoral	
<b>Employed</b> • Campus selection • Other than campus	
Entrepreneurship/Self-employment	01

30. **Details of Infrastructural facilities**

- Library- Yes Through Central Library
- Internet facilities for Staff & Students - Yes Through Library
- Class rooms with ICT facility - Yes, We arrange for same with the help of Projector and CPU



d) Laboratories - NiL

31. **Number of students receiving financial assistance from college, university, government or other agencies.**

Government Scholarship provided

32. **Details on student enrichment programmes (special lectures / workshops seminar) with external experts.**

Spl. Lectures for reg. and Private Students - Project work in lok sahitya and patrakarita prashikhan.

- 2- Special Lecture - organized by department, subject expert Dr. Manoj Pandey, (Associate professor Rast Sant Tukdo gi Mahraj University Nagpur )
- 3- patrakarita prashikhan – Reporter of Dainik Haribhoomi Samachar patra – Shukla

33. **Teaching methods adopted to improve student learning.**

Class room lecture, (black board method), group discussion, not books provided, quiz, and provided Books, Ready notes to ref. Books, Interview, Report of Festivals

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities.**

- 4- C.G. Election Commission – voter awareness programme
- 5- Save water and energy programme
- 6- Save culture woman respect

35. **SWOC analysis of the department and Future plans.**

**Strength** – Strong teacher – student relationship with in teaching.  
Group discussion and others class room programme  
Regularity and strong punctuality

**Weakness** – Need of more Teaching staff

**Opportunity** – To organize national level seminar, workshop

send proposal for MRP

**Challenge** – Student start working in schools after UG to support the family. Some Students also get married.

### **Future plans**

- 1- National Level workshop in patrakarita .
- 2- Spl. Lecture of Famous writer off Hindi, Chhattigarhi Language.
- 3- Motivation for uses of internet, Social Media .
- 4- visit to Historical place of C.G.

## Post Accreditation Initiatives

- The College has shifted to its own permanent building.
- BCA, B.COM, PGDCA, MA in Hindi Literature, Sociology and Economics has started in the college.
- We have two computer laboratories with Internet Connections for the benefit of students and staff.
- Library facilities have been enhanced in terms of space, volumes and allotment of funds.
- A Hostel for girls is in the process of construction from UGC fund and State Government Fund.
- Inflibnet facility was available in the college. The renewal of it is in process.
- Gymnasium facilities have been created in the college.
- Staff is granted Duty Leave to participate and present papers in international and national seminars, conferences, and workshops. All the faculty members have participated in research related activities.
- Four members of the teaching staff have been awarded with Ph. Degree in the last four years.
- Two members of the teaching faculty are members of BOS of University, two are members of Central Board of Studies and one is member of BOS of Autonomous College.
- There has been a signification increase in research publications.
- IQAC has been formed in the college to monitor teaching learning activities.
- Feedback system has started in the college.

- We have Smart Boards, Projectors and Computers to facilitate innovative teaching.
- Many student centric activities leading to their overall holistic development of personality are organised in the college.
- Short term certificate courses have been started in the college.
- We have Generator and Inverters to ensure continuous power supply.
- Three members of our teaching staff have become research supervisions for award of Ph.D degree.
- Orientation Programme is organised for the new entrants.
- Various tests are conducted by Psychology Department to assess Academic Stress Level, Home Environment and the like for the students.
- We have well equipped laboratories for Home-Science and Psychology Department.
- A separate cell for SC/ST students has been created in the college.
- Mentorship to students is provided under “Shikshak Abhibhavak Youjana”.
- National Seminar on “Human Rights with Relevance to Marginalised” was organised in the college in 2008 in which we had about 250 participants.
- Participation of students in extension activities is ensured to make them aware of their social responsibility.
- Self Employment Cell and Swayam Siddha Unit function to train students in skills.
- Anand Mela was organized in the college to develop managerial skills and entrepreneurship.
- Campus placement facility is provided to students in Open Campus placements at other University.

- Active participation of students in "Election Drive" under SVEEP programme of Government, Swachh Bharat Abhiyaan, communal harmony programme and the like.
- Meetings of Alumni are organized .
- Various activities like "No Litter Day", "Let us make our campus green", "Say no to plastic" are organized in the college.

3

UNIVERSITY GRANTS COMMISSION  
 UNIVERSITY STATION LAFAYETTE  
 NEW DELHI-110002.

No. F.8-48/91 ( GP-I )

February, 1994

The Registrar  
 Govt. Graduate University  
 Bilaspur-495005 ( M.P. ).

Sub: List of Colleges prepared under Section 2 (f) of the  
 UGC Act, 1956-Inclusion of New Colleges.

Sir, I am directed to refer to your letter No. 3379/Day/2  
 (2)/91 dated 7th September, 1991 on the above subject and  
 to say that the name of the following college has been  
 included in the above list under Govt. College Teaching  
 upto Bachelor's Degree :-

Name of the College	Year of Est. Bkms	Remarks
Govt. Navin Girls College, Bilaspur ( M.P. ). ( Est. A Dabey )	1986	The college is eligible to receive central assistance in terms of the rules framed under section 18-B of the UGC Act, 1956.

Yours faithfully,

*(Signature)*  
 ( R. L. SINGH )  
 Deputy Secretary

Copy forwarded to :-

1. The Principal, Govt. Navin Girls College, Bilaspur M.P.
2. The Secretary, Govt. of India, Ministry of Human Resource  
Development ( Deptt. of Education, 214 Section) New Delhi.
3. All Office Sections in the UGC Office.
4. S.O., FD-III/CD-II UGC Office.
5. In-charge Computer Cell UGC Office.
6. Go-ra file

*(Signature)*  
 Attested

PRINCIPAL,  
 Govt. Navin Girls College  
 BILASPUR (C. G.)

*(Signature)*  
 Govt. Navin Girls College  
 BILASPUR (C. G.)

Attested

*(Signature)*  
 PRINCIPAL,  
 27-07-94

Govt. Navin Girls College





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

## *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed*

*Peer Team is pleased to declare the*

**Government Naveen Girls College**  
*Bilaspur, affiliated to Guru Hirasidas University, Chhattisgarh as*

**Accredited<sup>1</sup>**

*at the B<sup>+</sup> level<sup>2</sup>.*

*(among the Affiliated / Constituent Colleges)*

*Date : March 21, 2003*



*Unalpinai*  
Director

1. This certification is valid for a period of Five years with effect from the academic year 2002 - 2003.
2. An institutional score (%) in the range of 55-60 denotes C grade, 60-65 - C<sup>+</sup> grade, 65-70 - C<sup>++</sup> grade, 70-75 - B grade, 75-80 - B<sup>+</sup> grade, 80-85 - B<sup>++</sup> grade, 85-90 - A grade, 90-95 - A<sup>+</sup> grade, 95-100 - A<sup>++</sup> grade (upper limits exclusive).

## Quality Profile

Name of the Institution : Government Naveen Girls College  
Place : Bilaspur, Chattisgarh

Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	78	10	780
II. Teaching-learning and Evaluation	80	40	3200
III. Research, Consultancy and Extension	80	05	400
IV. Infrastructure and Learning Resources	70	15	1050
V. Student Support and Progression	80	10	800
VI. Organisation and Management	75	10	750
VII. Healthy Practices	85	10	850
		100	$\Sigma C_i W_i = 7830$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{7830}{100} = 78.30$$

*h. p. nai*  
Director



## **Declaration by the Head of the Institution**

I certify that the data included in the Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in the SSR during the peer team visit.

Signature of the Head of the Institution  
with seal:

Place:

Date:

## **Certificate of Compliance**

**(Affiliated/ Constituent/ Autonomous Colleges and Recognized Institutions)**

This is to certify that Government Mata Shabari Naveen Girls College, Bilaspur, Chhattisgarh fulfills all norms:-

- 1) Stipulated by the affiliating University /or
- 2) Regulatory council/Body [such a UGC, NCTE, AICTE, MCI, DCI, BCI, etc] and
- 3) The affiliation and recognition [if applicable] is valid as on date

In case the affiliation/ recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is to note that NAAC's accreditation, if granted shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the regulatory council, as the case may be

In case the undertaking submitted by the Institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreed that the undertaking given to NAAC will be displayed on the college website.

Principal/ Head of the Institution

Date:

Place: