



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	GOVERNMENT REWATI RAMAN MISHRA P.G. COLLEGE, SURAJPUR
• Name of the Head of the institution	Dr. S.S. Agrawal
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07775266657
• Mobile no	9425585792
• Registered e-mail	pri.gdc.surajpur@gmail.com
• Alternate e-mail	rrmpgcollegeiqac@gmail.com
• Address	Government Rewati Raman Mishra P.G. College, Navapara, Post- Surajpur, District- Surajpur, State-Chhattisgarh, PIN-497229
• City/Town	SURAJPUR
• State/UT	Chhattisgarh
• Pin Code	497229
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	UGC 2f and 12(B)												
• Name of the Affiliating University	Sant Gahira Guru Vishwavidyalaya, Sarguja, Ambikapur (Chhattisgarh)												
• Name of the IQAC Coordinator	Dr. Chandan Kumar												
• Phone No.	07775266657												
• Alternate phone No.	9425585792												
• Mobile	7209792982												
• IQAC e-mail address	rrmpgcollegeiqac@gmail.com												
• Alternate Email address	pri.gdc.surajpur@gmail.com												
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report39.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report39.pdf</a>												
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D37.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D37.pdf</a>												
<b>5. Accreditation Details</b>													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>2.01</td> <td>2016</td> <td>05/11/2016</td> <td>04/11/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	2.01	2016	05/11/2016	04/11/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	B	2.01	2016	05/11/2016	04/11/2021								
<b>6. Date of Establishment of IQAC</b>	25/08/2020												
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>													

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Salary	State Government	April 2020 to dec.2021	34142400
Institution	ST stationary	State Government	April 2020 to dec.2021	63400
Institution	SC stationary	State Government	April 2020 to dec.2021	60500
Institution	Other Academic	State Government	April 2020 to dec.2021	1159700
Institution	Other Physical	State Government	April 2020 to dec.2021	317500
Institution	College internal renovation	RUSA	April 2020 to dec.2021	2190196
Institution	Janbhagidari fee	Janbhagidari	April 2020 to dec.2021	5390847

<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>	<b>05</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded		
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>		

• If yes, mention the amount	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Automation of Library	
MoU with industrial institute and college	
Establishment of research center in 7 PG departments and approval of guideship to chemistry and Zoology faculty	
Installation of digital writing pads, webcam and sound system for conducting online classes	
Separate toilets for students (girls & boys), staffs (female and male)	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
FDP, Induction, refresher programme for regular faculties	3 faculties completed refresher program
Printing of Daily dairy for faculties	206 dairies printed
Construction of new toilets for students and faculties	2 toilets for faculties and 2 toilets for students are completed
Organizing webinar, workshops and guest lectures	1 workshop, 4 webinars and 2 guest lectures
Starting of NCC in college	NCC approval letter received to college
Purchasing of Science laboratory chemicals and glasswares	Laboratory materials purchased
Appointment of permanent post of Sport officer and Library	1 sport officer and 1 librarian appointed by HED, Chhattisgarh
Career counselling and gender sensitization programs	5 Career counselling and 2 gender sensitization programs completed
organizing industrial trainings to students	2 days industrial training completed in CIPET, Korba to Chemistry and Botany students

Automation of Library	Automation of Library completed for PG
Establishment of research center and guideship to faculties	research center for 7 PG departments and approval of guideship to chemistry and Zoology faculty completed
Installation of digital writing pads, webcam and sound system for conducting online classes	completed for department of chemistry, botany and zoology
MoU with industrial institute and college	MoU with CIPET, Korba and MoU with Govt. Shivnath college, Rajnandgaon (C.G.) completed
Establishment of Yoga and Music room	Yoga and Music room established in room no. 18A
Establishment of student help desk	Establishment of student help desk completed in college main gate
Renovation and coloration of college building	Renovation and coloration of college building
Extension of CCTV cameras in college campus	New 16 CCTV cameras has been installed in college campus
Establishment of child care day room and First Aid room	Child care day room and First Aid room established in room no. 19A
Conduction of Half yearly examination	Half yearly examination completed in between 01 -08 February 2021
Reopening of girls hostel after COVID-hospital	Girls hostel was handed over to college by CMHO, Surajpur
To provide stationary facility to ST, SC students	College has been provided the education stationary items like note book, pen, pencil, scale etc. under various C.G. government schemes
To prepare the students for competitive exams	Each departments motivates their students to prepare for various state and central government competitive exams

To provide financial aid to needy students	Faculties provide financial support to very poor students for admission as collaborative collection of money.
To organize Special Days	The Special Days celebrated at the college are; Rastriye Sadbhawana Divas, Teacher's day, NSS Foundation Day, Rastriye Ekta Divas, Gandhi Jayanti, Sanvidan Divas, Rastriye Ekta Saptah, World AIDS Day, Human Right Divas, National Youth Week, National Voters Day etc.
To improve teaching learning methodology	Students are motivated towards ICT based teaching learning method. Assignments and seminar presentation are also introduced in PG departments under internal assessment
To encourage students to participate in other curricular activities	Students actively participated in the various NSS, sports, SWEEP activities, annual functions and other social cultural activities of the college.
Seminars held by the students	Seminars held by the PG students as per prescribed syllabus. The seminars intended to enhance student's communication skill and subject knowledge.
Providing sanitary pads and necessary medicines to needy girls in college	Sanitary pads are provided through sanitary pad vending machine and necessary medicines are provided from Zoology and Sociology departments distributed by female faculties
<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-2021	04/02/2022

**Extended Profile****1. Programme**

1.1	205
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2. Student**

2.1	726
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	639
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	361
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>



3.Academic	
3.1	22
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	22
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
4.Institution	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	88.46
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	45
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college is under the Department of Higher Education, Govt. of Chhattisgarh. College follows the prescribed curriculum of Sant Gahira Guru Vishwavidyalaya (Formerly known as Sarguja University, Ambikapur) as the college is affiliated to Sant Gahira Guru Vishwavidyalaya, Ambikapur (CG). For undergraduate program like B.A, B.Sc, B.Com, BCA syllabus is designed by Central Board of Studies, Department of Higher Education, Government of Chhattisgarh which is forwarded by the university to the college and for all PG programs (CBCS mode), the syllabus is provided by the university and followed



by the college. Faculty members are working as members in many committees of the college/university. Faculty members of the college do a monthly division of the whole curriculum of each paper. Every faculty member mentions a monthly proposed curriculum in their daily diary along with the curriculum. Faculty members teach according to the proposed curriculum & they do signature after writing the statement in daily diary whether completed/uncompleted the prescribed curriculum and principal certifies it after doing signature in the monthly report of daily diary. College prepares an academic calendar based on the prescribed calendar provided by the department of Higher Education. College organizes internal examinations like unit tests, quarterly, and half yearly examinations as per HED academic calendar. Question papers of half-yearly/model examinations are prepared based on annual examination. We are also giving question banks and other study materials to the students every year for the guidance of how to write attractive answers to the questions to prepare them for the examination. Each PG department organizes departmental seminar, group discussions, and educational tour/field trips for effective delivery of curriculum, which are done in a planned in well manner. College has sufficient number of classrooms, laboratory, ICT rooms with internet facility, LAN & Wifi connectivity, Child day care room, Yoga cum music room, Toilets, indoor auditorium and indoor-outdoor stadium and gym facility etc. Guest lecturers are appointed against vacant posts of Assistant Professor and Professors as per instructions from Commissioner, Department of Higher Education, Chhattisgarh.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The college is permanently affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja, Ambikapur. Academic calendar is provided by the Higher Education Department of Chhattisgarh Government and is applicable to the entire state. College adopts the academic calendar as it is published by the higher education department of Chhattisgarh government. Before the commencement of every academic year, the IQAC prepares the academic calendar of the college in accordance with the academic calendar of the higher education department of Chhattisgarh government. In every academic year an

Internal Evaluation Committee is formed. Which works for the better conduction of CIE. The IQAC prepares the academic calendar and it is displayed on the website and notice board of the college. A copy of the academic calendar is provided to every faculty for proper implementation. The academic calendar specifies the teaching-learning schedule of every academic year and continuous internal evaluation. For each faculty, a student induction program is conducted to the newly admitted students to make them aware of various facilities, rules and regulations, examination related activities and other co-curricular activities. The principal of the college regularly conducts meetings of various college committees to ensure the better functioning of the curricular and co-curricular activities. To run online classes smoothly during COVID situation, there are various Whatsapp groups subject wise to share online classes link, study materials and other academic/online co-curricular activities information. Students are encouraged to visit the college website for the latest update information of college. Academic calendar is followed by the faculty and students to adhere to the completion of academic activities. Under the continuous internal evaluation (CIE) regular unit tests are organized by the faculty member quarterly and half yearly examinations are conducted by the college according to academic calendar. In this way teachers can identify advanced learners and slow learners. In addition extra classes are organized for slow learners and also advanced learners are encouraged to give their best performance in the annual examination and other co-curricular activities. The regular faculties of college completes their orientation/ induction program, Refresher course and faculty Development Programs as per UGC, New Delhi and HED, Chhattisgarh norms for skill upgradation/updating knowledge.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D64.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D64.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG**

**B. Any 3 of the above**

**programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

09

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number

**of students during the year**

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File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment**

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

The college follows the curriculum prescribed by the Sant Gahira Guru university, Ambikapur and HED, Government of Chhattisgarh. The university integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum. According to the syllabus of UG and PG programs, issues relevant to Environment and sustainability are taught as per following -

1. Undergraduate programs (BA, B.Sc, B.Com, BCA)- In first year environmental studies paper is compulsory to adopt as one compulsory paper which is related to environment and sustainability.

(i) B.A. syllabus includes Indian Government and Politics, Political Thought, Comparative Government and Politics, Public Administration, Prachin Hindi Kavya, Hindi Katha Sahitya, Arvachin Hindi Kavya, Hindi Nibandh Tatha Gadya, Janpadiya Bhasha-Sahitya (Chhattisgarhi) relates to Human values and also the syllabus includes Political Theory and societal values as gender equity and human values.

(ii) B.Sc. syllabus includes Ecology, Environmental Biology, Toxicology, Microbiology and Medical Zoology, Ecology and Plant Physiology, Analytical technology, Plant Pathology etc. as Environmental and Sustainability and Vertebrate Endocrinology, Reproductive Biology, Animal behaviour, Embryology etc. as Human values.

(iii) B.Com syllabus includes Business Communication, Business Environment, Business values etc as Human values and Taxation. Business Regulatory Framework etc as Professional ethics.

2. Post-Graduate programs (M.A, M.Sc., M.Com.)- In First semester

course Research methodology paper is compulsory which is related to human values and professional ethics. In the Second semester course, the social outreach and skill development paper is compulsory to adopt as one compulsory paper which is also related to human values and professional ethics. In the Third semester course Intellectual Property Right and environment paper is compulsory to adopt as one compulsory paper which is related to human values and professional ethics. In Fourth semester, the Dissertation paper is compulsory which is also related to Environmental and Sustainability, human values and professional ethics.

(i) M.Sc. Botany syllabus includes systematics, biodiversity, evolution, principles of ecology and environment, pest and agricultural ecology, plant physiology, plant morphology, plant anatomy, developmental biology, flowering physiology, parasitism etc. as Environmental and Sustainability and Human values. The syllabus also contains Intellectual property, Human Rights, Tribal studies which are based on Human Values and Environmental basics.

(ii) M.Sc. Chemistry syllabus includes Research methodology & computer application is based on professional ethics, Constitutionalism and Indian political system also covers human values, medicinal chemistry is based on environment and sustainability which are taught in semester Ist. 2nd Semester syllabus contains environment & forest law based on environment and sustainability, social outreach & skill development and applied chemistry enhances professional ethics, 3rd Semester contains Intellectual property , Human Rights , Tribal studies which are based on Human Values and Environmental Basics & green Chemistry based on environment and sustainability . The 4th Semester syllabus contains Bioinorganic chemistry, Environmental Chemistry and chemistry of natural products based on environment and sustainability and Dissertation based on professional ethics.

(iii) M.Com. syllabus includes advanced accounting, management accounting, research methodology & computer application, marketing management etc. in semester Ist which are related to professional ethics. Syllabus of semester II includes specialized accounting, social outreach and skill development, business law, advertising and sales management, personnel management, accounting for managerial decisions etc. which are focused on professional ethics and environment & forest law based on environment and sustainability. Semester-III includes management concept, organisational behaviour, international marketing, life insurance, production management etc. which are focused on professional ethics. Intellectual property , Human Rights , Tribal studies which are based on Human Values .



Environmental Basics based on environment and sustainability. Semester IV includes Corporate legal framework, Marketing research, Investment Management, Dissertation, Consumer Behaviour, Financial Institution and markets, GST, Bank Management, Industrial Law, Introduction to IT focused on Professional ethics.

(iv) M.A Sociology syllabus includes Gender and society, Perspectives on Indian society etc. as gender values. Syllabus also includes Social anthropology, Urban values etc. as Human values. Syllabus also contains research methodology in social research etc. as professional ethics.

(v) M.A Political science syllabus includes Tribal studies, Democracy and human rights etc. as Human values. Syllabus also includes Indian Government and politics, Ethics and politics, Social movements and Human values, Indian political thoughts etc. under Political ethics, Gender equality and Human values. The syllabus includes IPR, Foreign policy and international securities as professional ethics.

(vi) M.A Economics syllabus includes Research methodology & computer application is based on professional ethics, Constitutionalism and Indian political system, Tribal studies also covers human values. Micro and macro economics, Public economics, Industrial economics, managerial economics, Economics of Insurance, Economics of financial markets and institutions, Agricultural economics, Economics of entrepreneurship etc. as professional ethics. Environmental and forest laws, Agricultural economics, Environmental economics as environment and sustainability.

(vii) M.A Hindi syllabus includes paryavaran avam vaniki vidi and chhayavad as Environmental values. Syllabus also includes Adhunik kavya, Katha sahitya, Poetry of great poets like Sant Kabir, Surdas, Tulsidas, Acharya Ramchandra Shukla as human values and gender ethics. The syllabus includes Hindi patrakarita, Hindi bhasha evam Bhasha vigyan, Bhartiya kavya sastra, Bhasha shikshan as professional ethics.

The college also has conducted various activities/programs on cross-cutting issues to supplement the

university curriculum, some of these are as follows-

**Environmental Sustainability:**

The college has an NSS unit which promotes environmental awareness

through tree plantation, water conservation, college campus and village cleanliness, plastic-free drives etc. The college has different diversified plant species. About 226 trees in which about 45 plants have medicinal values. About 119 different types of plant species are found in college campus with angiospermic, gymnospermic, pteridophyte and bryophyte plant species.

#### Gender sensitivity:

The college organizes various gender sensitivity programs such as Women's Health and hygiene,

Personality Development, Self-protection, Yoga training etc. Sanitary pads and necessary medicines are available in Zoology and Sociology departments distributed by female faculties to needy girls. The college organizes various workshops, seminars, expert lectures on gender sensitivity and legal rights of women through online and offline seminars with reputed advocates. For girls empowerment the district administration prepared 'Team Rakshak' which is for security and safety of college and other females.

#### Human values and Professional Ethics:

The college organizes various extension activities through NSS, Ek Bharat Shreshtha Bharat and Red Ribbon club for the inculcation of the values like national integrity, Anti-drug activities, cultural activities like dance, paintings, debate etc., patriotism, equality, peace, brotherhood, etc. Health-checkup Camps, Driving licence preparation camps etc. are organized from time to time.

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

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

09



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

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

701

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

726

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

639

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

#### 2.2 - Catering to Student Diversity

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

At the time of admission, relevant teachers provide necessary guidance regarding choice of the subjects to students. The concerned

course teacher provides them with a kind of information and helps them to select subjects which are useful to them. The students are briefed about the subject content and careers option in selecting the same during the student induction program. Initial lectures on the beginning of a program are specially designed to prepare students to enhance their capacity to understand the subject matter of their programs. The college assesses the learning levels of the students through unit tests, CCA, end-semester exam, assignments, presentations, viva-voce exam for PG students and unit tests and half yearly exam for UG students. on a regular basis. Unit tests are conducted by concerned faculty members in the classroom. On the basis of the result of the unit test and half yearly exam, advanced and slow learners are identified by faculty members. After that advanced learners and slow learners are closely supervised and guided by faculty members. Both slow and advanced learners are provided with all the required facilities according to their capacity. Advanced learners are encouraged to do extra reading as well as extra co-curricular activities and participate in stimulating class discussion and make presentations (for PG students). Advanced learners are encouraged to compete in their college competition finally and the endeavor is to ensure such a degree of involvement on their parts that they try to help their weaker classmates. All meritorious students are felicitated with prizes and certificates during the college annual function. Personal counseling is provided by the principal and teachers for all students. Slow learners are provided extra help for their advancement as per their capability. The college has given clear instruction to all faculties to conduct online classes separately for both advanced learners and slow learners during holidays and vacations. Faculty members try their best to boost the confidence of weak students. Special classes are organized for slow learners in college /online mode. Slow learners are encouraged to meet the concerned teachers for solutions to their problems. Special attention is focused on the attendance of slow learners. Pdf/word notes, video lectures on online platforms are recommended and personal counseling is provided to them for academic improvement. This practice was initiated as part of a blended learning system for the students having different learning capabilities.

For slow learners:

Identification of weak students-

The following key points are considered to identify the slow learner and advance learner-

1. As per previous Board and university result.
2. Marks obtained in the class unit test and half yearly exam result.
3. By response of the students during oral questions in the classroom by faculties.
4. Attendance percentage in classes.
5. To check their assignment given by faculties.

Objectives of extra classes-

1. To motivate students to have a creative mind set up.
2. To improve the confidence of slow learners and rectify their weakness.
3. To help students to understand the question paper pattern of university exams for UG and PG.
4. To enhance the skill in respect to the learning process.
5. To overcome the fear about study and make the level of slow learner and advanced learners.

For advanced learners:

On the basis of performance, advanced learners are identified during the class as well as class unit test and half yearly exam. Advance learner are encouraged by following methods-

1. College organizes expert/guest lectures, industrial or skill development training, webinars/online seminars so that such students can get advanced knowledge.
2. Special guidance is provided for additional skill development like ppt presentation, field work, livelihood training.
3. Faculty members motivate the student to take part in seminars, training etc.
4. Students are also motivated to use ICT tools such as YouTube, PDF notes, N-List, PG- Pathshala, online seminars or class platforms like Google classroom, Google meet, Zoom, Teachmint etc.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/events_details.aspx?eid=17">http://www.govtcollegesurajpur.ac.in/events_details.aspx?eid=17</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1516	22

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

This college is committed to improve students ability by providing quality education. The college focuses on adaptation of student centric methods and also co-curricular activities. Students participate in learning and problem solving methodology. Quizzes, debates and team work are specially student centered teaching methods which are reflected in project work. The college practices various student centric methods such as experiential learning, participative learning and problem solving methodologies for enriching learning experiences. All the science programs integrate practical courses with adequate experiential practice for the student. They also provide a platform for participative learning to the students. Moreover project work, field-work, seminars, excursions, dissertation, social outreach program, NSS, Red-ribbon club etc. are included in syllabus for practice and habit of participative learning and problem-solving methodologies. In the beginning of the session academic calendar is provided by IQAC as per the norms of state higher education department and affiliated University. All faculty members prepare the teaching plan before the beginning of the classes and according to the plan they teach in an effective manner for easy understanding amongst students. The interactive question-answer session is arranged by the teacher in every class. Students are encouraged by concerned faculties to ask more and more questions in the classes. The Science, Arts and Commerce department conducts a skill development program/social

outreach program for PG students. In the faculty of science and computer, there is a lot of scope for experiential learning and practical learning for both UG and PG students. In UG classes, teachers demonstrate the practical and the student performs but in PG classes, each student does practical individually under the guidance of the teacher. In all U.G. and P.G. programs, there is a compulsory project/dissertation course that provides adequate opportunity to the students for incorporating and practicing problem solving methodology. In the UG first year syllabus, there is a compulsory paper of environment and human rights as an 'Environmental studies' paper in which project work is assigned to every student. Each student submits this paper project report and gives a viva-voce exam to test the knowledge concerned with project work. Under student centric teaching-learning approach, each PG department provides facilities to students to complete their social outreach project and dissertation work in nearby laboratories, institutions and learning centers for their skill development. Institutions provide ample scope for participative learning to all students through community based paradigm and service.

Some important student centric teaching learning process adopted by college is given below-

1.Team work- College organizes various student activities to promote the spirit of teamwork. Some activities are NSS camp, village adoption, Tree plantation, Campus cleaning, Mask distribution during COVID time, COVID awareness rally with following social distance and COVID protocols, COVID vaccination camp, SwachhBharat Abhiyan, Driving license camp, social outreach program, dissertation and trainings help students to learn art of living and improve the social and community welfare.

2.Debates-debates are organized in many subjects at the college level on different occasions like annual functions and other activities. Our students also participated and got prizes on district level, division level and state level debates competition under SVEEP programme.

3.Project work- According to University syllabus all UG first year students submit environmental studies project reports and also all PG students submit their social outreach program project report. Students get NSS "C" certificates after qualifying exams and submitting their project work report in the University.

4.Participation in competition at various levels- To boost up the confidence of students, colleges organize various competition



programmes during various programs.

5. Field visit- The field visit is compulsory for all PG students in social outreach and skill development programs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/85.jpg">http://www.govtcollegesurajpur.ac.in/newsData/85.jpg</a>

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

In the ICT era revolution faculties are not teaching only by traditional method of chalk and talk but they follow ICT enabled teaching methods as well as ICT tools. The academic year 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enable tools. The use of computers, mobiles and the internet became a common practice not only for teachers but also for the students. Facilitated by these programs, the teachers are effectively using ICT enable tools like desktop, laptops, smart mobile, mic, headphones, digital writing pad, internet, video-lectures, audio-lectures, PPT presentations, virtual labs, YouTube link, e-contents, N-List, PG pathshala etc. The college has three ICT rooms with a smart classroom setup. Faculties use well equipped setup like digital writing pad, mic, webcam, speaker for effective online classes. Faculties use Google meet, google classroom, Zoom meeting, Teaching as online teaching platform and concerned link is shared to class whatsapp group. The college is an active member of Inflibnet services by which students and faculties are benefitted by a number of ebooks, e-journals, e-magazines and other e-contents. The college has 45 computers for academic use and 6 for non-academic purposes.

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



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

#### 2.3.3.1 - Number of mentors

22

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

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

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

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

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

43

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The internal assessment includes unit test, half yearly, terminal exam for UG students and unit test, CCA tests, seminars, social outreach report evaluation for PG students under CBCS pattern. The subject teachers set the question paper as per patterns in accordance with the annual and CBCS semester examination. Internal examination helps subject teachers to analyse the performance of students. All records related to internal examination such as attendance sheet, question paper, valued answer books, summary of mark-sheets are properly maintained by the concerned department and committee. Model answer and marking scheme is prepared by every subject teacher before valuation. After valuation of answer books it is distributed to students for verification and grievance if any and is redressed immediately. Unit tests, half yearly exams and CCA tests are very effective steps for internal assessment. Assessment copies and model answers are shown to and discussed with students. The marks obtained by the students in internal assessment tests are recorded periodically in the register by the concerned department. Day to day performance of the students is also assessed by the faculty member in the lab to analyze the skill of the students. At the end of the session each faculty member conducts doubt clearing classes. On the basis of internal assessment, slow and Advanced learners are identified and further necessary initiatives are taken accordingly.

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

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

The internal assessment includes unit test, half yearly, terminal exam for UG students and unit test, CCA tests, seminars, social outreach report evaluation for PG students under CBCS pattern. The subject teachers set the question paper as per patterns in accordance with the annual and CBCS semester examination. Internal examination helps subject teachers to analyse the performance of students. All records related to internal examination such as attendance sheet, question paper, valued answer books, summary of mark-sheets are properly maintained by the concerned department and committee. Model answer and marking scheme is prepared by every subject teacher before evaluation. After valuation of answer books it is distributed to students for verification and grievance if any and is redressed immediately. Assessment copies and model answers are shown to and discussed with students. The marks obtained by the students in internal assessment tests are recorded periodically in the register by the concerned department. Day to day performance of the students is also assessed by the faculty member in the lab to analyse the skill of the students. At the end of the session each faculty member conducts doubt clearing classes. On the basis of internal assessment, slow and Advanced learners are identified and further necessary initiatives are taken accordingly. Students are also encouraged to participate in different competitions, extension activities, sports and culture events. The winners are awarded with prizes and certificates.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report63.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report63.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

There are fifteen programmes offered by our institution-

1. B.A.
2. B.Sc (Bio.)
3. B.Sc. (Math)
4. B.Com
5. B.Com (Computer application)
6. B.C.A
7. M.Sc. Chemistry
8. M.Sc. Botany
9. M.A Economics
10. M.A Hindi
11. M.A Political science
12. M.A Sociology
13. M.Com.
14. PGDCA
15. DCA

Our college focuses always on the outcome of the students with nurturing the values of a responsible citizen. Programme outcomes and course outcomes are communicated to all stakeholders through the college website and by faculty members in the classroom.

In brief programme outcome of some of the UG and PG programmes is given below-

1. Program outcomes of Bachelor of Arts:

- Knowledge and understanding of the arts field: To develop a detailed knowledge and understanding of the arts field as core disciplines in humanities, social sciences and languages.

- **Reading and writing skills:** Students can interpret with an awareness and curiosity for other perspectives. They will be able to write effectively for a variety of professional and social settings. They will develop an awareness and confidence in their own voice as a writer and analyze complex social and natural problems with the help of their degree specialization.
- **Critical Approaches:** Students will develop an ability to read works of literary, and cultural criticism and develop ideas with the help of their specialization. They will express their own ideas as informed opinions, small projects and practical and understand how their own approach compares to a variety of critical and theoretical approaches.
- **Environment Awareness:** Understand the issues and problems of environmental context and develop environmental awareness in the mind.

## 2. Program outcomes of Bachelor of Science (Bio and Math)

- Understand the methods of science, To understand the methods of science, and can explain why scientific knowledge is both contestable and testable by future inquiry.
- Applying appropriate methods to solve the problem A Bachelor can apply appropriate methods to solve problems in science, mathematics, technology including the planning and conduct of a significant project problem or investigation.
- Articulate the relationship between different branches of science. A bachelor of science can Apply appropriate methods to solve problems , the international scope of science, mathematics, technology and engineering knowledge and methods and the contributions to their development that have been made by people with diverse perspectives, culture and backgrounds.

## 3. Program outcomes of Bachelor of Commerce

- To apply basic mathematical and statistical skills A bachelor can apply basic mathematical operations and statistical skills necessary, which is necessary for analysis of a range of problems in economics actuarial studies, Accounting, Marketing, Management and Finance etc.
- Sound knowledge of commercial, economical and taxation laws: Impact on changes of taxation, economical and commercial law to various areas of economy and practices.
- Environment Awareness: Understand the issues and problems of environmental context and develop environmental awareness in the mind.
- Consumer Movement: Make people aware about consumer movement,

rights & duties, laws relating to consumers.

- Analysis of Organizational problemsA bachelor can analyze and understand the balance between real and sustainable economic development.
- To understand the use of computers in commerce:Make the financial work easy, accurate and to save time with application of computers.

#### 4.Program outcomes of Master of Commerce

- To impart the knowledge of basic accounting principles and the latest application oriented corporate accounting methods.
- To develop the decision making skill through costing methods and practical application of management accounting principles.
- To enhance the horizon of knowledge in various fields of commerce through advertising and sales promotion. • To create awareness in application oriented research through Research Methodology.
- To Equip Post Graduate students to accept the challenges of the business world
- To develop independent logical thinking and facilitate personality Development.
- To Equip the students for seeking suitable careers in management and Entrepreneurship.
- To inculcate the knowledge of business and the techniques of managing the business with special focus on marketing.

#### 5.Program outcomes of Master of Arts in Sociology

- Better understanding of real life situation:The ability to apply sociological concepts and theories to the real world and ultimately their everyday lives
- Sociological Understanding: The ability to demonstrate sociological understandings of phenomena,
- Learn about institutions, culture, social control and inequality in society- Students have the ability to to learn about institutions, folkways , mores, culture, social control ,social inequality, population composition, population policy, society and culture of India. All these help to instill among the students of Sociology a sense of ethical and social responsibility.

#### 6.Program outcomes of Master of Science in Botany

- To develop critical thinking and scientific temperament.
- Students will be able to enhance research and problem solving



skills.

- To understand and apply knowledge of Botany in day to day activities.
- To develop collaborative, team work, ethical skills and become a lifelong learner.
- To identify issues relevant to the environment.
- To give students exposure to recent developments and advance the topic of the subject.
- To apply research methodologies and be able to use instruments in Botany.
- To be able to collect data, analyze and prepare necessary documentation of botanical importance.
- To identify characters of plants and classify them.

#### 7. Program outcomes of Master of Science in Chemistry

- To know the concept of coordination chemistry, stability of the complexes and stereochemistry of complexes, structure and bonding.
- To learn the concepts of stereochemistry, conformational analysis and their application in the determination of reaction mechanisms.
- To understand the nucleophilic and electrophilic substitution.
- To learn about chemical analysis, solvent extraction, separation technique and spectroscopic technique.
- To gain the knowledge in the preparation, properties, characterization and Uses of polymers.
- To know about application of Spectroscopy in various field of In organic Chemistry
- To know about Photochemistry, Excited States and Ligand field Photochemistry.
- To know about Nomenclature, Preparations, Characteristics and Structure of Heterocyclic.
- To be able to orient about minor projects and research in different fields of chemistry.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report41.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report41.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>



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

Our College evaluated the attainment of programme outcomes, programme specific outcomes and course outcomes during the year through mid semester exam., end-semester exam., assignment, presentation, viva-voce exam., etc. These are also evaluated by the feedback the college got by the students, the parents, the teachers, the employees and the alumni. Program specific outcomes are measured through both academic and non-academic performances of the students. The performance of the students is evaluated through internal and external examinations, practical and assignments, participation in class activities, role in departmental activities by which program specific outcomes are measured. Students are also encouraged to take part in competitions, seminars and conferences and research etc. Their performance within and outside the college in the various academic events provides another index of their learning-levels. Course outcomes are measured through the performance of the students during class, practical, internal evaluations and external evaluations. Students are measured continuously based on their regularity, their receptiveness, participation in class discussions, their performance by answers of questions asked by the teacher and the overall quality of their conduct. Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students on the basis of their performance. Thus, they are guided to improve their performance in the external examinations. There are 15 UG and PG programmes in the college viz. Science, Arts, Commerce and computer in which UG is under annual and PG is under CBCS. Very systematically, from the first year of their college, the purpose of their academic journey is elaborated through principal address, induction programme, expert lectures and classroom interactions. In order to focus on the outcomes, they are categorized as the slow, average and advanced learner on the basis of their entry level marks. Online feedback of students, the parents, the teachers and the alumni helps to evaluate whether students have properly perceived the content of the curriculum. Ultimately programme outcomes and course outcomes are evaluated on the basis of the final result of the examination. Annual, CCA and semester examination is the yardstick which helps us to measure the programme outcomes and course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report66.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report66.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

361

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report65.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report65.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

01

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

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

#### 3.1.2.1 - Number of teachers recognized as research guides

02

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

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D63.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D63.pdf</a>

## 3.2 - Innovation Ecosystem

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

Our college has created an ecosystem for innovations and other initiatives for creation and transfer of knowledge by developing desirable human resources, taking care for creation and dissemination of knowledge. The college is a government institution. Despite low funding and human resources, the college encourages research and innovation among students and faculties. Faculty members are encouraged to undergo professional development programmes like induction program, Refresher course, faculty development program and to organize webinars, Guest lectures and participate in conferences, seminars and workshops. The Department of Zoology and Department of Botany has started collectively a minor research project on the social problem titled 'Study of Termiticidal effect of different plant extract' funded by College Janbhagidari Samiti. The Department of Chemistry organized an international 5 day workshop on experimental techniques. The college has developed several research labs in the respective areas of research. The college has a well-equipped Botany, Chemistry, Zoology and Computer lab for experimental learning and research work. The PG departmental library has about 1200 books in different PG departments for academic and research purposes. Faculty members are encouraged to do and guide research. All PG departments are recognized as Research centers by concerned universities. H.O.D of Chemistry and Zoology are serving as research guides. Five faculties are registered for Ph.D. programmes in different universities. Faculty members are encouraged for paper publication and undertaking project work. Faculty of chemistry and zoology published two research papers in reputed international journals. An innovative activity is continuing in the Department of Zoology, where students are taught to preserve the dead animals by wet and dry preservative methods and also to collect local insects to prepare insect boxes. The Department of Botany is also doing innovative activities by collection of local seed varieties as gene bank preparation using seed collection boxes. The Department of Botany has developed an artificial small pond in the college campus and the Department of zoology has prepared a glass aquarium for ecology and environmental research. The university course has a compulsory paper of Research methodology and computer application for 1st semester students for research promotion. In all PG courses, students participate in project work and social outreach in 2nd semester and Dissertation in 4th semester under supervision of subject teachers which help to provide knowledge about the self earning establishment along with the implementation of skills. These courses also encourage students to innovate and create knowledge and through documentation and discussion they practice transfer of knowledge. For experiential learning, well equipped laboratories are available in Zoology,

Botany, Chemistry and computer subjects. The college has one MoU with CIPET, Korba for industrial training to PG students and one institutional collaboration with Shivnath Science College, Rajnandgaon (C.G.) for student and teacher exchange and promotion of academic and research. Special awareness programs, sessions and coaching are usually conducted by Career Guidance & Placement cell which help the students to move onto a right direction with regards to their careers. A twitter account with ID @PgGovt has been started for latest placement and admission news by Career Guidance & Placement cell. NSS functions with many activities that cultivate the spirit of social services. The college has also planned to establish an incubation centre to facilitate innovative, flexible and economical solutions to various research related problems.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Mous">http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Mous</a>

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

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

05

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

00

File Description	Documents
URL to the research page on HEI website	<a href="http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Research">http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Research</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

02

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

03

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension and outreach programs are planned and organized by the college in such a way they supplement the education provided in



classroom teaching for both UG and PG students. The programs not only teach lessons of life but also provides practical exercise of learning with co-curricular activities and involvement of students in many activities like NSS, Red Ribbon Club, Ek Bharat Shreshtha Bharat programme, Swacch-Bharat Summer-internship, Cleanliness drive, Voter awareness (SVEEP), Fit India movement/Yoga, Social outreach programme etc. These units take the responsibility of community based activities. The Red Ribbon Club unit organizes AIDS awareness, talks and rallies, blood-group checking, anti-worm tablet distribution etc. The college is situated in a tribal area so most of the people of villages suffer with illiteracy, superstition, lack of medical facilities and poverty. Various activities are organized by the institution for upliftment of these tribal people and also for holistic development of students through different institutional unit activities from time to time. The NCC unit has been approved but due to COVID situation it will be started in the next session. Every year a village is adopted by our N.S.S. unit and the whole year faculty and students visit that village. This year Tilsiwan was adopted by the college. Seven days N.S.S. camp is held in that village. Here students learn mutual cooperation between them and between villagers. They learn to live in limited resources and learn about rural life. Various activities are organized under camp with active cooperation of village people. Following activities are held under these camps -

Students rally for Voters and COVID awareness

Wide campaign for Swachh Bharat Abhiyan.

AIDS awareness initiative.

Health checkup camp

Yoga activities

Legal literacy program on POCSO act

Lecture on Environment awareness

Cattle Health Checkup camp

Lecture on Mushroom culture etc.

Preservation of cultural and ancient knowledge of tribes of nearby villages by our students and faculty is an important activity of outreach programmes. They work for leadership and political



awareness in the nearby community. NSS campus ambassador of the college visits nearby villages and works for hundred percent voter's participation in elections. They also work for eradication of poverty, illiteracy and AIDS awareness. In 2020 our students work hard for Covid-19 awareness among nearby communities like distribution of masks, sanitizers. All other units of college also work with N.S.S. for outreach programs. Besides, NSS also conducts programs all year in the college. NSS volunteers involved in Life Line Express Health Train activities this year. The institute organizes awareness programs on campus, such as environmental awareness, cleanliness, Tree plantation, AIDS, anti-worming etc. NSS unit has organized rangoli, essay and quiz programs on topics like gender issues, Beti bachao abhiyan, women's security etc. on different occasions. Institute promotes faculties to organize and conduct different extension activities and workshops in other institutes and in villages. For holistic development of the students, sport and games, cultural events, quiz and debates are also organized.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/Photogallery.aspx">http://www.govtcollegesurajpur.ac.in/Photogallery.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

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

04

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

and NGOs ) during the year

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

53

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

53

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

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

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

01

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

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

01

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college is situated at Navapara, Surajpur and acquiring 10.56 Hectare of land area. College has adequate facilities for teaching and learning. The college has its own campus and two buildings equipped with CCTV cameras in which there are 3 Common rooms for girls with required facilities. There are separate washrooms for girls, boys and staff members. There are also facilities for indoor and outdoor stadiums with a gym . There is a garden in the campus which adds beauty to the institution. The college premise is surrounded by a boundary wall. The entire campus is covered with greenery all around. In our campus there are various Woody plant like Rohina, Siras, Seesam etc, Religious plants like Peepal, Tulsi, Medicinal plants like Giloy, Basil, Madar, Tulsi etc and Fruit trees like Mango, jackfruit, Karanj, Amala, Blackberry (Jamun), Guavas,

Pomegranate and Date tree (Khajoor) along with shrub and ornamental plants. It has created a pleasant natural and blissful atmosphere. In our college there is a proper facility of water with its own bore well. There is an RO system for water purification by which students and staff members take pure and safe water. There are 51 computer sets in the college. The college building has a proper electric facility and it lights with energy saving electric equipment like LED, Tube lights etc. The college premises have a cycle stand shed for students and visitors. The college has complaint boxes, notice boards and a board on which "Idea of the Day" is written. The college has installed two fire extinguishers in the building for safety purposes Following are the details of the college building.

1. Main old-building. This building was handed over in 1991. Initially, it was a 17 room building. It was initially a single storey building and in 2013 one big hall was constructed which was further partitioned into two parts for classroom and lab purpose and currently the lab is shifted to new RUSA building and now it is yoga cum music room. The ground floor consists of the Principal's room, office room, account section, NSS room, Examination control room, Girls common room, physics Laboratory and art and commerce faculty department , 10 class rooms and a big hall. One girl's common room is also situated on the first floor.

## 2. New Building (RUSA)

This building is single storey and handed over in 2019. Initially, initially it had 8 big rooms, but it further partitioned and now totally 20 rooms in it for better utilization. There are 4 labs for zoology, chemistry, botany and computer science, 3 smart classrooms with ICT Facility, 5 classrooms, 4 departments and a girl common room. One veranda is also being used for botany and chemistry lab purposes.

3. Library building- The college has a well-furnished library cum reading room and having sufficient books according to the strength of the college. The library is automated with KOHA software. There are magazines, journals and newspapers also available in the library. It has two floors. The ground floor is used for keeping old-books and the library. On the first floor there is a reading room cum library. The college has also subscribed N-List Inflibnet services by which students and staff members are benefitted with e-books, e-journals, e-magazines etc.

4. Girls Hostel building: This building is equipped with 100 bed capacity with a warden's room. It has a boundary wall too and CCTV

Camera is installed for security reasons outside and on entrance.

Major equipment in the Laboratory is listed below:

List of some equipment in the Chemistry lab:-

- Double beam Spectrophotometer
- Digital Flame Photometer
- pH meter
- potentiometer
- Conductometer
- Polarimeter
- Refractometer
- Turbidimeter
- PH Meter
- Muffle Furnace
- Rota Evaporator
- UV Chamber
- Flask Shaker
- Water distillation
- Vacuum oven
- Hot air Oven
- Electronic digital balance
- Magnetic Stirrer
- Heating Mantle
- Digital thermometer
- Centrifuge
- Ice Maker
- Distillation setup

List of some equipments in the Botany lab:-

- Laminar air flow
- Flask Shaker
- Bacterial Incubator
- BOD incubator
- Binocular microscope
- Compound microscope
- Water distillation
- Soxhlet Extractor
- Hot air Oven
- Autoclave
- Photo colorimeter
- Electronic balance
- Centrifuge
- Humidity Chamber

- TDS meter

List of equipments in the Zoology lab:-

- Dissecting microscope
- Binocular microscope
- Compound microscope
- Centrifuge
- Electronic balance
- PH meter
- Colorimeter
- TDS meter
- Microtome

List of equipments in the college

- Projector
- Computers
- Photocopy Scanner
- Printer
- AC
- Refrigerator
- cooler
- TV
- CCTV

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report69.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report69.pdf</a>

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

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) and gymnasium. For cultural programs there is a big hall and open and indoor gyms are also available in the college campus. Every year an annual sports event is organized by the college. The college organizes cultural activities as "Yuva Mahotsav" to promote cultural values and preservation of the same. A number of students take part in the cultural programmes such as solo dance, group dance, solo song, group song, drawing, debate, fancy-dress, rangoli, painting, mehndi, quiz, and poster making, essay



writing, slogan writing, sangeet and drama preparation etc. We give its detail below:

1. SPORTS FACILITIES-College encourages sports activities. A number of players have played Division, state and even inter university level. College provides facilities for indoor games as well as outdoor games. Some of the outdoor games are:-

- Kabaddi
- Kho-Kho
- Cricket
- football
- volleyball
- athletics

Some of the indoor games available in college are:

- Carrom
- Table-tennis
- Chess
- badminton

(B) Cultural PROGRAMS-To conduct cultural activities in the college, there is a cultural committee. This committee organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, rangoli, painting, mehandi, quiz, and poster making, essay writing, slogan writing, sangeet and drama preparation etc. There is a separate room for sangeet preparation. The in charge of the cultural committee is Pratibha Kashyap (Asst. Professor, Sociology).Also, there are various music-equipment like harmonium ,Jhanj, Manjira, Dholak, Flute etc.

(C) Gymnasium There is a very good open and indoor gym equipped with various equipment for physical activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report70.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report70.pdf</a>

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

06

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report71.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report71.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

40.07

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Our institution is committed to provide quality education to the students of this college. Library contains sufficient books, magazines, newspapers and journals. The main aim of the library is to provide proper information to the right users in a short time. In an environment of information explosion, due to the growing demands of the user and shrinking of financial resources, the library is not able to obtain all the reading materials on demand. The only way to overcome these problems is resources sharing through networking. Therefore the college has subscribed Inflibnet N-list services by which the students and faculty members are benefitted by e-books, e-journals and other e-contents easily. The library automation is the

use of automatic and semi-automatic library activities as acquisition, cataloguing, and circulation. Library automation' is used to imply just the mechanization of traditional and/or manual house-keeping routines of a library. Our college was established in 1984 with one post of Librarian. Since then, there are nearly 35978 books. There is KOHA Software Version: 18.11.16.000 installed in the library for Library automation. Currently the PG Departmental library is automated and the library automation for the main library is under progress.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

8.66

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

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

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

1302

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

#### 4.3 - IT Infrastructure

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

There are different digital technological facilities available in the college. Currently ISOLNET has laid down its FTTH line in this college for Internet connectivity and Wi-Fi connectivity. There are 03- smart classrooms with ICT Facility, 01 Seminar hall cum smart class room. A well-equipped computer lab is also functioning in the college. 01-digitally equipped lab of Physics is also there. The students of the computer department of the college have access to the computer lab. The college building is facilitated with Wi-Fi connectivity. 07 departments of the college have provided computers and other related accessories. All teaching staff members use the ICT in the smart classrooms. The different educational sites are shown to the students with the help of ICT smart class rooms. ICT room is also used to show PPTs, videos and other e-contents Most of the official work is being done with the help of computers. The college regularly maintains the IT facilities.

Following are some basic facilities for updation:

Computer is formatted on a regular basis.

Anti-virus is regularly installed on computers.

All computers has anti-virus

Wi-Fi connectivity is available

Internet available in the office, departments and laboratories.

CCTV is installed in every classroom, corridor and outdoors.

Website is maintained by Ravi solutions, Durg, Chhattisgarh. College pays fees for maintenance. In this head college spent annually Rs. 5,000/-.

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

#### 4.3.2 - Number of Computers

51

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

48.40

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Our college adopts systematic procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports, computers, classrooms etc. There are 51 computers in the college in which 6 computers are used for administrative purposes and remaining 45 for academic purposes. The computers are maintained by the recognized firms to ensure maximum utilization of these computers. There are five laboratories in the college in which experimental learning is going on in a proper way. There is a laboratory for Chemistry, Botany, Zoology, Physics, and the computer department. There are sufficient instruments and experimental materials available in the laboratories. It is a sole responsibility of the officer in-charge of the respective laboratory to update and maintain the respective laboratory. There is a well-equipped library and reading room in the college. There are sufficient books, periodical magazines, journals and newspapers in the library. Library is partially automated with KOHA software. Currently there is a librarian and library committee which makes policies for smooth running of libraries. The library has a drop box where students put their suggestions which in turn are processed by the members of the library committee. The committee takes appropriate actions in collaboration with the IQAC. The committee analyses the information and takes corrective/improvement measures, if needed. The college has a subscription of N-list infliplibnet services by which college students and faculty members are benefited with e-contents. In the sports department facilities for various indoor games such as chess, carom and badminton are available. In our college outdoor games facilities are also available. There is a well maintained sports ground for various outdoor games such as football, volley-ball, cricket, kho-kho, basket-ball and kabaddi etc. Details of cleanliness program-

1. There are eight employees for this purpose. Two of them are government employees and the other six are appointed by JBS. JBS



employees clean the campus on a regular basis. They sanitize the classrooms, office, smart class, seminar room, laboratory and veranda. One JBS employee looks after the plants. Sweeper cleans all the 17 toilets daily.

2. Dustbins are kept in the veranda, hall and college building entrance. Students are asked to throw the rough paper in these dustbins. NSS volunteers take part in the cleanliness awareness program held by NSS.

3. Since there is no any lab-attendant against the sanctioned post, so these JBS employees clean the laboratory time-to-time under the supervision of H.O.D. Lab technician also takes care of instruments.

4. Water purifier is maintained from time-to-time.

Details of academic and support facilities-

1. There is an inverter for office purposes.

2. Projectors, Computers, CCTVs, Wi-Fi and anti-virus etc. are maintained by a responsible officer from teaching staff.

3. If there is any mechanical or functional error in above academic and support facilities, the HOD has to write an application to the Principal for its maintenance.

4. A professional mechanic also observes these issues if the problem is not solved.

Maintenance of library and sports facilities-

1. There is a book-lifter in this college. He keeps the library maintenance.

2. Currently there is a sports officer appointed by the HED Chhattisgarh. The Maintenance of the sports ground is done under his supervision.

3. Infrastructure and furniture Maintenance:- The building was constructed from state PWD (Public work department). In time-to-time PWD maintains the college building and its white-washes and repairs the building if necessary. The strength of the college is increasing every year. The number of examinees in regular and private classes is increasing every year. So, the furniture is a necessary item to maintain. Keeping this in mind, every year furniture is either

purchased or damaged furniture is repaired. The expenditure in the Maintenance head: 2020-2021 is 48.40 Lakh.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

522

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

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

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

00

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

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

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.govtcollegesurajpur.ac.in/">http://www.govtcollegesurajpur.ac.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**860**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**860**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

09

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

46

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

01

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

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

Government RRM PG College Surajpur believes in youth empowerment through active participation of students in various co-curricular and extra-curricular activities in the institution. The students are involved in a number of activities at college level. At the beginning of every academic year, the Student Council is constituted by the College. The Office Bearers of Student Council are elected as well as nominated as per the Government directives. For the past three years, students securing the highest marks have been nominated as Office Bearers of the Students Council and as Class Representatives. The Student Union comprises President, Vice President, Secretary and Joint Secretary. Apart from this various other student bodies are also constituted by the College for various activities. However in Session 2020-21 due to covid-19 as per instruction of HED Chhattisgarh student council could not be constituted.

The student's representatives encourage and motivate other students to participate in student's oriented activities such as Fresher's welcome, Sarasvati Pooja, Republic day, Independence day, Voters day, Yoga day and Environment day etc. Student representatives assist teachers in making such events successful. The student's representatives also ensure discipline in the college by encouraging students to follow the rules and regulations laid down by the college and insist other students to maintain a green, plastic-free campus simultaneously.

College has a NSS Unit of 100 volunteers. NSS helps in the beautification of the college. With the help of the student's representatives, sports and cultural events, competitions, tree plantations in the college are organized. Planning and execution of



NSS camp can be the best example of a student's involvement in our college. It is the duty of the council to listen to the grievances of the students of the college and take appropriate action for the same. So the student council actively plays an important role in upgrading the image of the college.

The College has the The 'Blue Brigade', consisting of NSS volunteers, who support children and families in villages and urban areas to access essential services like immunization, health and nutrition services, sanitation and continued learning of children. It is the joint initiative of UNICEF and the National Service Scheme (NSS) which campaigns to support women and children during Covid-19 in Chhattisgarh. There are around 20 volunteers in this.

College also has EK Bharat Shrestha Bharat (EBSB) unit and as per government guidelines Gujarat is the pairing state of Chhattisgarh. In this program students share the culture of Chhattisgarh with Gujarat and learn the same thing from them. In the youth festival students perform Gujrati dance.

Another wing of Colleges is the Red Ribbon Club which is composed of student members who work as a team to spread awareness for AIDS among the student community of the College and also among the local residents especially youths. The student members of the Red Ribbon Club hold campaigns through rallies, poster presentations, enacting plays, debates and group discussions to generate AIDS awareness among students.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report98.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report98.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

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

## 5.4 - Alumni Engagement

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

An alumni association has come into existence in this college since 27-07-2015. The College belongs to a semi urban area and most people are financially weak so College provides a membership fee for alumni 100 rupees annually for general members, 1000 rupees lump sum for lifetime membership and 5000 rupees for patron members. This alumni association is under process for registration under the Chhattisgarh Societies Registration Act, 1973 with provisional number 12021003133 namely alumni association, Government Rewati Raman Mishra PG College Surajpur. The Institution nurtures the alumni association to facilitate them to contribute significantly to development of the Institution through financial and non-financial means. Healthy relation between the staff and the alumni is the main source to attract them towards the college. The institute motivates and supports the alumni, their parents, and community to maintain healthy relations with the institution in order to increase the number of associations. Now the college has created a web page for the alumni registration.. We invite the alumni who are preparing for UPSC and CGPSC, NET etc.to share experience in preparation among current students. The alumni meets are organized once a year. Alumni visit the institution as per their convenience throughout the year. We invite the alumni for mostly common programmes like Yuva Utsav (College Annual Function) etc. every year. The Alumni of the College comprise a mix of homemakers, administrators, educators, professional workers, entrepreneurs, politicians, etc. The College has fairly contributed in the development of its past students in becoming respectable citizens of the society and earning name, fame and money. Therefore, the Alumni of the College also realizes it as their duty to reciprocate to the Colleges' contribution by offering

support in the form of cash or other various important means like books, water cooler , Fan etc. and they are also willing to contribute valuable experience and expertise of the alumni is shared with the current students of college. The alumni contribute to policy making by their representation in the statutory and academic committees such as IQAC, Janbhagidari Samiti. Hopefully the association would play a significant role to uplift the quality of the college in future.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/AlumniRegistration.aspx">http://www.govtcollegesurajpur.ac.in/AlumniRegistration.aspx</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

The college follows its vision and mission to serve with excellence for students. The governance of the college matches vision and the mission of the college. The college vision and the mission are as follows:

**MISSION(??????)**

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1. To provide quality education to all students irrespective of caste, religion and socio-economic status to uplift the society as a

whole.

2.To maintain excellent academic standard through innovation and effective teaching learning method in a pleasant atmosphere.

3.To shape the student as a responsible citizen.

4.To create a learner-friendly environment to make learning a joyful and fruitful experience.

5.To promote scientific skills and academic excellence in this semi urban area.

VISION(?????????)

1. Empowerment of common rural students through quality education to meet the global challenges at the lowest cost.

2.To achieve academic excellence.

3.To compete them at national and international level in all areas of life.

4.To develop leadership qualities.

5.To develop all round personalities of the students.

6.To provide orientation to students towards research.

7.To promote the faculty towards quality research and examination.

8.To organize workshops and guest lectures to create interest in the research and the placement of students in central and state government services, PSU and private sectors etc.

GOALS AND OBJECTIVES(?????????)

1) ??????? ??????? ?? ???? ?????? ?? ??????-?????? |

2) ??????? ??????? ?? ???? ??????????????? ?? ??????????????? ??????? ??????? ???? |

3) ??????? ?????? ?? ????????? ?? ?? ??? ??? ????????? ?????? ?? ????? ?? ?????-????????? ?? ?????? |

4) ?????????????????? ??? ?????????, ?????????, ?????????? ??????, ??????????

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5) ???? ? ???? ???? ? ? ????-???????? ? ? ????????? ?????|

Core Values(?????????????)

1. Pursuit of excellence through quality education
2. Empowerment through quality education
3. Academic excellence
4. Social responsibility and awareness
5. Honest and moral integrity
6. Faith and trust in its own capabilities

Governance of the college work to achieve the mission through the following ways:

Academic- To sustain the academic environment of the college each Departments works throughout the year by following time table and academic calendar, conducting classroom teaching, organizing guest lectures , workshop, student seminar and field trips, assigning projects and dissertation. Principal, Teaching facilities and Head of the Departments together monitor the academic environment. Some skill-based courses are also in the curriculum which provides job oriented education. Apart from these training programs some other programs like motivating students for various competitive exam like UGC NET, CSIR NET,GATE, PSC exam etc. A significant step towards employability is MoU with CIPET KORBA which provides training for students. Collaboration with other institute is also established to foster academic and research.

The college undertakes various activities for the promotion of research by organizing national and international level seminars and workshops. Students and faculty get an opportunity to interact with subject experts and share their work &views. Seven departments of our college have been recognized as research centers by Sant Gahira Guru University Ambikapur. Laboratories of science departments have been upgraded

NSS, Red Ribbon Club, sports, Career guidance cell and EK Bharat Shrestha Bharat give students ample opportunities for personality

development by organizing various co-curricular activities. This gives them a chance to nurture and express their talent in and off the campus.

To achieve the goals of vision and mission various committees are formed by the principle to carry out all responsibilities of the college. Being part of the staff council and Janbhagidari Samiti teachers take an active part in the decision making of college and student development.

- The perspective plans envisaged during the last few years are:
- Mobilization of funds from non-government resources.
- Expansion of infrastructure to enhance the numbers of classrooms, laboratories etc.
- Maintenance and renovation of the pre-existing infrastructure of the College.
- Improvement of the Teaching-Learning process by using ICT enabled tools.
- Introduction of new academic program at PG levels.
- Applying to the Government to fill up of sanctioned posts in the College.
- Improving the national and international recognition of College through conferences and workshops awards.
- Capacity building of students through skill development and social outreach program.
- Enhancing research activities, partnerships and MoU with other Institutes.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/Vision-Mission.aspx">http://www.govtcollegesurajpur.ac.in/Vision-Mission.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

The college has a strong tradition of participative management. Principal delegates his powers to the head of departments with certain responsibilities. The Principal always involves faculty members 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 coordinator of the various



committees actively take part in the working of the college. The principal plays a leading role in the governance of the college. He along with the other members of the committee keenly observes the day to day working of the college administration & governance. The 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 various developmental activities taking place on the college campus. Organization of internal administration system is given below-

Principal

IQAC

Staff Council

Departments Committees Office Library

Head of Department Coordinator Asst. Grade 01 Librarian

Members of Department Members Asst. Grade 02 Book Lifter

Lab Technician Asst. Grade. 03

Lab Attendant Peon

Administration is fully transparent and participative, for instance the purchasing system in the college is very transparent and decentralized. There are purchasing rules of the Government of Chhattisgarh. College follows these rules. Principal has DDO authority. Firstly requirements of all the departments are taken then the purchasing committee invites quotations for concerned requirements. Quotations are passed by the purchasing committee then order is placed. After a quality check of the material supplied by the firms, there is a process of stock entry. After entry the payment is finalized.

In the same way, the entire admission process is in the hands of the admission committee. On the basis of merit list students are admitted and reservation policy of the Government is strictly followed. In the examination the Principal is Chief Superintendent and there is a Superintendent for each shift with an Asst. Superintendent. Superintendent of the exam is completely responsible

for his shift. Thus there are various committees which perform their works and submit reports to the Principal. In some committees students are also members. Thus the entire administration is decentralized and participative.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report79.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report79.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College under the leadership of the Principal, identified major strategic / perspective plans & imperatives and employed necessary efforts to improve the thrust areas like:

1. Enhanced Teaching and Learning methodology
2. Introduction of New Academic Programmes
3. Improving Infrastructural Facilities
4. Enhancing Research activities
5. Employability of the Students
6. Co-Curricular Activities
7. MoU and collaboration with other institutions
8. Extra-Curricular Activities
9. Mobilization of non-Governmental Funds
10. Alumni Association

Utilization of Government and non-Government funds has been one of the most important steps of the Strategic Plan. As now RUSA is becoming the funding agency for the institutes of Higher education nation wise, thus we plan a strategic plan to get maximum grant and financial aid for the institutional development. The grant sanctioned by RUSA was 70 lacs utilized for renovation.

The College also utilized its non-governmental Janbhagidari funds for smooth functioning and enhancement of its teaching-learning process. Janbhagidari Lecturers were appointed to share excess teaching load for which the sanctioned faculty strength is not adequately sufficient. The salaries of Janbhagidari Lecturers and Janbhagidari workers were drawn from the non-governmental Janbhagidari fund of the College. This is one of the activities successfully implemented based on the strategic plan. Self-financed

programmes like DCA and PGDCA are also running successfully with the help of Janbhagidari Lecturers. The Guest Lecturers are also appointed in the College according to the norms of Higher Education Department, C.G. Govt. & UGC. Thus, the College made concerted efforts to explore various sources to mobilize funds as outlined in its Strategic Plans and has been successful in receiving various types of financial assistance from both the government and non-government sectors for its overall development.

There is also Community Engagement as follows-

1. Regular Field Work by NSS- The NSS students are placed for regular activity in the college campus. Many times they carry out community development activities in the community.
2. Village Adoption-The NSS of the College adopts one village, where they do their activity of community development.
3. Special camp in village-One special camp of NSS is organized every year, in which the students of NSS go to get introduced to the village and do their constructive social work there.
4. Red Ribbon Club: The College carries out regular activities under Red Ribbon Club. Some of them are blood checking, anti-worm pills distribution, AIDS awareness program and general health and hygiene awareness program.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Mous">http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Mous</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Academic & Administrative Head - The Principal:**

The Principal is the chief of the College administration and the final authority in all academic, administrative & financial matters.

The Principal has a team of Departmental Heads, IQAC Coordinator, and Head Clerk / Accountant to assist in the governance of the College. The Principal convenes meetings and delegates authority to the academic and administrative staff to carry out the assigned tasks within the stipulated time. The Principal monitors and tender necessary suggestions and support to the committee and makes sure that the desired outcomes are attained.

**IQAC:** IQAC plays an important role in the conduct of all curricular and co-curricular activities to ensure quality outcomes through proper planning, regular monitoring. The College has a setup of IQAC. Colleges' IQAC is constituted as per the guidelines of NAAC with major focus on developing a holistic system to improve the academic and administrative performance of the College. IQAC also sensitizes the College staff and students regarding the role of NAAC in a HEI.

**Heads of the Departments (HoDs):** The HoDs are entrusted with the task of laying down the departmental action plans for each semester / session after discussion with the staff members. HoDs ensure that the syllabus is completed within the scheduled time. HoDs convene departmental meetings from time to time to discuss and plan in advance the execution of teaching plan, syllabus completion, class assignments, internal assessments etc.

**Faculty Members:** The faculty members are actively involved in the teaching-learning process. They ensure regular attendance of students and their inclination in studies. Against the sanctioned vacant posts, Guest Lecturers are appointed as per the rules and regulations of State's Higher Education Department. Janbhagidari Teachers are also appointed to support the sanctioned teaching staff.

**Various committees:** Various functional Committees and Cells established to support the academic & administrative work of College as follows

- Purchase
- Admission committee
- Scrap /Write-off
- RUSA
- Legal literacy
  
- SPARSH
- Discipline
- Anti-Ragging

- Internal Audit
- IQAC
- NAAC
- UGC
- Media Cell
- Student Union
- Career Guidance & Counselling
- Placement cell
- Right to Information
- Ek Bharat Shreshtha Bharat
- Internal exam Cell
- SC-ST Cell
- Grievance Redressal
- Cultural Activity
- YUVA UTSAV and literature activity
- Teacher Parents
- Cleanness
- Library
- LOK SEVA GUARANTEE
- Sports
- NSS
- YRC/RRC and ECO Club
- Seminar Cell
- SWAYAM PRAKOSTH
- Alumni
- Janbhagidari

**Non Academic Staff:** Non-Academic Staff includes Head Clerk/Accountant, Class III and Class IV Staff. They perform their duties under the supervision of the Principal. Their major function is to ensure availability of requisite amenities in the College, paperwork for obtaining Government approvals, Bank transactions and running errands for the College work.

**Appointment and Service rules:** There are two types of appointments in the college. First is the government recruitment and the other is by the Local Janbhagidari (JBS) Committee. Government employees and regular faculties are appointed and governed by the government's rules and service-conditions, The JBS employees are appointed for a fixed time-period. Their payments are decided by the Local-Janbhagidari committee. There is no service rule for them.

**Promotion:** Promotion is according to government rule. There is no policy of promotion for the JBS member, because it is a temporary system to hire the teaching and non-teaching staff for some limited time period.

**Grievance Redressal Mechanisms:** The college has a mechanism to solve any Grievance raised by any teacher, employee or students. The Grievance Redressal Mechanisms include Grievance Redressal Cell, Discipline Committee, Anti-Ragging Cell, Complaint Box.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report53.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report53.pdf</a>
Link to Organogram of the institution webpage	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report78.png">http://www.govtcollegesurajpur.ac.in/newsData/Report78.png</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The College has effective welfare measures for teaching and non-teaching staff both.

Welfare measures for Teaching Staff:

- Medical Empanelment with sophisticated super-speciality private hospitals and diagnostic centres for cost effective prognosis and treatment.
- Duty leave is given to the faculty members for attending



seminars, Conferences, Orientation Programmes and Refresher courses.

- TA/DA is given for the employees whenever they go out for official work
- Various allowances like HRA, compensatory allowance and DA as per the Centre Govt. / State Govt. notifications are allowed.
- Medical leave - as per GOVT rules.
- Employee Provident Fund granted as per PF rules.
- Gratuity - applicable to every staff member after 5 years of permanent service.
- Full paid maternity leave - Maximum 730 days fully paid maternity leaves to all the female employees.
- Encashment of EL at the end of service - At the time of superannuation of an employee, he/she can encash his/her earned leaves (EL) as per the rules of the Higher Education Department.
- Salary timely credited to bank account - Every month end, the employees' bank accounts are credited with their respective salaries.
- Duty leave is given to the staff for outstation office work/training.
- TA/DA is given for the employees whenever they go out for official work
- Various allowances like HRA, compensatory allowance and DA as per the Centre Govt. / State Govt. notifications are allowed.
- Medical leave encashment
- RO Water facility.
- Vehicle stand.
- Facility of part final encashment in case of marriage and in illness.
- funds for organizing Seminars, Workshops and value based programs.
- Family Benefit scheme.
- Proper disbursement of Government welfare schemes to the employees.
- Loan without interest from their provident Fund.
- Study leave for pursuing higher studies.
- Canteen facility.
- Wi-Fi facility
- Institute provides seed money for various academic projects.
- CCTV camera to ensure safety and security.
- Fire extinguisher.

Welfare measures for Non-Teaching Staff:

- Medical Empanelment with sophisticated super-speciality private hospitals and diagnostic centres for cost effective prognosis and treatment.
- Festival advance
- Medical leave - as per govt. rule
- Employee Provident Fund granted as per PF rules.
- Gratuity - applicable to every staff member after 5 years of permanent service.
- Maximum Full paid maternity leave - 730 days fully paid maternity leaves to all the female employees.
- Encashment of EL at the end of service - At the time of superannuation of an employee, he/she can encash his/her earned leaves (EL) as per the rules of the Higher Education Department.
- Salary timely credited to bank account - Every month end, the employees' bank accounts are credited with their respective salaries.
- Medical leave encashment
- RO Water facility.
- Vehicle stand
- Facility of part final encashment in case of marriage and in illness.
- Family Benefit scheme.
- Proper disbursement of Government welfare schemes to the employees.
- Loan without interest from their provident Fund.
- Canteen facility
- Wi-Fi facility
- CCTV camera to ensure safety and security.
- Fire extinguisher
- Membership of Group Insurance.
- Help with facilitation of bank loans.
- Account training course
- Uniform is provided to Peon and Security Guards.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report80.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report80.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

00

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

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

03

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

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College follows a comprehensive Performance Appraisal System established for the appraisal of teaching and non-teaching staff members. Under this system, API/PBAS forms, confidential reports, and feedback from students are collected and analyzed by the College administration. The efficiency and impact of the Performance Appraisal System has affected an improvement in the quality and work output of the teaching and non-teaching staff members and thereby benefited the academic programmes running in the College.

**Staff Self-Appraisal:** Staff self-appraisal is carried out through a PBAS form, which is to be filled and submitted by each faculty member at the end of every academic year and after principal remarks it is sent to Commissioner HED Chhattisgarh through proper channels. Students' feedback on teacher's academic performance and quality in teaching process appraises and identifies the performance appraisal criterion of the teaching staff.

AQAR reports of IQAC, participation in orientation, Refresher and FDP programs, academic progress like Ph.D., NET / SET qualifications, carrying out the major and minor research projects, paper presentation, publication of articles in journals and books and participation in National and International seminar and conferences are some measures and features for performance appraisal of faculty members.

The College has various committees. All the faculty members are assigned a significant role in these committees. A staff member is also evaluated on these aspects such as execution of the responsibilities and leadership effectiveness in heading these committees.

College also provides an opportunity for the faculty member to discuss his/her performance with the Principal. During these interactions, the Staff member becomes aware of the Principal's expectations from him/her.

The faculty member also gets an opportunity to discuss his/her problem with the Principal and the necessary support expected from the Principal to overcome these problems.

**Appraisal of the Non-Teaching Staff:** The Principal evaluates the performance of non-teaching staff members and hold discussions with them about their performances based on their work output and quality.

Appraisal is absolutely based on the performance and is free of any other influence.

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

## 6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal as well external financial audits on a regular basis.

Internal financial audit is done on yearly basis by the Internal Financial Committee composed of commerce faculty members, Office Staff and Principal.

The external financial audit is done as per the schedule of the Audit General and the Department of Higher Education, Chhattisgarh Government. The external auditors verify income and expenditures of every aspect. Receipts and payment vouchers of transaction are duly checked by the External Auditors after scrutinizing and preparing the income and expenditure statements. The latest external audit was done in the year of 2020.

The Accountant of the Office daily checks the Receipts and Payments and also records the Receipts & Payments in the Account Ledger.

Yearly audit enables the stakeholders to know the current status of financial position and accordingly future actions are planned and processed. Year on year funds generated have been properly utilized and the same has been duly certified by the competent authorities, wherein no major audit objections were raised.

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

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

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

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

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution conducts internal as well external financial audits on a regular basis.

Internal financial audit is done on yearly basis by the Internal Financial Committee composed of commerce faculty members, Office Staff and Principal.

The external financial audit is done as per the schedule of the Audit General and the Department of Higher Education, Chhattisgarh Government. The external auditors verify income and expenditures of every aspect. Receipts and payment vouchers of transaction are duly checked by the External Auditors after scrutinizing and preparing the income and expenditure statements. The latest external audit was done in the year of 2020.



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

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC of the College was established on 26th July 2014 and since that day, IQAC has been contributing towards an improvement in the quality quotient of all the College activities. Latest constitution of IQAC was made on 25th August 2020. Various practices institutionalized as a result of IQAC initiatives towards improving the institutional quality are provided below

Initiative-FDP, Induction, refresher programme for regular faculties

Implementation-3 faculties completed refresher and FDP program

Initiative-Printing of Daily dairy for faculties

Implementation-206 daily dairies printed

Initiative-Construction of new toilets for students and faculties

Implementation-2 toilets for faculties and 2 toilets for students are completed

Initiative-Organizing webinar, workshops and guest lectures

Implementation-1 workshop, 4 webinars and 2 guest lectures

Initiative-Starting of NCC in college

Implementation-NCC approval letter received to college

Initiative-Purchasing of Science laboratory chemicals and glassware

Implementation-Laboratory materials purchased

Initiative-Career counselling and gender sensitization programs

Implementation-5 Career counselling and 2 gender sensitization programs completed

Initiative-organizing industrial trainings to students

Implementation-2 days industrial training completed in CIPET, Korba to Chemistry and Botany students

Initiative-Automation of Library

Implementation-Automation of Library completed for PG and under process for main library.

Initiative- Establishment of research centre and guideship to faculty member

Implementation-research centre for 7 PG departments and approval of guideship to chemistry and Zoology faculty completed

Initiative-Installation of digital writing pads, webcam and sound system for conducting online classes

Implementation- purchased for department of chemistry, botany and zoology

Initiative-MoU with industrial institute and college

Implementation-MoU with CIPET, Korba and MoU with Govt. Shivnath

college, Rajnandgaon (C.G.) completed

Initiative-Establishment of Yoga and Music room

Implementation-Yoga and Music room established in room no. 18A

Initiative-Establishment of student help desk

Implementation-Establishment of student help desk completed in college main gate

Initiative-Renovation of college building

Implementation-Renovation and coloration of college building

Initiative-Extension of CCTV cameras in college campus

Implementation-New 16 CCTV cameras has been installed in college campus

Initiative-Establishment of child care day room and First Aid room

Implementation-Child care day room and First Aid room established in room no. 19A

Initiative-Conduction of Half yearly examination

Implementation-Half yearly examination completed in between 01 -08 February 2021

Initiative-Reopening of girls hostel after COVID-hospital

Implementation-Girls hostel was handed over to college by CMHO, Surajpur

Initiative-To provide stationary facility to ST, SC students

Implementation-College has provided the education stationery items

like notebook, pen, pencil, scale etc. under various C.G. government schemes

Initiative-To prepare the students for competitive exams

Implementation-Each departments motivates their students to prepare for various state and central government competitive exams

Initiative-To provide financial aid to needy students

Implementation-Faculties provide financial support to very poor students for admission as collaborative collection of money.

Initiative-To organize Special Days

Implementation-The Special Days celebrated at the college are; Rastriye Sadbhawana Diwas, Teacher's day, NSS Foundation Day, Rastriye Ekta Divas, Gandhi Jayanti, Sanvidan Divas, Rastriye Ekta Saptah, World AIDS Day, Human Right Divas, National Youth Week, National Voters Day etc.

Initiative-To improve teaching learning methodology

Implementation-Students are motivated towards ICT based teaching learning methods. Assignments and seminar presentations are also introduced in PG departments under internal assessment. Now more ICT enabled classrooms are available.

Initiative-To encourage students to participate in other curricular activities

Implementation-Students actively participated in the various NSS, sports, SWEEP activities, annual functions and other social cultural activities of the college.

Initiative-Seminars held by the students

Implementation-Seminars held by the PG students as per prescribed syllabus. The seminars were intended to enhance student's communication skills and subject knowledge.

**Initiative-Providing sanitary pads and necessary medicines to needy girls in college**

**Implementation-Sanitary pads are provided through sanitary pad vending machine and necessary medicines are provided from Zoology and Sociology departments distributed by female faculties**

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College through its established IQAC set-up regularly reviews its teaching-learning process, structures & methodologies of operations and learning outcomes time to time as per norms and records the incremental improvement in various activities by performing the feedback analysis of the stakeholders and taking actions based on the analysis of feedback.

**Feedback Analysis:** The Colleges' IQAC collect feedback from stakeholders namely students, parents, alumni and teachers at the end of session. All the feedback collected from stakeholders are thoroughly analysed by the IQAC members. The responses & suggestions of the stakeholders are integrated to the action plan of IQAC for the upcoming academic sessions.

In this academic session feedback from stakeholders is collected through google form. Analysis of Alumni and Teachers' Feedbacks Students are provided with printed feedback forms on various parameters. Analysis of student feedback is done which is based on Teaching and College like subject knowledge of teacher, teaching method, ICT based teaching, interactive & comprehensive Teaching, Conduct of Teachers, Syllabus Completion, Students' Academic Encouragement, Study Material Provision, Personality Development, Cleanliness / Drinking Water facility, assignment, lab facility etc. and the responses of the feedback are asked on the scale of Excellent, Good, average and below average. The analysis of Feedback from regular students of UG & PG classes is noted very seriously. Based on the responses of the stakeholders, the IQAC committee in consultation with the Principal tries to incorporate changes for

improvement and betterment so that the follow up actions on enactment of recommendations given by the stakeholders are taken care of.

Several actions have been taken by the College Admin & IQAC to facilitate the students in their continuous process of learning and to facilitate the teachers in their persistent process of teaching and thereby improving the student centric amenities, teaching tools, educational quality and administrative efficiency of the College. A consolidated list of these actions undertaken during last year is given below.

- Enhancement of women safety & security in College campus by installing more CCTV cameras and also by conducting initiatives for women empowerment.
- Infrastructure augmentation of academic and physical facilities in College.
- Facilitating the availability of high-speed Wi-Fi facilities in the College campus.
- Enhancement of seating capacity of the College.
- Construction of new ICT seminar cum classrooms in the College.
- Improvement in girl Common Room facilities of the College.
- Construction of toilets for staff and students.
- Enhancement of toilet facilities in the College.
- Construction of child care cum first aid room in the College.
- Establishment of a student help desk in the College.
- Enhancement of cultural and sports activities and events in the College.
- Initiation & commencement of a new academic programme namely M.Sc. zoology.
- Enhancement of ICT based teaching-learning aids and tools like digital pad, web cam, mic, sound system etc. in the College.
- Timely completion of syllabus curriculum and co-curricular activities in the College as per the academic calendar.
- Timely completion of internal assessments, unit tests and half yearly exams in the College.
- Timely completion of Lab courses & practical as per the teaching plan.
- Facilitating the availability of Offline admission form for 3rd semester students in the College to get admission.
- Facilitating submission of online exam form for university exam in the College.
- Enhancing the accessibility of the Student Grievance Cell in the College.
- Introducing online registration portal for alumni registration on college website.



File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report102.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report102.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our college is a co-ed college. Both girls and boys study here in a common classroom. In this Institution number of girls admission and pass out ratio is always higher than boys. Reservation for Women is provided during Admission in UG and PG programmes as per HED admission guidelines. The college maintains the gender equity by ensuring that there is fair and impartial treatment with students of both the genders. All the students get equal opportunities in all the activities of the college. The college is careful about maintaining and promoting the gender equity. The college takes care

about the safety and security of all the students of the college. All faculties provide counseling to girls in classroom by providing information about rules and laws for girls safety. Also time to time girls safety awareness program is conducted by the college through various government departments like police department, Legal advisory, CDPO office. There is a help-desk facility available in the college that provides with all the required information and guidance to all the students of the college. If any student or any parent has any query, the help-desk official replies accordingly to shutout the problem of parents and their ward. This facility greatly helps the stake-holders. There are different committees in the college functioning for the overall development of all the students of the college. There is a provision of the students union that also works in association with the administration of the college for the welfare the college students. There is proper safety and security for women in the institution. Separate common room is available for girl students and separate toilets for female faculties, staffs and girls. For proper counseling there is a committee for women empowerment. Therefore number of initiatives has been taken for Sensitizing the students and faculty members about the issues relating to safety and security of the girls. In our curriculum and co-curriculum activities we have taken various steps for gender equality. According to syllabus we taught human rights and women empowerment topics to graduation students as a compulsory paper in Environmental studies. In B. A. Political science we teach fundamental rights and women empowerment also. The college has a Women Sexual Harassment Redressal committee (Internal Complaint Committee) for female students which provide them necessary guidance. There is also a committee on anti-sexual harassment and anti-ragging. The committee on anti-sexual harassment anti-ragging is very active. The committee guides and monitors the activities relating to gender equality. The college has an anti-harassment cell. The aim of this cell is to promote a culture of respect and equality for female gender and also to monitor the treatment with women in the college. The college has an anti-harassment cell for the welfare of women as per the norms specified by the government bodies. There are different types of programs and activities organized in the college that promotes the gender equity. To promote gender equality and to safeguard the women we have initiated the following measures in our institution-

1. College dress- For all regular students college dress is compulsory which provides gender equity and safety of the students. We can easily recognize the college students in any place which provide safety especially to girl students in college campus and outside college campus.

2. Day care child room: The college has unique facility as Day care child room for needy female staff and students who has children to care of their children which provide peaceful teaching and learning to mothers.
3. Separate girl's hostel: The college has currently 100 bedded girls hostel with CCTV cameras and all facilities for college girl students. To enhance the security of girl students a warden is appointed and some female college staffs live in hostel.
4. Internal compliance facility: The college has an internal compliance facility system. Any student of the college may complain about any issue of discrimination. The college website has a link as Student's Grievance Cell which provides such facility to the students of the college. Any student may directly contact the Principal or the in-charge teacher of the college in case of any need.
5. Separate Girls common room: The college has three girls common-room with attached toilet facility. The girl students may take lunch there. They may rest, relax and refresh there. The purpose of common room facility for girls is to create a stress-free environment.
6. Safety and security measures: Team Rakshak of Police department provides safety to girls by giving proper alertness when girls call to Team Rakshak emergency number provided by the SP, Surajpur. The girl students of the college were trained by the officials of the police department in college campus through Team Rakshak on 15.12.2021. The college keeps the issue of safety and security of its students on the top of its priorities. The identity-Cards of all the students of the college are checked at the main entrance of the college. It stops outsiders to enter the college building. There are many C.C.T.V. cameras installed in the college that provide with the tight security vigilance.
7. Gender sensitization webinar and counseling: In addition to that webinar on 'Gender Sensitization: Issues and Challenges' was organized to promote gender sensitivity on 31.07.2021. Under the Women harassment and gender sensitization cell counseling to girls was organized in a separate room full of girl students only by female faculties for shot out the problems of girls with privacy on 30.12.2021.
8. Distribution of sanitary pads and medicines: The college has facility to distribute sanitary pads in very lower cost and medicines through female faculties with privacy to all girl students. First Aid medicines are available for both girls and boys in the college.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report89.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report89.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report87.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report87.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The college facilitates several methods for the management of degradable and non-degradable waste. "Green and Clean Campus" is the motto of our institution. Entire campus is free from any types of pollution.

1. Solid waste management - College campus and girls hostel has different dustbins (green and blue) which are identified and setup for disposal of wet and bio-degradable wastes (green dust bin) and for disposal of plastic wrappers and non-biodegradable wastes (blue dust bin). All the wastage are collected by municipality service on daily basis from college and girls hostels for recycle and manure conversion on their site. College peons, NSS volunteers and students keep the campus clean and green. The college has write-up committee (??????) who approve the sale of college solid scrapes like waste papers, furniture, e-wastes etc. to recyclers for waste management.

2. Liquid waste management - Liquid waste from like the toilets, drinking water and labs is let out as effluent into a proper drainage facility and to avoid stagnation. The chemical waste produced in chemistry lab is drain out through the pipe line which is connected to the soak pit present away from college building. Botany and Zoology lab waste water is drain out to the soil to reuse of water because it is not harmful.
3. Biomedical waste management: - Being majority of girls in college, the biomedical waste generated on daily basis is used sanitary pads. The used sanitary pads are collected in dustbin and disposed off by municipality service on daily basis.
4. E-waste management - The college write-up committee approve the sale of college e-waste to recyclers. In this way e-waste management is carried out.
5. Waste recycling system - There is no system of waste recycling in the college. However, there is rain water harvesting system and soak pits in the college. Recycling of wastes is carried out by municipality service on their site.
6. Hazardous chemicals and radioactive waste management- In our institution there is no hazardous chemical and radioactive wastes. So, there is no Hazardous chemicals and radioactive waste management system in the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**



**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and**

**C. Any 2 of the above**



**facilities for persons with disabilities  
(Divyangjan) accessible website, screen-  
reading software, mechanized equipment 5.  
Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies of  
reading material, screen reading**

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has always been at the fore front of sensitizing students to the cultural, regional, linguistic, communal and socio-economic diversities of the state and the nation. This college is situated in tribal area of Chhattisgarh. The tag line of state is "Chhattisgarhiya, Sable Badhiya" which shows tolerance and harmony of the state. Tribal are known for their community life. Majority of our students belong to tribal area. Therefore there is a natural atmosphere of harmony and tolerance in the institution. Although our students come from different socio and economic blocks but there is no difference of language and region. Sadari, Kuduk, Chhattisgarhi and Hindi are locally spoken language. Most of the Local students in college speak Sadari and Hindi which represent linguistic inclusiveness. Institution has a code of conduct for students, teaching staff and non-teaching staff in which tolerance and harmony towards all concerned is essential. The college celebrates the cultural and regional festivals during youth festival, annual function, Ek Bharat Shreshth Bharat program, constitution day, AIDS day etc. with the performance of folk-song, folk-dance, debates, easy writing, rangoli, mehendi etc. to teach tolerance and harmony to the students. Due to COVID situation most of the programs and functions arenot performedin the college by the order of HED, Chhattisgarh. In various functions and events our honorable Principal inspires us for tolerance and harmony. Institution is

committed for the policy of nondiscrimination. For this purpose there are committees on ST, SC and OBC. These committees play an important role for the welfare of these communities. Every faculty member in classroom always talks on ethical values and inspires our students. The college students, teacher and staffs jointly celebrate the cultural and regional festivals, teacher's day, welcome and farewell program, Induction program, rally, plantation, youth day, NSS day and other important days, etc. and many activities together. The co-operation between teacher and students are such that in student's family festival like marriage program, cultural and ritual activity, they invite staffs members of college also. Teacher and staffs also goes and take participate in these programs. The college NSS unit works with nearby local village (Tilsiwan) during camp for cultural, regional, linguistic, communal socioeconomic and other diversities awareness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college makes sure that sovereignty, socialism and secularism mentioned in the constitution of India are firmly adhered to so that the students and staff are not deprived of social justice, equality and fraternity in the college. The college never discriminates among its students and staff on the basis of gender, religion, caste, creed, color and ethnicity and hence provides equal opportunities to everyone to experience the liberty of thought, expression, belief, faith and worship in order to assure the dignity, unity and integrity of the college. Majority of our students belong to depressed socio-economic class of the society. It is the sole objective of the institution to transform our students into the responsible citizens committed to nation and society. Various activities are held in the institution to sensitize on human values, rights, duties and responsibilities of a good citizen. The college administration tries to sensitize students and employees to the constitutional obligations- values, rights, duties and responsibilities of citizens. The college celebrates Independence day, Republic day, Gandhi jayanti, Netaji jayanti, Surgical strike day, Constitution day to make the importance of freedom and the

glory of Indian freedom struggle. They aim at highlighting the constitutional spirit of liberty, equality, justice and fraternity. The aim of the program is to aware about constitutional obligation-Values, Rights, Duties and responsibilities of the citizens. In this occasion lecture of Principal and staff members are organized. On constitution day (26.11.2020) in a program, Principal stated that our constitution provides all citizens the values of human dignity, equality, Social justice, Human rights and freedom, Rule of law, equity and respect and superiority of constitution in the national life. The oath of saving constitutional values was taken. The lecture on to abide of fundamental rights and fundamental duties are stated. Every year on the Independence day and Republic day, the National flag of India is saluted. National song is also sing in these occasion. The tribute paid to CDS Sahid Vipin Rawat and Sahid Veer Narayan Singh (First martyr/freedom fighter of Chhattisgarh) by college family on 11 December 2021. College celebrates World environment day to ensure that environmental concern is addressed and also Swachh Bharat Abhiyan to promote the importance of cleanliness. To enhance our democracy some ideas are also done. For example, the voter awareness program i.e., SVEEP is organized by the college. Rally, oath, competition etc. are organized time to time. Every student is motivated to take part in voting. The NSS unit of college celebrates National voter's day on 25 January every year. College celebrates "Yuva diwas" on the birth anniversary of Swami Vivekananda. On this day our NSS unit organized online various programs due to COVID situation and propagates with the ideas and philosophy of Swami Vivekananda. In first year of UG syllabus, there is a compulsory paper on environment and human rights as Environmental Studies paper in which human rights and ethical values are taught. In our institution National Movement and constitution of India are taught in UG and PG Sociology and political science. These students are well aware to the constitutional rights and obligations. The institution celebrated the birth anniversary of Rashtrapita Mahatma Gandhi on 2nd October and death anniversary on 31st January. Students celebrate Teacher's Day (Birth anniversary of Dr. Radha Krishnan ji) on 5th September.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

#### 7.1.10 - The Institution has a prescribed code

of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college celebrates and organizes various national and international commemorative days, events and festivals to inculcate the spirit and essence of day among the learners for moral and ethical development of students and staffs. It is the sole motto of the institution to transform the students into responsible citizens of tomorrow committed to nation and society. The college celebrated following days-

World environmental day on 05 June 2020

Pt. Rewati Raman Mishra Death anniversary on 14 July 2020

Annual function on 02 August 2020

Independence day on 15 August 2020

Rashtriya Sadbhavna Divas on 20 August 2020

Teacher's day on 5th September 2020

NSS day on 24th September 2020

National Unity day on 31st October 2020

Constitutional day on 26 November 2020

World AIDS day on 01 December 2020

Human Rights day on 10 December 2020

Baba Ghasidas Jayanti on 18 December 2020

Swami Vivekanad/ Youth day on 12 January 2021

Prakaram Divas on 23rd January 2021

National voter's day on 25 January 2021

Republic day on 26 January 2021

Mahatama Gandhi Death anniversary on 31 January 2021

Saraswati puja on 16 February 2021

COVID-19 awareness program on 14 April 2021

Yoga Day on 21 June 2021

COVID-19 vaccination Camp on 25 June 2021

World nature conservation day on 28 July 2021

Induction Program on 30 October 2021

Youth festival on 17-21 December 2021

Other than these Students or staffs occasionally visits to picnic nearby Surajpur and also PG students visit labs, villages, industries for social outreach program. In the family program or in the marriage program of staff member or student, all other staff goes to their house and celebrate the festival.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### PRACTICE- I

**Title of the Practice-** Distribution of old hard covers practical copy to B.Sc. and M.Sc. students

**Objective of the Practice** -The main objective of this practice is-  
 1.To reduces the financial load of students 2. To conserve the environment by reuse of the item 3. To reduce environmental pollution and 4. To develop awareness and capability to students for 3R. The distribution of old hard covers also nulls the storage area in the department.

**Context-** Most of the students of college belong from rural background and having low income and paying capacity. They are unable to purchase books and stationeries themselves due to poverty and limited source of family income. College provides some stationary items like pencil, copy, sharpener, scale to ST-SC students from ST-SC stationary fund provided by government of Chhattisgarh. All ST, SC and OBC students get scholarship from government of Chhattisgarh. The faculties of science countered this situation by thinking to help students by providing old hard covers practical copy to B.Sc. (Bio.) and M.Sc. Botany students. After that, the department of Botany and Zoology collectively provides previous year old hard covers practical copies submitted by private students to all current year students. This practice role for environmental conservation by the concept 3R- Reuse, Recycle and Reduce as well as this practice give financial support to students.

**The Practice** - All students get two covers from the concerned departments and submit his/her zoology and botany practical copy with cover during practical exam in each session. After that students get his/her covers again from concerned departments after



declaration of university result for reuse of this cover in next year practical exam. In this way a student reuse a cover in each session practical exam (3 times) and saves his/her money at least two hundred rupees in B.Sc. course. Each M.Sc. botany student saves at least five hundred rupees in his/her course by getting cover files from botany department. The college provides at least 550 cover files to concerned students. This practice saves environment, money together and also nulls the storage area in the department which space is occupied with other lab items.

Evidence of Success - Students become very happy to get cover files free of cost again and again from the departments. Students get not only covers but also they know how to reuse the product and save the environment and space.

Problems Encountered and Resources Required- For this purpose the departments don't require funds. Only important point is to change the mindset of the students for 3-R and also for sustainability with conservation of environment.

#### PRACTICE- II

Title of the Practice- To serve social wellness through blood donation

Objective of the Practice - The main objective of this practice is-  
1. To promote blood donation awareness in between students  
2. To save life of needy person through blood donation by college students in emergency  
3. To motivate to serve for society welfare.

Context- The college is situated in semi-urban area but the students belong from rural background. College has Red Ribbon club and NSS unit for social welfare. Surajpur head quarter has one District hospital with Blood bank unit. Mostly patients come to hospital from villages having BPL card for medical treatment. Due to low literacy level in villages, there is lowest awareness for blood donation and also due to low income they are unable to get treatment from private hospitals. 'Rakt Dan Maha Dan" is the quotation and motto of the Red Ribbon club. The Red ribbon club works with CGSACS and NACO for HIV and blood donation awareness.

The Practice - Each department take information of student's blood group in admission register during the admission which help for scrutiny of student's blood group at the time of emergency blood need to hospitalized patients. There is no discrimination about caste, sex, religion, society etc for blood donation by the college

unit. Blood donation is carried out through the Red ribbon club of the college. When any needy person consult or call to any staff of the college for blood need, the staff consults immediately to the co-coordinator of the Red ribbon club who inform the concerned student for blood donation immediately. The concerned student goes to blood bank of district hospital and other hospitals immediately for blood donation. The student gets an appreciation certificate by hospital administration. In this way college administration promotes the blood donation awareness and saves many lives.

Evidence of Success - Students become happy to help unknown person in emergency situation and after getting appreciation certificate by hospital administration. The college staffs, other students and family members of the blood receiver appreciate and give respect to the student who donates blood to save unknown person. Students become emotionally attached with peoples to help. It increases the ability of students to improve the knowledge about value of life and value of the blood which saves life of several peoples.

Problems Encountered and Resources Required - For this purpose the college don't require any funds. Only important point is to change the mindset of the students for blood donation and value of life.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report96.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report96.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

VISION- OVER ALL DEVELOPMENT OF STUDENTS BY EXPOSURE AND EXCURSION.

OBJECTIVES AND GOALS - 1. To achieve academic excellence

2. To promote students towards research

3. To promote faculty towards quality research

4. To enhance learning ability
5. To develop confidence on work
6. To expose work environment in research laboratories, other institutes, villages etc.
7. To motivate students to attain national and international workshop, seminars
8. To increase involvement of students in practicals and research projects.

The college follows its vision and mission to serve with excellence for students. The vision and mission of the college are To provide quality education to all students, To maintain excellent academic standard through innovation and effective teaching learning method, To promote scientific skills and academic excellence in this semi urban area, To achieve academic excellence, To provide orientation to students towards research, To promote the faculty towards quality research and examination. To achieve the above objectives and goals, the college PG departments focus on exposure and excursion of students to research laboratories, trainings and visit nearby villages. This year, M.Sc. Botany and Chemistry students visited CIPET, Korba (CG) for 02 days industrial training to expose and excure the plastics technology and its waste management. Also M.Sc. Botany students visited Mushroom Production Centre, Tilsiwan, Surajpur (C.G) for 06 days training on Mushroom cultivation techniques. Department of Chemistry PG students visited Water Treatment Plant, SECL, Bishrampur for 04 days training and also in Soil Testing Centre, Ambikapur for 04 days training to expose and excure the water treatment and soil testing techniques. Department of sociology MA students visited Pandonagar, Shilfili, Surajpur (C.G) for 01 day exposure to know the livelihood of Pando tribals. Students prepare a excursion report of visited place and submit it to concerned department. Students are also motivated for participation in national and international workshops, seminars and conferences to enhance their research skill. Some students are involved in running minor research project for promote research skill in students.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college is under the Department of Higher Education, Govt. of Chhattisgarh. College follows the prescribed curriculum of Sant Gahira Guru Vishwavidyalaya (Formerly known as Sarguja University, Ambikapur) as the college is affiliated to Sant Gahira Guru Vishwavidyalaya, Ambikapur (CG). For undergraduate program like B.A, B.Sc, B.Com, BCA syllabus is designed by Central Board of Studies, Department of Higher Education, Government of Chhattisgarh which is forwarded by the university to the college and for all PG programs (CBCS mode), the syllabus is provided by the university and followed by the college. Faculty members are working as members in many committees of the college/university. Faculty members of the college do a monthly division of the whole curriculum of each paper. Every faculty member mentions a monthly proposed curriculum in their daily diary along with the curriculum. Faculty members teach according to the proposed curriculum & they do signature after writing the statement in daily diary whether completed/uncompleted the prescribed curriculum and principal certifies it after doing signature in the monthly report of daily diary. College prepares an academic calendar based on the prescribed calendar provided by the department of Higher Education. College organizes internal examinations like unit tests, quarterly, and half yearly examinations as per HED academic calendar. Question papers of half-yearly/model examinations are prepared based on annual examination. We are also giving question banks and other study materials to the students every year for the guidance of how to write attractive answers to the questions to prepare them for the examination. Each PG department organizes departmental seminar, group discussions, and educational tour/field trips for effective delivery of curriculum, which are done in a planned in well manner. College has sufficient number of classrooms, laboratory, ICT rooms with internet facility, LAN & Wifi connectivity, Child day care room, Yoga cum music room, Toilets, indoor auditorium and indoor-outdoor stadium and gym facility etc. Guest lecturers are appointed against vacant posts of Assistant Professor and Professors as per instructions from Commissioner, Department of Higher Education, Chhattisgarh.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The college is permanently affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja, Ambikapur. Academic calendar is provided by the Higher Education Department of Chhattisgarh Government and is applicable to the entire state. College adopts the academic calendar as it is published by the higher education department of Chhattisgarh government. Before the commencement of every academic year, the IQAC prepares the academic calendar of the college in accordance with the academic calendar of the higher education department of Chhattisgarh government. In every academic year an Internal Evaluation Committee is formed. Which works for the better conduction of CIE. The IQAC prepares the academic calendar and it is displayed on the website and notice board of the college. A copy of the academic calendar is provided to every faculty for proper implementation. The academic calendar specifies the teaching-learning schedule of every academic year and continuous internal evaluation. For each faculty, a student induction program is conducted to the newly admitted students to make them aware of various facilities, rules and regulations, examination related activities and other co-curricular activities. The principal of the college regularly conducts meetings of various college committees to ensure the better functioning of the curricular and co-curricular activities. To run online classes smoothly during COVID situation, there are various Whatsapp groups subject wise to share online classes link, study materials and other academic/online co-curricular activities information. Students are encouraged to visit the college website for the latest update information of college. Academic calendar is followed by the faculty and students to adhere to the completion of academic activities. Under the continuous internal evaluation (CIE) regular unit tests are organized by the faculty member quarterly and half yearly examinations are conducted by the college according to academic calendar. In this way teachers can identify advanced learners and slow learners. In addition extra classes are organized for slow learners and also advanced learners are encouraged to give their best performance in the annual examination and other co-



curricular activities. The regular faculties of college completes their orientation/ induction program, Refresher course and faculty Development Programs as per UGC, New Delhi and HED, Chhattisgarh norms for skill upgradation/ updating knowledge.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D64.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D64.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

09



File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

The college follows the curriculum prescribed by the Sant Gahira Guru university, Ambikapur and HED, Government of Chhattisgarh. The university integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum. According to the syllabus of UG and PG programs, issues relevant to Environment and

sustainability are taught as per following -

1. Undergraduate programs (BA, B.Sc, B.Com, BCA)- In first year environmental studies paper is compulsory to adopt as one compulsory paper which is related to environment and sustainability.

(i) B.A. syllabus includes Indian Government and Politics, Political Thought, Comparative Government and Politics, Public Administration, Prachin Hindi Kavya, Hindi Katha Sahitya, Arvachin Hindi Kavya, Hindi Nibandh Tatha Gadya, Janpadiya Bhasha-Sahitya (Chhattisgarhi) relates to Human values and also the syllabus includes Political Theory and societal values as gender equity and human values.

(ii) B.Sc. syllabus includes Ecology, Environmental Biology, Toxicology, Microbiology and Medical Zoology, Ecology and Plant Physiology, Analytical technology, Plant Pathology etc. as Environmental and Sustainability and Vertebrate Endocrinology, Reproductive Biology, Animal behaviour, Embryology etc. as Human values.

(iii) B.Com syllabus includes Business Communication, Business Environment, Business values etc as Human values and Taxation. Business Regulatory Framework etc as Professional ethics.

2. Post-Graduate programs (M.A, M.Sc., M.Com.)- In First semester course Research methodology paper is compulsory which is related to human values and professional ethics. In the Second semester course, the social outreach and skill development paper is compulsory to adopt as one compulsory paper which is also related to human values and professional ethics. In the Third semester course Intellectual Property Right and environment paper is compulsory to adopt as one compulsory paper which is related to human values and professional ethics. In Fourth semester, the Dissertation paper is compulsory which is also related to Environmental and Sustainability, human values and professional ethics.

(i) M.Sc. Botany syllabus includes systematics, biodiversity, evolution, principles of ecology and environment, pest and agricultural ecology, plant physiology, plant morphology, plant anatomy, developmental biology, flowering physiology, parasitism etc. as Environmental and Sustainability and Human values. The syllabus also contains Intellectual property, Human Rights, Tribal studies which are based on Human Values and Environmental

basics.

(ii) M.Sc. Chemistry syllabus includes Research methodology & computer application is based on professional ethics, Constitutionalism and Indian political system also covers human values, medicinal chemistry is based on environment and sustainability which are taught in semester Ist. 2nd Semester syllabus contains environment & forest law based on environment and sustainability, social outreach & skill development and applied chemistry enhances professional ethics, 3rd Semester contains Intellectual property , Human Rights , Tribal studies which are based on Human Values and Environmental Basics & green Chemistry based on environment and sustainability . The 4th Semester syllabus contains Bioinorganic chemistry, Environmental Chemistry and chemistry of natural products based on environment and sustainability and Dissertation based on professional ethics.

(iii) M.Com. syllabus includes advanced accounting, management accounting, research methodology & computer application, marketing management etc. in semester Ist which are related to professional ethics. Syllabus of semester II includes specialized accounting, social outreach and skill development, business law, advertising and sales management, personnel management, accounting for managerial decisions etc. which are focused on professional ethics and environment & forest law based on environment and sustainability. Semester-III includes management concept, organisational behaviour, international marketing, life insurance, production management etc. which are focused on professional ethics. Intellectual property , Human Rights , Tribal studies which are based on Human Values . Environmental Basics based on environment and sustainability. Semester IV includes Corporate legal framework, Marketing research, Investment Management, Dissertation , Consumer Behaviour, Financial Institution and markets, GST, Bank Management, Industrial Law, Introduction to IT focused on Professional ethics.

(iv) M.A Sociology syllabus includes Gender and society, Perspectives on Indian society etc. as gender values. Syllabus also includes Social anthropology, Urban values etc. as Human values. Syllabus also contains research methodology in social research etc. as professional ethics.

(v) M.A Political science syllabus includes Tribal studies, Democracy and human rights etc. as Human values. Syllabus also includes Indian Government and politics, Ethics and politics,

Social movements and Human values, Indian political thoughts etc. under Political ethics, Gender equality and Human values. The syllabus includes IPR, Foreign policy and international securities as professional ethics.

(vi) M.A Economics syllabus includes Research methodology & computer application is based on professional ethics, Constitutionalism and Indian political system, Tribal studies also covers human values. Micro and macro economics, Public economics, Industrial economics, managerial economics, Economics of Insurance, Economics of financial markets and institutions, Agricultural economics, Economics of entrepreneurship etc. as professional ethics. Environmental and forest laws, Agricultural economics, Environmental economics as environment and sustainability.

(vii) M.A Hindi syllabus includes paryavaran avam vaniki vidi and chhayavad as Environmental values. Syllabus also includes Adhunik kavya, Katha sahitya, Poetry of great poets like Sant Kabir, Surdas, Tulsidas, Acharya Ramchandra Shukla as human values and gender ethics. The syllabus includes Hindi patrakarita, Hindi bhasha evam Bhasha vigyan, Bhartiya kavya sastra, Bhasa shikshan as professional ethics.

The college also has conducted various activities/programs on cross-cutting issues to supplement the

university curriculum, some of these are as follows-

#### Environmental Sustainability:

The college has an NSS unit which promotes environmental awareness through tree plantation, water conservation, college campus and village cleanliness, plastic-free drives etc. The college has different diversified plant species. About 226 trees in which about 45 plants have medicinal values. About 119 different types of plant species are found in college campus with angiospermic, gymnospermic, pteridophyte and bryophyte plant species.

#### Gender sensitivity:

The college organizes various gender sensitivity programs such as Women's Health and hygiene,

Personality Development, Self-protection, Yoga training etc.

Sanitary pads and necessary medicines are available in Zoology and Sociology departments distributed by female faculties to needy girls. The college organizes various workshops, seminars, expert lectures on gender sensitivity and legal rights of women through online and offline seminars with reputed advocates. For girls empowerment the district administration prepared 'Team Rakshak' which is for security and safety of college and other females.

#### Human values and Professional Ethics:

The college organizes various extension activities through NSS, Ek Bharat Shreshtha Bharat and Red Ribbon club for the inculcation of the values like national integrity, Anti-drug activities, cultural activities like dance, paintings, debate etc., patriotism, equality, peace, brotherhood, etc. Health-checkup Camps, Driving licence preparation camps etc. are organized from time to time.

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

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

09

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

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

701

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>



<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**726**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

**639**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

**At the time of admission, relevant teachers provide necessary guidance regarding choice of the subjects to students. The**

concerned course teacher provides them with a kind of information and helps them to select subjects which are useful to them. The students are briefed about the subject content and careers option in selecting the same during the student induction program. Initial lectures on the beginning of a program are specially designed to prepare students to enhance their capacity to understand the subject matter of their programs. The college assesses the learning levels of the students through unit tests, CCA, end-semester exam, assignments, presentations, viva-voce exam for PG students and unit tests and half yearly exam for UG students. on a regular basis. Unit tests are conducted by concerned faculty members in the classroom. On the basis of the result of the unit test and half yearly exam, advanced and slow learners are identified by faculty members. After that advanced learners and slow learners are closely supervised and guided by faculty members. Both slow and advanced learners are provided with all the required facilities according to their capacity. Advanced learners are encouraged to do extra reading as well as extra co-curricular activities and participate in stimulating class discussion and make presentations (for PG students). Advanced learners are encouraged to compete in their college competition finally and the endeavor is to ensure such a degree of involvement on their parts that they try to help their weaker classmates. All meritorious students are felicitated with prizes and certificates during the college annual function. Personal counseling is provided by the principal and teachers for all students. Slow learners are provided extra help for their advancement as per their capability. The college has given clear instruction to all faculties to conduct online classes separately for both advanced learners and slow learners during holidays and vacations. Faculty members try their best to boost the confidence of weak students. Special classes are organized for slow learners in college /online mode. Slow learners are encouraged to meet the concerned teachers for solutions to their problems. Special attention is focused on the attendance of slow learners. Pdf/word notes, video lectures on online platforms are recommended and personal counseling is provided to them for academic improvement. This practice was initiated as part of a blended learning system for the students having different learning capabilities.

For slow learners:

Identification of weak students-

The following key points are considered to identify the slow learner and advance learner-

1. As per previous Board and university result.
2. Marks obtained in the class unit test and half yearly exam result.
3. By response of the students during oral questions in the classroom by faculties.
4. Attendance percentage in classes.
5. To check their assignment given by faculties.

Objectives of extra classes-

1. To motivate students to have a creative mind set up.
2. To improve the confidence of slow learners and rectify their weakness.
3. To help students to understand the question paper pattern of university exams for UG and PG.
4. To enhance the skill in respect to the learning process.
5. To overcome the fear about study and make the level of slow learner and advanced learners.

For advanced learners:

On the basis of performance, advanced learners are identified during the class as well as class unit test and half yearly exam. Advance learner are encouraged by following methods-

1. College organizes expert/guest lectures, industrial or skill development training, webinars/online seminars so that such students can get advanced knowledge.
2. Special guidance is provided for additional skill development like ppt presentation, field work, livelihood training.
3. Faculty members motivate the student to take part in seminars, training etc.
4. Students are also motivated to use ICT tools such as YouTube, PDF notes, N-List, PG- Pathshala, online seminars or class platforms like Google classroom, Google meet, Zoom, Teachmint etc.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/events_details.aspx?eid=17">http://www.govtcollegesurajpur.ac.in/events_details.aspx?eid=17</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1516	22

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

This college is committed to improve students ability by providing quality education. The college focuses on adaptation of student centric methods and also co-curricular activities. Students participate in learning and problem solving methodology. Quizzes, debates and team work are specially student centered teaching methods which are reflected in project work. The college practices various student centric methods such as experiential learning, participative learning and problem solving methodologies for enriching learning experiences. All the science programs integrate practical courses with adequate experiential practice for the student. They also provide a platform for participative learning to the students. Moreover project work, field-work, seminars, excursions, dissertation, social outreach program, NSS, Red-ribbon club etc. are included in syllabus for practice and habit of participative learning and problem-solving methodologies. In the beginning of the session academic calendar is provided by IQAC as per the norms of state higher education department and affiliated University. All faculty members prepare the teaching plan before the beginning of the classes and according to the plan they teach in an effective manner for easy understanding amongst students. The interactive question-answer session is arranged by the teacher in every class. Students are encouraged by concerned faculties to ask more and more questions in the classes. The Science, Arts and Commerce department

conducts a skill development program/social outreach program for PG students. In the faculty of science and computer, there is a lot of scope for experiential learning and practical learning for both UG and PG students. In UG classes, teachers demonstrate the practical and the student performs but in PG classes, each student does practical individually under the guidance of the teacher. In all U.G. and P.G. programs, there is a compulsory project/dissertation course that provides adequate opportunity to the students for incorporating and practicing problem solving methodology. In the UG first year syllabus, there is a compulsory paper of environment and human rights as an 'Environmental studies' paper in which project work is assigned to every student. Each student submits this paper project report and gives a viva-voce exam to test the knowledge concerned with project work. Under student centric teaching-learning approach, each PG department provides facilities to students to complete their social outreach project and dissertation work in nearby laboratories, institutions and learning centers for their skill development. Institutions provide ample scope for participative learning to all students through community based paradigm and service.

Some important student centric teaching learning process adopted by college is given below-

1.Team work- College organizes various student activities to promote the spirit of teamwork. Some activities are NSS camp, village adoption, Tree plantation, Campus cleaning, Mask distribution during COVID time, COVID awareness rally with following social distance and COVID protocols, COVID vaccination camp, SwachhBharat Abhiyan, Driving license camp, social outreach program, dissertation and trainings help students to learn art of living and improve the social and community welfare.

2.Debates-debates are organized in many subjects at the college level on different occasions like annual functions and other activities. Our students also participated and got prizes on district level, division level and state level debates competition under SVEEP programme.

3.Project work- According to University syllabus all UG first year students submit environmental studies project reports and also all PG students submit their social outreach program project report. Students get NSS "C" certificates after qualifying exams and submitting their project work report in the University.



4.Participation in competition at various levels- To boost up the confidence of students, colleges organize various competition programmes during various programs.

5.Field visit- The field visit is compulsory for all PG students in social outreach and skill development programs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/85.jpg">http://www.govtcollegesurajpur.ac.in/newsData/85.jpg</a>

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

In the ICT era revolution faculties are not teaching only by traditional method of chalk and talk but they follow ICT enabled teaching methods as well as ICT tools. The academic year 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enable tools. The use of computers, mobiles and the internet became a common practice not only for teachers but also for the students. Facilitated by these programs, the teachers are effectively using ICT enable tools like desktop,laptops, smart mobile, mic, headphones, digital writing pad, internet, video-lectures, audio-lectures, PPT presentations, virtual labs,YouTube link, e-contents, N-List, PG pathshala etc. The college has three ICT rooms with a smart classroom setup. Faculties use well equipped setup like digital writing pad, mic, webcam, speaker for effective online classes. Faculties use Google meet, google classroom, Zoom meeting, Teaching as online teaching platform and concerned link is shared to class whatsapp group. The college is an active member of Infilbnet services by which students and faculties are benefitted by a number of ebooks, e-journals, e-magazines and other e-contents. The college has 45 computers for academic use and 6 for non-academic purposes.



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

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

#### 2.3.3.1 - Number of mentors

22

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

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

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

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

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

43

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

The internal assessment includes unit test, half yearly, terminal exam for UG students and unit test, CCA tests, seminars, social outreach report evaluation for PG students under CBCS pattern. The subject teachers set the question paper as per patterns in accordance with the annual and CBCS semester examination. Internal examination helps subject teachers to analyse the performance of students. All records related to internal examination such as attendance sheet, question paper, valued answer books, summary of mark-sheets are properly maintained by the concerned department and committee. Model answer and marking scheme is prepared by every subject teacher before valuation. After valuation of answer books it is distributed to students for verification and grievance if any and is redressed immediately. Unit tests, half yearly exams and CCA tests are very effective steps for internal assessment. Assessment copies and model answers are shown to and discussed with students. The marks

obtained by the students in internal assessment tests are recorded periodically in the register by the concerned department. Day to day performance of the students is also assessed by the faculty member in the lab to analyze the skill of the students. At the end of the session each faculty member conducts doubt clearing classes. On the basis of internal assessment, slow and Advanced learners are identified and further necessary initiatives are taken accordingly.

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

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

The internal assessment includes unit test, half yearly, terminal exam for UG students and unit test, CCA tests, seminars, social outreach report evaluation for PG students under CBCS pattern. The subject teachers set the question paper as per patterns in accordance with the annual and CBCS semester examination. Internal examination helps subject teachers to analyse the performance of students. All records related to internal examination such as attendance sheet, question paper, valued answer books, summary of mark-sheets are properly maintained by the concerned department and committee. Model answer and marking scheme is prepared by every subject teacher before evaluation. After valuation of answer books it is distributed to students for verification and grievance if any and is redressed immediately. Assessment copies and model answers are shown to and discussed with students. The marks obtained by the students in internal assessment tests are recorded periodically in the register by the concerned department. Day to day performance of the students is also assessed by the faculty member in the lab to analyse the skill of the students. At the end of the session each faculty member conducts doubt clearing classes. On the basis of internal assessment, slow and Advanced learners are identified and further necessary initiatives are taken accordingly. Students are also encouraged to participate in different competitions, extension activities, sports and culture events. The winners are awarded with prizes and certificates.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report63.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report63.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

There are fifteen programmes offered by our institution-

1. B.A.
2. B.Sc (Bio.)
3. B.Sc. (Math)
4. B.Com
5. B.Com (Computer application)
6. B.C.A
7. M.Sc. Chemistry
8. M.Sc. Botany
9. M.A Economics
10. M.A Hindi
11. M.A Political science
12. M.A Sociology
13. M.Com.
14. PGDCA
15. DCA

Our college focuses always on the outcome of the students with nurturing the values of a responsible citizen. Programme outcomes

and course outcomes are communicated to all stakeholders through the college website and by faculty members in the classroom.

In brief programme outcome of some of the UG and PG programmes is given below-

#### 1. Program outcomes of Bachelor of Arts:

- Knowledge and understanding of the arts field: To develop a detailed knowledge and understanding of the arts field as core disciplines in humanities, social sciences and languages.
- Reading and writing skills: Students can interpret with an awareness and curiosity for other perspectives. They will be able to write effectively for a variety of professional and social settings. They will develop an awareness and confidence in their own voice as a writer and analyze complex social and natural problems with the help of their degree specialization.
- Critical Approaches: Students will develop an ability to read works of literary, and cultural criticism and develop ideas with the help of their specialization. They will express their own ideas as informed opinions, small projects and practical and understand how their own approach compares to a variety of critical and theoretical approaches.
- Environment Awareness: Understand the issues and problems of environmental context and develop environmental awareness in the mind.

#### 2. Program outcomes of Bachelor of Science (Bio and Math)

- Understand the methods of science, To understand the methods of science, and can explain why scientific knowledge is both contestable and testable by future inquiry.
- Applying appropriate methods to solve the problem A Bachelor can apply appropriate methods to solve problems in science, mathematics, technology including the planning and conduct of a significant project problem or investigation.
- Articulate the relationship between different branches of science. A bachelor of science can Apply appropriate methods to solve problems , the international scope of science, mathematics, technology and engineering knowledge and methods and the contributions to their development that have been made by people with diverse perspectives, culture

and backgrounds.

### 3. Program outcomes of Bachelor of Commerce

- To apply basic mathematical and statistical skills  
A bachelor can apply basic mathematical operations and statistical skills necessary, which is necessary for analysis of a range of problems in economics actuarial studies, Accounting, Marketing, Management and Finance etc.
- Sound knowledge of commercial, economical and taxation laws: Impact on changes of taxation, economical and commercial law to various areas of economy and practices.
- Environment Awareness: Understand the issues and problems of environmental context and develop environmental awareness in the mind.
- Consumer Movement: Make people aware about consumer movement, rights & duties, laws relating to consumers.
- Analysis of Organizational problems  
A bachelor can analyze and understand the balance between real and sustainable economic development.
- To understand the use of computers in commerce: Make the financial work easy, accurate and to save time with application of computers.

### 4. Program outcomes of Master of Commerce

- To impart the knowledge of basic accounting principles and the latest application oriented corporate accounting methods.
- To develop the decision making skill through costing methods and practical application of management accounting principles.
- To enhance the horizon of knowledge in various fields of commerce through advertising and sales promotion. • To create awareness in application oriented research through Research Methodology.
- To Equip Post Graduate students to accept the challenges of the business world
- To develop independent logical thinking and facilitate personality Development.
- To Equip the students for seeking suitable careers in management and Entrepreneurship.
- To inculcate the knowledge of business and the techniques of managing the business with special focus on marketing.

### 5. Program outcomes of Master of Arts in Sociology



- Better understanding of real life situation: The ability to apply sociological concepts and theories to the real world and ultimately their everyday lives
- Sociological Understanding: The ability to demonstrate sociological understandings of phenomena,
- Learn about institutions, culture, social control and inequality in society- Students have the ability to learn about institutions, folkways, mores, culture, social control, social inequality, population composition, population policy, society and culture of India. All these help to instill among the students of Sociology a sense of ethical and social responsibility.

#### 6. Program outcomes of Master of Science in Botany

- To develop critical thinking and scientific temperament.
- Students will be able to enhance research and problem solving skills.
- To understand and apply knowledge of Botany in day to day activities.
- To develop collaborative, team work, ethical skills and become a lifelong learner.
- To identify issues relevant to the environment.
- To give students exposure to recent developments and advance the topic of the subject.
- To apply research methodologies and be able to use instruments in Botany.
- To be able to collect data, analyze and prepare necessary documentation of botanical importance.
- To identify characters of plants and classify them.

#### 7. Program outcomes of Master of Science in Chemistry

- To know the concept of coordination chemistry, stability of the complexes and stereochemistry of complexes, structure and bonding.
- To learn the concepts of stereochemistry, conformational analysis and their application in the determination of reaction mechanisms.
- To understand the nucleophilic and electrophilic substitution.
- To learn about chemical analysis, solvent extraction, separation technique and spectroscopic technique.
- To gain the knowledge in the preparation, properties, characterization and Uses of polymers.
- To know about application of Spectroscopy in various field

of In organic Chemistry

- To know about Photochemistry, Excited States and Ligand field Photochemistry.
- To know about Nomenclature, Preparations, Characteristics and Structure of Heterocyclic.
- To be able to orient about minor projects and research in different fields of chemistry.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report41.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report41.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Our College evaluated the attainment of programme outcomes, programme specific outcomes and course outcomes during the year through mid semester exam., end-semester exam., assignment, presentation, viva-voce exam., etc. These are also evaluated by the feedback the college got by the students, the parents, the teachers, the employees and the alumni. Program specific outcomes are measured through both academic and non-academic performances of the students. The performance of the students is evaluated through internal and external examinations, practical and assignments, participation in class activities, role in departmental activities by which program specific outcomes are measured. Students are also encouraged to take part in competitions, seminars and conferences and research etc. Their performance within and outside the college in the various academic events provides another index of their learning-levels. Course outcomes are measured through the performance of the students during class, practical, internal evaluations and external evaluations. Students are measured continuously based on their regularity, their receptiveness, participation in class discussions, their performance by answers of questions asked by the teacher and the overall quality of their conduct. Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students on the basis of their performance. Thus, they are guided to improve their performance in the external examinations. There are 15 UG and PG programmes in the college

viz. Science, Arts, Commerce and computer in which UG is under annual and PG is under CBCS. Very systematically, from the first year of their college, the purpose of their academic journey is elaborated through principal address, induction programme, expert lectures and classroom interactions. In order to focus on the outcomes, they are categorized as the slow, average and advanced learner on the basis of their entry level marks. Online feedback of students, the parents, the teachers and the alumni helps to evaluate whether students have properly perceived the content of the curriculum. Ultimately programme outcomes and course outcomes are evaluated on the basis of the final result of the examination. Annual, CCA and semester examination is the yardstick which helps us to measure the programme outcomes and course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report66.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report66.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

361

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report65.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report65.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution

may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

01

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

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

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

02

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

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D63.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D63.pdf</a>

### 3.2 - Innovation Ecosystem

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

Our college has created an ecosystem for innovations and other initiatives for creation and transfer of knowledge by developing desirable human resources, taking care for creation and dissemination of knowledge. The college is a government institution. Despite low funding and human resources, the college encourages research and innovation among students and faculties. Faculty members are encouraged to undergo professional development programmes like induction program, Refresher course, faculty development program and to organize webinars, Guest lectures and participate in conferences, seminars and workshops. The Department of Zoology and Department of Botany has started collectively a minor research project on the social problem titled 'Study of Termiticidal effect of different plant extract' funded by College Janbhagidari Samiti. The Department of Chemistry organized an international 5 day workshop on experimental techniques. The college has developed several research labs in the respective areas of research. The college has a well-equipped Botany, Chemistry, Zoology and Computer lab for experimental learning and research work. The PG departmental library has about 1200 books in different PG departments for academic and research purposes. Faculty members are encouraged to do and guide research. All PG departments are recognized as Research centers by concerned universities. H.O.D of Chemistry and Zoology are serving as research guides. Five faculties are registered for Ph.D. programmes in different universities. Faculty members are encouraged for paper publication and undertaking project work. Faculty of chemistry and zoology published two research papers in reputed international journals. An innovative activity is continuing in the Department of



Zoology, where students are taught to preserve the dead animals by wet and dry preservative methods and also to collect local insects to prepare insect boxes. The Department of Botany is also doing innovative activities by collection of local seed varieties as gene bank preparation using seed collection boxes. The Department of Botany has developed an artificial small pond in the college campus and the Department of zoology has prepared a glass aquarium for ecology and environmental research. The university course has a compulsory paper of Research methodology and computer application for 1st semester students for research promotion. In all PG courses, students participate in project work and social outreach in 2nd semester and Dissertation in 4th semester under supervision of subject teachers which help to provide knowledge about the self earning establishment along with the implementation of skills. These courses also encourage students to innovate and create knowledge and through documentation and discussion they practice transfer of knowledge. For experiential learning, well equipped laboratories are available in Zoology, Botany, Chemistry and computer subjects. The college has one MoU with CIPET, Korba for industrial training to PG students and one institutional collaboration with Shivnath Science College, Rajnandgaon (C.G.) for student and teacher exchange and promotion of academic and research. Special awareness programs, sessions and coaching are usually conducted by Career Guidance & Placement cell which help the students to move onto a right direction with regards to their careers. A twitter account with ID @PgGovt has been started for latest placement and admission news by Career Guidance & Placement cell. NSS functions with many activities that cultivate the spirit of social services. The college has also planned to establish an incubation centre to facilitate innovative, flexible and economical solutions to various research related problems.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Mous">http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Mous</a>

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

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



05

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

00

File Description	Documents
URL to the research page on HEI website	<a href="http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Research">http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Research</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

03

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension and outreach programs are planned and organized by the college in such a way they supplement the education provided in classroom teaching for both UG and PG students. The programs not only teach lessons of life but also provides practical exercise of learning with co-curricular activities and involvement of students in many activities like NSS, Red Ribbon Club, Ek Bharat Shreshtha Bharat programme, Swacch-Bharat Summer-internship, Cleanliness drive, Voter awareness (SVEEP), Fit India movement/Yoga, Social outreach programme etc. These units take the responsibility of community based activities. The Red Ribbon Club unit organizes AIDS awareness, talks and rallies, blood-group checking, anti-worm tablet distribution etc. The college is situated in a tribal area so most of the people of villages suffer with illiteracy, superstition, lack of medical facilities and poverty. Various activities are organized by the institution for upliftment of these tribal people and also for holistic development of students through different institutional unit activities from time to time. The NCC unit has been approved but due to COVID situation it will be started in the next session. Every year a village is adopted by our N.S.S. unit and the whole year faculty and students visit that village. This year Tilsiwan was adopted by the college. Seven days N.S.S. camp is held in that village. Here students learn mutual cooperation between them and between villagers. They learn to live in limited resources and learn about rural life. Various activities are organized under camp with active cooperation of village people. Following activities are held under these camps -

Students rally for Voters and COVID awareness

Wide campaign for Swachh Bharat Abhiyan.

AIDS awareness initiative.

Health checkup camp

Yoga activities

Legal literacy program on POCSO act

Lecture on Environment awareness

Cattle Health Checkup camp

Lecture on Mushroom culture etc.

Preservation of cultural and ancient knowledge of tribes of nearby villages by our students and faculty is an important activity of outreach programmes. They work for leadership and political awareness in the nearby community. NSS campus ambassador of the college visits nearby villages and works for hundred percent voter's participation in elections. They also work for eradication of poverty, illiteracy and AIDS awareness. In 2020 our students work hard for Covid-19 awareness among nearby communities like distribution of masks, sanitizers. All other units of college also work with N.S.S. for outreach programs. Besides, NSS also conducts programs all year in the college. NSS volunteers involved in Life Line Express Health Train activities this year. The institute organizes awareness programs on campus, such as environmental awareness, cleanliness, Tree plantation, AIDS, anti-worming etc. NSS unit has organized rangoli, essay and quiz programs on topics like gender issues, Beti bachao abhiyan, women's security etc. on different occasions. Institute promotes faculties to organize and conduct different extension activities and workshops in other institutes and in villages. For holistic development of the students, sport and games, cultural events, quiz and debates are also organized.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/Photo_gallery.aspx">http://www.govtcollegesurajpur.ac.in/Photo_gallery.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

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

04

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

53

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

53

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

01

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

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

01

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college is situated at Navapara, Surajpur and acquiring 10.56 Hectare of land area. College has adequate facilities for teaching and learning. The college has its own campus and two buildings equipped with CCTV cameras in which there are 3 Common rooms for girls with required facilities. There are separate washrooms for girls, boys and staff members. There are also facilities for indoor and outdoor stadiums with a gym . There is a garden in the campus which adds beauty to the institution. The college premise is surrounded by a boundary wall. The entire campus is covered with greenery all around. In our campus there are various Woody plant like Rohina, Siras, Seesam etc, Religious plants like Peepal, Tulsi, Medicinal plants like Giloy, Basil, Madar, Tulsi etc and Fruit trees like Mango, jackfruit, Karanj, Amala, Blackberry (Jamun), Guavas, Pomegranate and Date tree (Khajoor) along with shrub and ornamental plants. It has created a pleasant natural and blissful atmosphere. In our college there is a proper facility of water with its own bore well. There is an RO system for water purification by which students and staff members take pure and safe water. There are 51 computer sets in the college. The college building has a proper electric facility and it lights with energy saving electric equipment like LED, Tube lights etc. The college premises have a cycle stand shed for students and visitors. The college has complaint boxes, notice boards and a board on which "Idea of the Day" is written. The college has installed two fire extinguishers in the building for safety purposes Following are the details of the college building.

1. Main old-building. This building was handed over in 1991. Initially, it was a 17 room building. It was initially a single storey building and in 2013 one big hall was constructed which was further partitioned into two parts for classroom and lab purpose and currently the lab is shifted to new RUSA building and now it is yoga cum music room. The ground floor consists of the Principal's room, office room, account section, NSS room, Examination control room, Girls common room, physics Laboratory and art and commerce faculty department , 10 class rooms and a big hall. One girl's common room is also situated on the first floor.



## 2. New Building (RUSA)

This building is single storey and handed over in 2019. Initially, initially it had 8 big rooms, but it further partitioned and now totally 20 rooms in it for better utilization. There are 4 labs for zoology, chemistry, botany and computer science, 3 smart classrooms with ICT Facility, 5 classrooms, 4 departments and a girl common room. One veranda is also being used for botany and chemistry lab purposes.

3. Library building- The college has a well-furnished library cum reading room and having sufficient books according to the strength of the college. The library is automated with KOHA software. There are magazines, journals and newspapers also available in the library. It has two floors. The ground floor is used for keeping old-books and the library. On the first floor there is a reading room cum library. The college has also subscribed N-List Inflibnet services by which students and staff members are benefitted with e-books, e-journals, e-magazines etc.

4. Girls Hostel building: This building is equipped with 100 bed capacity with a warden's room. It has a boundary wall too and CCTV Camera is installed for security reasons outside and on entrance.

Major equipment in the Laboratory is listed below:

List of some equipment in the Chemistry lab:-

- o Double beam Spectrophotometer
- o Digital Flame Photometer
- o pH meter
- o potentiometer
- o Conductometer
- o Polarimeter
- o Refractometer
- o Turbidimeter
- o PH Meter
- o Muffle Furnace
- o Rota Evaporator
- o UV Chamber
- o Flask Shaker
- o Water distillation
- o Vacuum oven
- o Hot air Oven
- o Electronic digital balance

- Magnetic Stirrer
- Heating Mantle
- Digital thermometer
- Centrifuge
- Ice Maker
- Distillation setup

List of some equipments in the Botany lab:-

- Laminar air flow
- Flask Shaker
- Bacterial Incubator
- BOD incubator
- Binocular microscope
- Compound microscope
- Water distillation
- Soxhlet Extractor
- Hot air Oven
- Autoclave
- Photo colorimeter
- Electronic balance
- Centrifuge
- Humidity Chamber
- TDS meter

List of equipments in the Zoology lab:-

- Dissecting microscope
- Binocular microscope
- Compound microscope
- Centrifuge
- Electronic balance
- PH meter
- Colorimeter
- TDS meter
- Microtome

List of equipments in the college

- Projector
- Computers
- Photocopy Scanner
- Printer
- AC
- Refrigerator
- cooler

- TV
- CCTV

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report69.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report69.pdf</a>

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

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) and gymnasium. For cultural programs there is a big hall and open and indoor gyms are also available in the college campus. Every year an annual sports event is organized by the college. The college organizes cultural activities as "Yuva Mahotsav" to promote cultural values and preservation of the same. A number of students take part in the cultural programmes such as solo dance, group dance, solo song, group song, drawing, debate, fancy-dress, rangoli, painting, mehndi, quiz, and poster making, essay writing, slogan writing, sangeet and drama preparation etc. We give its detail below:

1. SPORTS FACILITIES-College encourages sports activities. A number of players have played Division, state and even inter university level. College provides facilities for indoor games as well as outdoor games. Some of the outdoor games are:-

- Kabaddi
- Kho-Kho
- Cricket
- football
- volleyball
- athletics

Some of the indoor games available in college are:

- Carrom
- Table-tennis
- Chess
- badminton

(B) Cultural PROGRAMS-To conduct cultural activities in the college, there is a cultural committee. This committee organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, rangoli, painting, mehendi, quiz, and poster making, essay writing, slogan writing, sangeet and drama preparation etc. There is a separate room for sangeet preparation. The in charge of the cultural committee is Pratibha Kashyap (Asst. Professor, Sociology).Also, there are various music-equipment like harmonium ,Jhanj, Manjira, Dholak, Flute etc.

(C) Gymnasium There is a very good open and indoor gym equipped with various equipment for physical activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report70.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report70.pdf</a>

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

06

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report71.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report71.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

40.07

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Our institution is committed to provide quality education to the students of this college. Library contains sufficient books, magazines, newspapers and journals. The main aim of the library is to provide proper information to the right users in a short time. In an environment of information explosion, due to the growing demands of the user and shrinking of financial resources, the library is not able to obtain all the reading materials on demand. The only way to overcome these problems is resources sharing through networking. Therefore the college has subscribed Inflibnet N-list services by which the students and faculty members are benefitted by e-books, e-journals and other e-contents easily. The library automation is the use of automatic and semi-automatic library activities as acquisition, cataloguing, and circulation. Library automation' is used to imply just the mechanization of traditional and/or manual house-keeping routines of a library. Our college was established in 1984 with one post of Librarian. Since then, there are nearly 35978 books. There is KOHA Software Version: 18.11.16.000 installed in the library for Library automation. Currently the PG Departmental library is automated and the library automation for the main library is under progress.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-**

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

books Databases Remote access toe-resources	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>8.66</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
<b>1302</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>
<b>4.3 - IT Infrastructure</b>	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
<b>There are different digital technological facilities available in the college. Currently ISOLNET has laid down its FTTH line in</b>	



this college for Internet connectivity and Wi-Fi connectivity. There are 03- smart classrooms with ICT Facility, 01 Seminar hall cum smart class room. A well-equipped computer lab is also functioning in the college. 01-digitally equipped lab of Physics is also there. The students of the computer department of the college have access to the computer lab. The college building is facilitated with Wi-Fi connectivity. 07 departments of the college have provided computers and other related accessories. All teaching staff members use the ICT in the smart classrooms. The different educational sites are shown to the students with the help of ICT smart class rooms. ICT room is also used to show PPTs, videos and other e-contents. Most of the official work is being done with the help of computers. The college regularly maintains the IT facilities.

Following are some basic facilities for updation:

Computer is formatted on a regular basis.

Anti-virus is regularly installed on computers.

All computers has anti-virus

Wi-Fi connectivity is available

Internet available in the office, departments and laboratories.

CCTV is installed in every classroom, corridor and outdoors.

Website is maintained by Ravi solutions, Durg, Chhattisgarh. College pays fees for maintenance. In this head college spent annually Rs. 5,000/-.

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

#### 4.3.2 - Number of Computers

51

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

48.40

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Our college adopts systematic procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports, computers, classrooms etc. There are 51 computers in the college in which 6 computers are used for administrative purposes and remaining 45 for academic purposes. The computers are maintained by the recognized firms to ensure maximum utilization of these computers. There are five

laboratories in the college in which experimental learning is going on in a proper way. There is a laboratory for Chemistry, Botany, Zoology, Physics, and the computer department. There are sufficient instruments and experimental materials available in the laboratories. It is a sole responsibility of the officer in-charge of the respective laboratory to update and maintain the respective laboratory. There is a well-equipped library and reading room in the college. There are sufficient books, periodical magazines, journals and newspapers in the library. Library is partially automated with KOHA software. Currently there is a librarian and library committee which makes policies for smooth running of libraries. The library has a drop box where students put their suggestions which in turn are processed by the members of the library committee. The committee takes appropriate actions in collaboration with the IQAC. The committee analyses the information and takes corrective/improvement measures, if needed. The college has a subscription of N-list infolibnet services by which college students and faculty members are benefited with e-contents. In the sports department facilities for various indoor games such as chess, carom and badminton are available. In our college outdoor games facilities are also available. There is a well maintained sports ground for various outdoor games such as football, volley-ball, cricket, kho-kho, basket-ball and kabaddi etc. Details of cleanliness program-

1. There are eight employees for this purpose. Two of them are government employees and the other six are appointed by JBS. JBS employees clean the campus on a regular basis. They sanitize the classrooms, office, smart class, seminar room, laboratory and veranda. One JBS employee looks after the plants. Sweeper cleans all the 17 toilets daily.

2. Dustbins are kept in the veranda, hall and college building entrance. Students are asked to throw the rough paper in these dustbins. NSS volunteers take part in the cleanliness awareness program held by NSS.

3. Since there is no any lab-attendant against the sanctioned post, so these JBS employees clean the laboratory time-to-time under the supervision of H.O.D. Lab technician also takes care of instruments.

4. Water purifier is maintained from time-to-time.

Details of academic and support facilities-

1. There is an inverter for office purposes.
2. Projectors, Computers, CCTVs, Wi-Fi and anti-virus etc. are maintained by a responsible officer from teaching staff.
3. If there is any mechanical or functional error in above academic and support facilities, the HOD has to write an application to the Principal for its maintenance.
4. A professional mechanic also observes these issues if the problem is not solved.

#### Maintenance of library and sports facilities-

1. There is a book-lifter in this college. He keeps the library maintenance.
2. Currently there is a sports officer appointed by the HED Chhattisgarh. The Maintenance of the sports ground is done under his supervision.
3. Infrastructure and furniture Maintenance:- The building was constructed from state PWD (Public work department). In time-to-time PWD maintains the college building and its white-washes and repairs the building if necessary. The strength of the college is increasing every year. The number of examinees in regular and private classes is increasing every year. So, the furniture is a necessary item to maintain. Keeping this in mind, every year furniture is either purchased or damaged furniture is repaired. The expenditure in the Maintenance head: 2020-2021 is 48.40 Lakh.

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

### STUDENT SUPPORT AND PROGRESSION

#### 5.1 - Student Support

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

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

522

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

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

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

00

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

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

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.govtcollegesurajpur.ac.in/">http://www.govtcollegesurajpur.ac.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

860

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

860

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**



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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

09

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

46

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

01

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

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

Government RRM PG College Surajpur believes in youth empowerment through active participation of students in various co-curricular and extra-curricular activities in the institution. The students

are involved in a number of activities at college level. At the beginning of every academic year, the Student Council is constituted by the College. The Office Bearers of Student Council are elected as well as nominated as per the Government directives. For the past three years, students securing the highest marks have been nominated as Office Bearers of the Students Council and as Class Representatives. The Student Union comprises President, Vice President, Secretary and Joint Secretary. Apart from this various other student bodies are also constituted by the College for various activities. However in Session 2020-21 due to covid-19 as per instruction of HED Chhattisgarh student council could not be constituted.

The student's representatives encourage and motivate other students to participate in student's oriented activities such as Fresher's welcome, Sarasvati Pooja, Republic day, Independence day, Voters day, Yoga day and Environment day etc. Student representatives assist teachers in making such events successful. The student's representatives also ensure discipline in the college by encouraging students to follow the rules and regulations laid down by the college and insist other students to maintain a green, plastic-free campus simultaneously.

College has a NSS Unit of 100 volunteers. NSS helps in the beautification of the college. With the help of the student's representatives, sports and cultural events, competitions, tree plantations in the college are organized. Planning and execution of NSS camp can be the best example of a student's involvement in our college. It is the duty of the council to listen to the grievances of the students of the college and take appropriate action for the same. So the student council actively plays an important role in upgrading the image of the college.

The College has the The 'Blue Brigade', consisting of NSS volunteers, who support children and families in villages and urban areas to access essential services like immunization, health and nutrition services, sanitation and continued learning of children. It is the joint initiative of UNICEF and the National Service Scheme (NSS) which campaigns to support women and children during Covid-19 in Chhattisgarh. There are around 20 volunteers in this.

College also has EK Bharat Shrestha Bharat (EBSB) unit and as per government guidelines Gujarat is the pairing state of Chhattisgarh. In this program students share the culture of Chhattisgarh with Gujarat and learn the same thing from them. In

the youth festival students perform Gujrati dance.

Another wing of Colleges is the Red Ribbon Club which is composed of student members who work as a team to spread awareness for AIDS among the student community of the College and also among the local residents especially youths. The student members of the Red Ribbon Club hold campaigns through rallies, poster presentations, enacting plays, debates and group discussions to generate AIDS awareness among students.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report98.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report98.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

21

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

### 5.4 - Alumni Engagement

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

An alumni association has come into existence in this college since 27-07-2015. The College belongs to a semi urban area and most people are financially weak so College provides a membership fee for alumni 100 rupees annually for general members, 1000

rupees lump sum for lifetime membership and 5000 rupees for patron members. This alumni association is under process for registration under the Chhattisgarh Societies Registration Act, 1973 with provisional number 12021003133 namely alumni association, Government Rewati Raman Mishra PG College Surajpur. The Institution nurtures the alumni association to facilitate them to contribute significantly to development of the Institution through financial and non-financial means. Healthy relation between the staff and the alumni is the main source to attract them towards the college. The institute motivates and supports the alumni, their parents, and community to maintain healthy relations with the institution in order to increase the number of associations. Now the college has created a web page for the alumni registration.. We invite the alumni who are preparing for UPSC and CGPSC, NET etc.to share experience in preparation among current students. The alumni meets are organized once a year. Alumni visit the institution as per their convenience throughout the year. We invite the alumni for mostly common programmes like Yuva Utsav (College Annual Function) etc. every year. The Alumni of the College comprise a mix of homemakers, administrators, educators, professional workers, entrepreneurs, politicians, etc. The College has fairly contributed in the development of its past students in becoming respectable citizens of the society and earning name, fame and money. Therefore, the Alumni of the College also realizes it as their duty to reciprocate to the Colleges' contribution by offering support in the form of cash or other various important means like books, water cooler , Fan etc. and they are also willing to contribute valuable experience and expertise of the alumni is shared with the current students of college. The alumni contribute to policy making by their representation in the statutory and academic committees such as IQAC, Janbhagidari Samiti. Hopefully the association would play a significant role to uplift the quality of the college in future.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/AlumniRegistration.aspx">http://www.govtcollegesurajpur.ac.in/AlumniRegistration.aspx</a>
Upload any additional information	<a href="#">View File</a>
<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

The college follows its vision and mission to serve with excellence for students. The governance of the college matches vision and the mission of the college. The college vision and the mission are as follows:

**MISSION(???????)**

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1. To provide quality education to all students irrespective of caste, religion and socio-economic status to uplift the society as a whole.
- 2.To maintain excellent academic standard through innovation and effective teaching learning method in a pleasant atmosphere.
- 3.To shape the student as a responsible citizen.
- 4.To create a learner-friendly environment to make learning a joyful and fruitful experience.
- 5.To promote scientific skills and academic excellence in this semi urban area.

**VISION(?????????????)**

1. Empowerment of common rural students through quality education to meet the global challenges at the lowest cost.
- 2.To achieve academic excellence.



3.To compete them at national and international level in all areas of life.

4.To develop leadership qualities.

5.To develop all round personalities of the students.

6.To provide orientation to students towards research.

7.To promote the faculty towards quality research and examination.

8.To organize workshops and guest lectures to create interest in the research and the placement of students in central and state government services, PSU and private sectors etc.

#### GOALS AND OBJECTIVES(?????????)

1) ??????? ??????? ?? ???? ?????? ?? ??????-?????? |

2) ??????? ??????? ?? ???? ??????????????? ?? ??????????????? ??????? ??????? |

3) ??????? ?????? ?? ??????? ?? ?? ?? ???? ??????? ?????? ?? ???? ?? ?????-????????? ?? ?????? |

4) ??????????????? ?? ????????, ???????????, ?????????? ??????, ?????????? ?? ???? ?? ?????????? ?? ?????? |

5) ???? ?? ?????? ?????? ?? ??????-????????? ?? ?????????? ?????? |

#### Core Values(?????????????????)

1. Pursuit of excellence through quality education
2. Empowerment through quality education
3. Academic excellence
4. Social responsibility and awareness
5. Honest and moral integrity
6. Faith and trust in its own capabilities

Governance of the college work to achieve the mission through the following ways:

Academic- To sustain the academic environment of the college each Departments works throughout the year by following time table and academic calendar, conducting classroom teaching, organizing guest lectures , workshop, student seminar and field trips, assigning projects and dissertation. Principal, Teaching facilities and Head of the Departments together monitor the academic environment. Some skill-based courses are also in the curriculum which provides job oriented education. Apart from these training programs some other programs like motivating students for various competitive exam like UGC NET, CSIR NET,GATE, PSC exam etc. A significant step towards employability is MoU with CIPET KORBA which provides training for students. Collaboration with other institute is also established to foster academic and research.

The college undertakes various activities for the promotion of research by organizing national and international level seminars and workshops. Students and faculty get an opportunity to interact with subject experts and share their work &views. Seven departments of our college have been recognized as research centers by Sant Gahira Guru University Ambikapur. Laboratories of science departments have been upgraded

NSS, Red Ribbon Club, sports, Career guidance cell and EK Bharat Shrestha Bharat give students ample opportunities for personality development by organizing various co-curricular activities. This gives them a chance to nurture and express their talent in and off the campus.

To achieve the goals of vision and mission various committees are formed by the principle to carry out all responsibilities of the college. Being part of the staff council and Janbhagidari Samiti teachers take an active part in the decision making of college and student development.

- The perspective plans envisaged during the last few years are:
- Mobilization of funds from non-government resources.
- Expansion of infrastructure to enhance the numbers of classrooms, laboratories etc.
- Maintenance and renovation of the pre-existing infrastructure of the College.
- Improvement of the Teaching-Learning process by using ICT

enabled tools.

- Introduction of new academic program at PG levels.
- Applying to the Government to fill up of sanctioned posts in the College.
- Improving the national and international recognition of College through conferences and workshops awards.
- Capacity building of students through skill development and social outreach program.
- Enhancing research activities, partnerships and MoU with other Institutes.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/Visio-n-Mission.aspx">http://www.govtcollegesurajpur.ac.in/Visio-n-Mission.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

The college has a strong tradition of participative management. Principal delegates his powers to the head of departments with certain responsibilities. The Principal always involves faculty members 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 coordinator of the various committees actively take part in the working of the college. The principal plays a leading role in the governance of the college. He along with the other members of the committee keenly observes the day to day working of the college administration & governance. The 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 various developmental activities taking place on the college campus. Organization of internal administration system is given below-

Principal

IQAC

Staff Council

**Departments Committees Office Library**

Head of Department Coordinator Asst. Grade 01 Librarian

Members of Department Members Asst. Grade 02 Book Lifter

Lab Technician Asst. Grade. 03

Lab Attendant Peon

Administration is fully transparent and participative, for instance the purchasing system in the college is very transparent and decentralized. There are purchasing rules of the Government of Chhattisgarh. College follows these rules. Principal has DDO authority. Firstly requirements of all the departments are taken then the purchasing committee invites quotations for concerned requirements. Quotations are passed by the purchasing committee then order is placed. After a quality check of the material supplied by the firms, there is a process of stock entry. After entry the payment is finalized.

In the same way, the entire admission process is in the hands of the admission committee. On the basis of merit list students are admitted and reservation policy of the Government is strictly followed. In the examination the Principal is Chief Superintendent and there is a Superintendent for each shift with an Asst. Superintendent. Superintendent of the exam is completely responsible for his shift. Thus there are various committees which perform their works and submit reports to the Principal. In some committees students are also members. Thus the entire administration is decentralized and participative.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report79.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report79.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2 - Strategy Development and Deployment**

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College under the leadership of the Principal, identified major strategic / perspective plans & imperatives and employed

necessary efforts to improve the thrust areas like:

1. Enhanced Teaching and Learning methodology
2. Introduction of New Academic Programmes
3. Improving Infrastructural Facilities
4. Enhancing Research activities
5. Employability of the Students
6. Co-Curricular Activities
7. MoU and collaboration with other institutions
8. Extra-Curricular Activities
9. Mobilization of non-Governmental Funds
10. Alumni Association

Utilization of Government and non-Government funds has been one of the most important steps of the Strategic Plan. As now RUSA is becoming the funding agency for the institutes of Higher education nation wise, thus we plan a strategic plan to get maximum grant and financial aid for the institutional development. The grant sanctioned by RUSA was 70 lacs utilized for renovation.

The College also utilized its non-governmental Janbhagidari funds for smooth functioning and enhancement of its teaching-learning process. Janbhagidari Lecturers were appointed to share excess teaching load for which the sanctioned faculty strength is not adequately sufficient. The salaries of Janbhagidari Lecturers and Janbhagidari workers were drawn from the non-governmental Janbhagidari fund of the College. This is one of the activities successfully implemented based on the strategic plan. Self-financed programmes like DCA and PGDCA are also running successfully with the help of Janbhagidari Lecturers. The Guest Lecturers are also appointed in the College according to the norms of Higher Education Department, C.G. Govt. & UGC. Thus, the College made concerted efforts to explore various sources to mobilize funds as outlined in its Strategic Plans and has been successful in receiving various types of financial assistance from both the government and non-government sectors for its overall development.

There is also Community Engagement as follows-

1. Regular Field Work by NSS- The NSS students are placed for regular activity in the college campus. Many times they carry out community development activities in the community.
2. Village Adoption-The NSS of the College adopts one village,

where they do their activity of community development.

3. Special camp in village-One special camp of NSS is organized every year, in which the students of NSS go to get introduced to the village and do their constructive social work there.

4. Red Ribbon Club: The College carries out regular activities under Red Ribbon Club. Some of them are blood checking, anti-worm pills distribution, AIDS awareness program and general health and hygiene awareness program.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Mous">http://www.govtcollegesurajpur.ac.in/Student_section.aspx?title=Mous</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

#### Academic & Administrative Head - The Principal:

The Principal is the chief of the College administration and the final authority in all academic, administrative & financial matters. The Principal has a team of Departmental Heads, IQAC Coordinator, and Head Clerk / Accountant to assist in the governance of the College. The Principal convenes meetings and delegates authority to the academic and administrative staff to carry out the assigned tasks within the stipulated time. The Principal monitors and tender necessary suggestions and support to the committee and makes sure that the desired outcomes are attained.

**IQAC:** IQAC plays an important role in the conduct of all curricular and co-curricular activities to ensure quality outcomes through proper planning, regular monitoring. The College has a setup of IQAC. Colleges' IQAC is constituted as per the guidelines of NAAC with major focus on developing a holistic system to improve the academic and administrative performance of the College. IQAC also sensitizes the College staff and students



regarding the role of NAAC in a HEI.

**Heads of the Departments (HoDs):** The HoDs are entrusted with the task of laying down the departmental action plans for each semester / session after discussion with the staff members. HoDs ensure that the syllabus is completed within the scheduled time. HoDs convene departmental meetings from time to time to discuss and plan in advance the execution of teaching plan, syllabus completion, class assignments, internal assessments etc.

**Faculty Members:** The faculty members are actively involved in the teaching-learning process. They ensure regular attendance of students and their inclination in studies. Against the sanctioned vacant posts, Guest Lecturers are appointed as per the rules and regulations of State's Higher Education Department. Janbhagidari Teachers are also appointed to support the sanctioned teaching staff.

**Various committees:** Various functional Committees and Cells established to support the academic & administrative work of College as follows

- Purchase
- Admission committee
- Scrap /Write-off
- RUSA
- Legal literacy
  
- SPARSH
- Discipline
- Anti-Ragging
- Internal Audit
- IQAC
- NAAC
- UGC
- Media Cell
- Student Union
- Career Guidance & Counselling
- Placement cell
- Right to Information
- Ek Bharat Shreshtha Bharat
- Internal exam Cell
- SC-ST Cell
- Grievance Redressal
- Cultural Activity
- YUVA UTSAV and literature activity

- Teacher Parents
- Cleanness
- Library
- LOK SEVA GUARANTEE
- Sports
- NSS
- YRC/RRC and ECO Club
- Seminar Cell
- SWAYAM PRAKOSTH
- Alumni
- Janbhagidari

**Non Academic Staff:** Non-Academic Staff includes Head Clerk/Accountant, Class III and Class IV Staff. They perform their duties under the supervision of the Principal. Their major function is to ensure availability of requisite amenities in the College, paperwork for obtaining Government approvals, Bank transactions and running errands for the College work.

**Appointment and Service rules:** There are two types of appointments in the college. First is the government recruitment and the other is by the Local Janbhagidari (JBS) Committee. Government employees and regular faculties are appointed and governed by the government's rules and service-conditions, The JBS employees are appointed for a fixed time-period. Their payments are decided by the Local-Janbhagidari committee. There is no service rule for them.

**Promotion:** Promotion is according to government rule. There is no policy of promotion for the JBS member, because it is a temporary system to hire the teaching and non-teaching staff for some limited time period.

**Grievance Redressal Mechanisms:** The college has a mechanism to solve any Grievance raised by any teacher, employee or students. The Grievance Redressal Mechanisms include Grievance Redressal Cell, Discipline Committee, Anti-Ragging Cell, Complaint Box.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report53.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report53.pdf</a>
Link to Organogram of the institution webpage	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report78.png">http://www.govtcollegesurajpur.ac.in/newsData/Report78.png</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The College has effective welfare measures for teaching and non-teaching staff both.

Welfare measures for Teaching Staff:

- Medical Empanelment with sophisticated super-speciality private hospitals and diagnostic centres for cost effective prognosis and treatment.
- Duty leave is given to the faculty members for attending seminars, Conferences, Orientation Programmes and Refresher courses.
- TA/DA is given for the employees whenever they go out for official work
- Various allowances like HRA, compensatory allowance and DA

as per the Centre Govt. / State Govt. notifications are allowed.

- Medical leave - as per GOVT rules.
- Employee Provident Fund granted as per PF rules.
- Gratuity - applicable to every staff member after 5 years of permanent service.
- Full paid maternity leave - Maximum 730 days fully paid maternity leaves to all the female employees.
- Encashment of EL at the end of service - At the time of superannuation of an employee, he/she can encash his/her earned leaves (EL) as per the rules of the Higher Education Department.
- Salary timely credited to bank account - Every month end, the employees' bank accounts are credited with their respective salaries.
- Duty leave is given to the staff for outstation office work/training.
- TA/DA is given for the employees whenever they go out for official work
- Various allowances like HRA, compensatory allowance and DA as per the Centre Govt. / State Govt. notifications are allowed.
- Medical leave encashment
- RO Water facility.
- Vehicle stand.
- Facility of part final encashment in case of marriage and in illness.
- funds for organizing Seminars, Workshops and value based programs.
- Family Benefit scheme.
- Proper disbursement of Government welfare schemes to the employees.
- Loan without interest from their provident Fund.
- Study leave for pursuing higher studies.
- Canteen facility.
- Wi-Fi facility
- Institute provides seed money for various academic projects.
- CCTV camera to ensure safety and security.
- Fire extinguisher.

**Welfare measures for Non-Teaching Staff:**

- Medical Empanelment with sophisticated super-speciality

private hospitals and diagnostic centres for cost effective prognosis and treatment.

- Festival advance
- Medical leave - as per govt. rule
- Employee Provident Fund granted as per PF rules.
- Gratuity - applicable to every staff member after 5 years of permanent service.
- Maximum Full paid maternity leave - 730 days fully paid maternity leaves to all the female employees.
- Encashment of EL at the end of service - At the time of superannuation of an employee, he/she can encash his/her earned leaves (EL) as per the rules of the Higher Education Department.
- Salary timely credited to bank account - Every month end, the employees' bank accounts are credited with their respective salaries.
- Medical leave encashment
- RO Water facility.
- Vehicle stand
- Facility of part final encashment in case of marriage and in illness.
- Family Benefit scheme.
- Proper disbursement of Government welfare schemes to the employees.
- Loan without interest from their provident Fund.
- Canteen facility
- Wi-Fi facility
- CCTV camera to ensure safety and security.
- Fire extinguisher
- Membership of Group Insurance.
- Help with facilitation of bank loans.
- Account training course
- Uniform is provided to Peon and Security Guards.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report80.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report80.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

#### **6.3.2.1 - Number of teachers provided with financial support to attend**

**conferences/workshops and towards membership fee of professional bodies during the year**

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

00

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

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

03



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

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College follows a comprehensive Performance Appraisal System established for the appraisal of teaching and non-teaching staff members. Under this system, API/PBAS forms, confidential reports, and feedback from students are collected and analyzed by the College administration. The efficiency and impact of the Performance Appraisal System has affected an improvement in the quality and work output of the teaching and non-teaching staff members and thereby benefited the academic programmes running in the College.

**Staff Self-Appraisal:** Staff self-appraisal is carried out through a PBAS form, which is to be filled and submitted by each faculty member at the end of every academic year and after principal remarks it is sent to Commissioner HED Chhattisgarh through proper channels. Students' feedback on teacher's academic performance and quality in teaching process appraises and identifies the performance appraisal criterion of the teaching staff.

AQAR reports of IQAC, participation in orientation, Refresher and FDP programs, academic progress like Ph.D., NET / SET qualifications, carrying out the major and minor research projects, paper presentation, publication of articles in journals and books and participation in National and International seminar and conferences are some measures and features for performance appraisal of faculty members.

The College has various committees. All the faculty members are assigned a significant role in these committees. A staff member

is also evaluated on these aspects such as execution of the responsibilities and leadership effectiveness in heading these committees.

College also provides an opportunity for the faculty member to discuss his/her performance with the Principal. During these interactions, the Staff member becomes aware of the Principal's expectations from him/her.

The faculty member also gets an opportunity to discuss his/her problem with the Principal and the necessary support expected from the Principal to overcome these problems.

**Appraisal of the Non-Teaching Staff:** The Principal evaluates the performance of non-teaching staff members and hold discussions with them about their performances based on their work output and quality.

Appraisal is absolutely based on the performance and is free of any other influence.

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

#### 6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal as well external financial audits on a regular basis.

Internal financial audit is done on yearly basis by the Internal Financial Committee composed of commerce faculty members, Office Staff and Principal.

The external financial audit is done as per the schedule of the Audit General and the Department of Higher Education, Chhattisgarh Government. The external auditors verify income and expenditures of every aspect. Receipts and payment vouchers of transaction are duly checked by the External Auditors after scrutinizing and preparing the income and expenditure statements.

The latest external audit was done in the year of 2020.

The Accountant of the Office daily checks the Receipts and Payments and also records the Receipts & Payments in the Account Ledger.

Yearly audit enables the stakeholders to know the current status of financial position and accordingly future actions are planned and processed. Year on year funds generated have been properly utilized and the same has been duly certified by the competent authorities, wherein no major audit objections were raised.

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

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

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

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

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution conducts internal as well external financial audits on a regular basis.

Internal financial audit is done on yearly basis by the Internal Financial Committee composed of commerce faculty members, Office Staff and Principal.

The external financial audit is done as per the schedule of the

Audit General and the Department of Higher Education, Chhattisgarh Government. The external auditors verify income and expenditures of every aspect. Receipts and payment vouchers of transaction are duly checked by the External Auditors after scrutinizing and preparing the income and expenditure statements. The latest external audit was done in the year of 2020.

The Accountant of the Office daily checks the Receipts and Payments and also records the Receipts & Payments in the Account Ledger.

Yearly audit enables the stakeholders to know the current status of financial position and accordingly future actions are planned and processed. Year on year funds generated have been properly utilized and the same has been duly certified by the competent authorities, wherein no major audit objections were raised.

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

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**IQAC of the College was established on 26th July 2014 and since that day, IQAC has been contributing towards an improvement in the quality quotient of all the College activities. Latest constitution of IQAC was made on 25th August 2020. Various practices institutionalized as a result of IQAC initiatives towards improving the institutional quality are provided below**

**Initiative-FDP, Induction, refresher programme for regular faculties**

**Implementation-3 faculties completed refresher and FDP program**

**Initiative-Printing of Daily dairy for faculties**

**Implementation-206 daily dairies printed**

Initiative-Construction of new toilets for students and faculties

Implementation-2 toilets for faculties and 2 toilets for students are completed

Initiative-Organizing webinar, workshops and guest lectures

Implementation-1 workshop, 4 webinars and 2 guest lectures

Initiative-Starting of NCC in college

Implementation-NCC approval letter received to college

Initiative-Purchasing of Science laboratory chemicals and glassware

Implementation-Laboratory materials purchased

Initiative-Career counselling and gender sensitization programs

Implementation-5 Career counselling and 2 gender sensitization programs completed

Initiative-organizing industrial trainings to students

Implementation-2 days industrial training completed in CIPET, Korba to Chemistry and Botany students

Initiative-Automation of Library

Implementation-Automation of Library completed for PG and under process for main library.

Initiative- Establishment of research centre and guideship to faculty member

Implementation-research centre for 7 PG departments and approval of guideship to chemistry and Zoology faculty completed

Initiative-Installation of digital writing pads, webcam and sound system for conducting online classes

Implementation- purchased for department of chemistry, botany and zoology

Initiative-MoU with industrial institute and college

Implementation-MoU with CIPET, Korba and MoU with Govt. Shivnath college, Rajnandgaon (C.G.) completed

Initiative-Establishment of Yoga and Music room

Implementation-Yoga and Music room established in room no. 18A

Initiative-Establishment of student help desk

Implementation-Establishment of student help desk completed in college main gate

Initiative-Renovation of college building

Implementation-Renovation and coloration of college building

Initiative-Extension of CCTV cameras in college campus

Implementation-New 16 CCTV cameras has been installed in college campus

Initiative-Establishment of child care day room and First Aid room

Implementation-Child care day room and First Aid room established in room no. 19A

Initiative-Conduction of Half yearly examination

Implementation-Half yearly examination completed in between 01 -08 February 2021



Initiative-Reopening of girls hostel after COVID-hospital

Implementation-Girls hostel was handed over to college by CMHO, Surajpur

Initiative-To provide stationary facility to ST, SC students

Implementation-College has provided the education stationery items like notebook, pen, pencil, scale etc. under various C.G. government schemes

Initiative-To prepare the students for competitive exams

Implementation-Each departments motivates their students to prepare for various state and central government competitive exams

Initiative-To provide financial aid to needy students

Implementation-Faculties provide financial support to very poor students for admission as collaborative collection of money.

Initiative-To organize Special Days

Implementation-The Special Days celebrated at the college are; Rastriye Sadbhawana Diwas, Teacher's day, NSS Foundation Day, Rastriye Ekta Divas, Gandhi Jayanti, Sanvidan Divas, Rastriye Ekta Saptah, World AIDS Day, Human Right Divas, National Youth Week, National Voters Day etc.

Initiative-To improve teaching learning methodology

Implementation-Students are motivated towards ICT based teaching learning methods. Assignments and seminar presentations are also introduced in PG departments under internal assessment. Now more ICT enabled classrooms are available.

Initiative-To encourage students to participate in other curricular activities

Implementation-Students actively participated in the various NSS, sports, SWEEP activities, annual functions and other social cultural activities of the college.

Initiative-Seminars held by the students

Implementation-Seminars held by the PG students as per prescribed syllabus. The seminars were intended to enhance student's communication skills and subject knowledge.

Initiative-Providing sanitary pads and necessary medicines to needy girls in college

Implementation-Sanitary pads are provided through sanitary pad vending machine and necessary medicines are provided from Zoology and Sociology departments distributed by female faculties

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College through its established IQAC set-up regularly reviews its teaching-learning process, structures & methodologies of operations and learning outcomes time to time as per norms and records the incremental improvement in various activities by performing the feedback analysis of the stakeholders and taking actions based on the analysis of feedback.

**Feedback Analysis:** The Colleges' IQAC collect feedback from stakeholders namely students, parents, alumni and teachers at the end of session. All the feedback collected from stakeholders are thoroughly analysed by the IQAC members. The responses & suggestions of the stakeholders are integrated to the action plan of IQAC for the upcoming academic sessions.

In this academic session feedback from stakeholders is collected through google form. Analysis of Alumni and Teachers' Feedbacks Students are provided with printed feedback forms on various

parameters. Analysis of student feedback is done which is based on Teaching and College like subject knowledge of teacher, teaching method, ICT based teaching, interactive & comprehensive Teaching, Conduct of Teachers, Syllabus Completion, Students' Academic Encouragement, Study Material Provision, Personality Development, Cleanliness / Drinking Water facility, assignment, lab facility etc. and the responses of the feedback are asked on the scale of Excellent, Good, average and below average. The analysis of Feedback from regular students of UG & PG classes is noted very seriously. Based on the responses of the stakeholders, the IQAC committee in consultation with the Principal tries to incorporate changes for improvement and betterment so that the follow up actions on enactment of recommendations given by the stakeholders are taken care of.

Several actions have been taken by the College Admin & IQAC to facilitate the students in their continuous process of learning and to facilitate the teachers in their persistent process of teaching and thereby improving the student centric amenities, teaching tools, educational quality and administrative efficiency of the College. A consolidated list of these actions undertaken during last year is given below.

- Enhancement of women safety & security in College campus by installing more CCTV cameras and also by conducting initiatives for women empowerment.
- Infrastructure augmentation of academic and physical facilities in College.
- Facilitating the availability of high-speed Wi-Fi facilities in the College campus.
- Enhancement of seating capacity of the College.
- Construction of new ICT seminar cum classrooms in the College.
- Improvement in girl Common Room facilities of the College.
- Construction of toilets for staff and students.
- Enhancement of toilet facilities in the College.
- Construction of child care cum first aid room in the College.
- Establishment of a student help desk in the College.
- Enhancement of cultural and sports activities and events in the College.
- Initiation & commencement of a new academic programme namely M.Sc. zoology.
- Enhancement of ICT based teaching-learning aids and tools like digital pad, web cam, mic, sound system etc. in the College.

- Timely completion of syllabus curriculum and co-curricular activities in the College as per the academic calendar.
- Timely completion of internal assessments, unit tests and half yearly exams in the College.
- Timely completion of Lab courses & practical as per the teaching plan.
- Facilitating the availability of Offline admission form for 3rd semester students in the College to get admission.
- Facilitating submission of online exam form for university exam in the College.
- Enhancing the accessibility of the Student Grievance Cell in the College.
- Introducing online registration portal for alumni registration on college website.

File Description	Documents
Paste link for additional information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf">http://www.govtcollegesurajpur.ac.in/newsData/D42.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report102.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report102.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our college is a co-ed college. Both girls and boys study here in a common classroom. In this Institution number of girls admission and pass out ratio is always higher than boys. Reservation for Women is provided during Admission in UG and PG programmes as per HED admission guidelines. The college maintains the gender equity by ensuring that there is fair and impartial treatment with students of both the genders. All the students get equal opportunities in all the activities of the college. The college is careful about maintaining and promoting the gender equity. The college takes care about the safety and security of all the students of the college. All faculties provide counseling to girls in classroom by providing information about rules and laws for girls safety. Also time to time girls safety awareness program is conducted by the college through various government departments like police department, Legal advisory, CDPO office. There is a help-desk facility available in the college that provides with all the required information and guidance to all the students of the college. If any student or any parent has any query, the help-desk official replies accordingly to shutout the problem of parents and their ward. This facility greatly helps the stake-holders. There are different committees in the college functioning for the overall development of all the students of the college. There is a provision of the students union that also works in association with the administration of the college for the welfare the college students. There is proper safety and security for women in the institution. Separate common room is available for girl students and separate toilets for female



faculties, staffs and girls. For proper counseling there is a committee for women empowerment. Therefore number of initiatives has been taken for Sensitizing the students and faculty members about the issues relating to safety and security of the girls. In our curriculum and co-curriculum activities we have taken various steps for gender equality. According to syllabus we taught human rights and women empowerment topics to graduation students as a compulsory paper in Environmental studies. In B. A. Political science we teach fundamental rights and women empowerment also. The college has a Women Sexual Harassment Redressal committee (Internal Complaint Committee) for female students which provide them necessary guidance. There is also a committee on anti-sexual harassment and anti-ragging. The committee on anti-sexual harassment anti-ragging is very active. The committee guides and monitors the activities relating to gender equality. The college has an anti-harassment cell. The aim of this cell is to promote a culture of respect and equality for female gender and also to monitor the treatment with women in the college. The college has an anti-harassment cell for the welfare of women as per the norms specified by the government bodies. There are different types of programs and activities organized in the college that promotes the gender equity. To promote gender equality and to safeguard the women we have initiated the following measures in our institution-

1. College dress- For all regular students college dress is compulsory which provides gender equity and safety of the students. We can easily recognize the college students in any place which provide safety especially to girl students in college campus and outside college campus.
2. Day care child room: The college has unique facility as Day care child room for needy female staff and students who has children to care of their children which provide peaceful teaching and learning to mothers.
3. Separate girl's hostel: The college has currently 100 bedded girls hostel with CCTV cameras and all facilities for college girl students. To enhance the security of girl students a warden is appointed and some female college staffs live in hostel.
4. Internal compliance facility: The college has an internal compliance facility system. Any student of the college may complain about any issue of discrimination. The college website has a link as Student's Grievance Cell which provides such facility to the students of the college. Any student may directly contact the Principal or the in-charge teacher of the college in case of any need.



5. **Separate Girls common room:** The college has three girls common-room with attached toilet facility. The girl students may take lunch there. They may rest, relax and refresh there. The purpose of common room facility for girls is to create a stress-free environment.
6. **Safety and security measures:** Team Rakshak of Police department provides safety to girls by giving proper alertness when girls call to Team Rakshak emergency number provided by the SP, Surajpur. The girl students of the college were trained by the officials of the police department in college campus through Team Rakshak on 15.12.2021. The college keeps the issue of safety and security of its students on the top of its priorities. The identity-Cards of all the students of the college are checked at the main entrance of the college. It stops outsiders to enter the college building. There are many C.C.T.V. cameras installed in the college that provide with the tight security vigilance.
7. **Gender sensitization webinar and counseling:** In addition to that webinar on 'Gender Sensitization: Issues and Challenges' was organized to promote gender sensitivity on 31.07.2021. Under the Women harassment and gender sensitization cell counseling to girls was organized in a separate room full of girl students only by female faculties for shot out the problems of girls with privacy on 30.12.2021.
8. **Distribution of sanitary pads and medicines:** The college has facility to distribute sanitary pads in very lower cost and medicines through female faculties with privacy to all girl students. First Aid medicines are available for both girls and boys in the college.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report89.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report89.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report87.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report87.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy**

**B. Any 3 of the above**

<b>conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor- based energy conservation Use of LED bulbs/ power efficient equipment</b>	
File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p>	
<p>The college facilitates several methods for the management of degradable and non-degradable waste. "Green and Clean Campus" is the motto of our institution. Entire campus is free from any types of pollution.</p> <ol style="list-style-type: none"> <li>1. Solid waste management - College campus and girls hostel has different dustbins (green and blue) which are identified and setup for disposal of wet and bio-degradable wastes (green dust bin) and for disposal of plastic wrappers and non-biodegradable wastes (blue dust bin). All the wastage are collected by municipality service on daily basis from college and girls hostel for recycle and manure conversion on their site. College peons, NSS volunteers and students keep the campus clean and green. The college has write-up committee (?????? ?????) who approve the sale of college solid scrapes like waste papers, furniture, e-wastes etc. to recyclers for waste management.</li> <li>2. Liquid waste management - Liquid waste from like the toilets, drinking water and labs is let out as effluent into a proper drainage facility and to avoid stagnation. The chemical waste produced in chemistry lab is drain out through the pipe line which is connected to the soak pit present away from college building. Botany and Zoology lab waste water is drain out to the soil to reuse of water because it is not harmful.</li> <li>3. Biomedical waste management: - Being majority of girls in college, the biomedical waste generated on daily basis is used sanitary pads. The used sanitary pads are collected in dustbin and disposed off by municipality service on daily basis.</li> <li>4. E-waste management - The college write-up committee</li> </ol>	

approve the sale of college e-waste to recyclers. In this way e-waste management is carried out.

5. Waste recycling system - There is no system of waste recycling in the college. However, there is rain water harvesting system and soak pits in the college. Recycling of wastes is carried out by municipality service on their site.
6. Hazardous chemicals and radioactive waste management- In our institution there is no hazardous chemical and radioactive wastes. So, there is no Hazardous chemicals and radioactive waste management system in the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

C. Any 2 of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has always been at the fore front of sensitizing students to the cultural, regional, linguistic, communal and socio-economic diversities of the state and the nation. This college is situated in tribal area of Chhattisgarh. The tag line of state is "Chhattisgarhiya, Sable Badhiya" which shows tolerance and harmony of the state. Tribal are known for their community life. Majority of our students belong to tribal area. Therefore there is a natural atmosphere of harmony and tolerance in the institution. Although our students come from different socio and economic blocks but there is no difference of language and region. Sadari, Kuduk, Chhattisgarhi and Hindi are locally spoken language. Most of the Local students in college speak Sadari and Hindi which represent linguistic inclusiveness. Institution has a code of conduct for students, teaching staff and non-teaching staff in which tolerance and harmony towards all concerned is essential. The college celebrates the cultural and regional festivals during youth festival, annual function, Ek Bharat Shreshth Bharat program, constitution day, AIDS day etc. with the performance of folk-song, folk-dance, debates, easy writing, rangoli, mehendi etc. to teach tolerance and harmony to the students. Due to COVID situation most of the programs and functions aren't performed in the college by the order of HED, Chhattisgarh. In various functions and events our honorable Principal inspires us for tolerance and harmony. Institution is committed for the policy of nondiscrimination. For this purpose there are committees on ST, SC and OBC. These committees play an important role for the welfare of these communities. Every faculty member in classroom always talks on ethical values and inspires our students. The college students, teacher and staffs



jointly celebrate the cultural and regional festivals, teacher's day, welcome and farewell program, Induction program, rally, plantation, youth day, NSS day and other important days, etc. and many activities together. The co-operation between teacher and students are such that in student's family festival like marriage program, cultural and ritual activity, they invite staffs members of college also. Teacher and staffs also goes and take participate in these programs. The college NSS unit works with nearby local village (Tilsiwan) during camp for cultural, regional, linguistic, communal socioeconomic and other diversities awareness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college makes sure that sovereignty, socialism and secularism mentioned in the constitution of India are firmly adhered to so that the students and staff are not deprived of social justice, equality and fraternity in the college. The college never discriminates among its students and staff on the basis of gender, religion, caste, creed, color and ethnicity and hence provides equal opportunities to everyone to experience the liberty of thought, expression, belief, faith and worship in order to assure the dignity, unity and integrity of the college. Majority of our students belong to depressed socio-economic class of the society. It is the sole objective of the institution to transform our students into the responsible citizens committed to nation and society. Various activities are held in the institution to sensitize on human values, rights, duties and responsibilities of a good citizen. The college administration tries to sensitize students and employees to the constitutional obligations- values, rights, duties and responsibilities of citizens. The college celebrates Independence day, Republic day, Gandhi jayanti, Netaji jayanti, Surgical strike day, Constitution day to make the importance of freedom and the glory of Indian freedom struggle. They aim at highlighting the constitutional spirit of liberty, equality, justice and fraternity. The aim of the program is to aware about constitutional obligation- Values,



Rights, Duties and responsibilities of the citizens. In this occasion lecture of Principal and staff members are organized. On constitution day (26.11.2020) in a program, Principal stated that our constitution provides all citizens the values of human dignity, equality, Social justice, Human rights and freedom, Rule of law, equity and respect and superiority of constitution in the national life. The oath of saving constitutional values was taken. The lecture on to abide of fundamental rights and fundamental duties are stated. Every year on the Independence day and Republic day, the National flag of India is saluted. National song is also sing in these occasion. The tribute paid to CDS Sahid Vipin Rawat and Sahid Veer Narayan Singh (First martyr/freedom fighter of Chhattisgarh) by college family on 11 December 2021. College celebrates World environment day to ensure that environmental concern is addressed and also Swachh Bharat Abhiyan to promote the importance of cleanliness. To enhance our democracy some ideas are also done. For example, the voter awareness program i.e., SVEEP is organized by the college. Rally, oath, competition etc. are organized time to time. Every student is motivated to take part in voting. The NSS unit of college celebrates National voter's day on 25 January every year. College celebrates "Yuva diwas" on the birth anniversary of Swami Vivekananda. On this day our NSS unit organized online various programs due to COVID situation and propagates with the ideas and philosophy of Swami Vivekananda. In first year of UG syllabus, there is a compulsory paper on environment and human rights as Environmental Studies paper in which human rights and ethical values are taught. In our institution National Movement and constitution of India are taught in UG and PG Sociology and political science. These students are well aware to the constitutional rights and obligations. The institution celebrated the birth anniversary of Rashtrapita Mahatma Gandhi on 2nd October and death anniversary on 31st January. Students celebrate Teacher's Day (Birth anniversary of Dr. Radha Krishnan ji) on 5th September.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code**

of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college celebrates and organizes various national and international commemorative days, events and festivals to inculcate the spirit and essence of day among the learners for moral and ethical development of students and staffs. It is the sole motto of the institution to transform the students into responsible citizens of tomorrow committed to nation and society. The college celebrated following days-

World environmental day on 05 June 2020

Pt. Rewati Raman Mishra Death anniversary on 14 July 2020

Annual function on 02 August 2020

Independence day on 15 August 2020

Rashtriya Sadbhavna Divas on 20 August 2020

Teacher's day on 5th September 2020

NSS day on 24th September 2020

National Unity day on 31st October 2020

Constitutional day on 26 November 2020

World AIDS day on 01 December 2020

Human Rights day on 10 December 2020

Baba Ghasidas Jayanti on 18 December 2020

Swami Vivekanad/ Youth day on 12 January 2021

Prakaram Divas on 23rd January 2021

National voter's day on 25 January 2021

Republic day on 26 January 2021

Mahatama Gandhi Death anniversary on 31 January 2021

Saraswati puja on 16 February 2021

COVID-19 awareness program on 14 April 2021

Yoga Day on 21 June 2021

COVID-19 vaccination Camp on 25 June 2021

World nature conservation day on 28 July 2021

Induction Program on 30 October 2021

Youth festival on 17-21 December 2021

Other than these Students or staffs occasionally visits to picnic nearby Surajpur and also PG students visit labs, villages, industries for social outreach program. In the family program or in the marriage program of staff member or student, all other staff goes to their house and celebrate the festival.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### PRACTICE- I

Title of the Practice- Distribution of old hard covers practical copy to B.Sc. and M.Sc. students

Objective of the Practice -The main objective of this practice is- 1.To reduces the financial load of students 2. To conserve the environment by reuse of the item 3. To reduce environmental pollution and 4. To develop awareness and capability to students for 3R. The distribution of old hard covers also nulls the storage area in the department.

Context- Most of the students of college belong from rural background and having low income and paying capacity. They are unable to purchase books and stationeries themselves due to poverty and limited source of family income. College provides some stationary items like pencil, copy, sharpener, scale to ST-SC students from ST-SC stationary fund provided by government of Chhattisgarh. All ST, SC and OBC students get scholarship from government of Chhattisgarh. The faculties of science countered this situation by thinking to help students by providing old hard covers practical copy to B.Sc. (Bio.) and M.Sc. Botany students. After that, the department of Botany and Zoology collectively provides previous year old hard covers practical copies submitted by private students to all current year students. This practice role for environmental conservation by the concept 3R- Reuse, Recycle and Reduce as well as this practice give financial support to students.

The Practice - All students get two covers from the concerned departments and submit his/her zoology and botany practical copy

with cover during practical exam in each session. After that students get his/her covers again from concerned departments after declaration of university result for reuse of this cover in next year practical exam. In this way a student reuse a cover in each session practical exam (3 times) and saves his/her money at least two hundred rupees in B.Sc. course. Each M.Sc. botany student saves at least five hundred rupees in his/her course by getting cover files from botany department. The college provides at least 550 cover files to concerned students. This practice saves environment, money together and also nulls the storage area in the department which space is occupied with other lab items.

Evidence of Success - Students become very happy to get cover files free of cost again and again from the departments. Students get not only covers but also they know how to reuse the product and save the environment and space.

Problems Encountered and Resources Required- For this purpose the departments don't require funds. Only important point is to change the mindset of the students for 3-R and also for sustainability with conservation of environment.

#### PRACTICE- II

Title of the Practice- To serve social wellness through blood donation

Objective of the Practice - The main objective of this practice is- 1. To promote blood donation awareness in between students 2. To save life of needy person through blood donation by college students in emergency 3. To motivate to serve for society welfare.

Context- The college is situated in semi-urban area but the students belong from rural background. College has Red Ribbon club and NSS unit for social welfare. Surajpur head quarter has one District hospital with Blood bank unit. Mostly patients come to hospital from villages having BPL card for medical treatment. Due to low literacy level in villages, there is lowest awareness for blood donation and also due to low income they are unable to get treatment from private hospitals. 'Rakt Dan Maha Dan' is the quotation and motto of the Red Ribbon club. The Red ribbon club works with CGSACS and NACO for HIV and blood donation awareness.

The Practice - Each department take information of student's blood group in admission register during the admission which help

for scrutiny of student's blood group at the time of emergency blood need to hospitalized patients. There is no discrimination about caste, sex, religion, society etc for blood donation by the college unit. Blood donation is carried out through the Red ribbon club of the college. When any needy person consult or call to any staff of the college for blood need, the staff consults immediately to the co-coordinator of the Red ribbon club who inform the concerned student for blood donation immediately. The concerned student goes to blood bank of district hospital and other hospitals immediately for blood donation. The student gets an appreciation certificate by hospital administration. In this way college administration promotes the blood donation awareness and saves many lives.

Evidence of Success - Students become happy to help unknown person in emergency situation and after getting appreciation certificate by hospital administration. The college staffs, other students and family members of the blood receiver appreciate and give respect to the student who donates blood to save unknown person. Students become emotionally attached with peoples to help. It increases the ability of students to improve the knowledge about value of life and value of the blood which saves life of several peoples.

Problems Encountered and Resources Required - For this purpose the college don't require any funds. Only important point is to change the mindset of the students for blood donation and value of life.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.govtcollegesurajpur.ac.in/newsData/Report96.pdf">http://www.govtcollegesurajpur.ac.in/newsData/Report96.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

VISION- OVER ALL DEVELOPMENT OF STUDENTS BY EXPOSURE AND EXCURSION.



- OBJECTIVES AND GOALS -
1. To achieve academic excellence
  2. To promote students towards research
  3. To promote faculty towards quality research
  4. To enhance learning ability
  5. To develop confidence on work
  6. To expose work environment in research laboratories, other institutes, villages etc.
  7. To motivate students to attain national and international workshop, seminars
  8. To increase involvement of students in practicals and research projects.

The college follows its vision and mission to serve with excellence for students. The vision and mission of the college are To provide quality education to all students, To maintain excellent academic standard through innovation and effective teaching learning method, To promote scientific skills and academic excellence in this semi urban area, To achieve academic excellence, To provide orientation to students towards research, To promote the faculty towards quality research and examination. To achieve the above objectives and goals, the college PG departments focus on exposure and excursion of students to research laboratories, trainings and visit nearby villages. This year, M.Sc. Botany and Chemistry students visited CIPET, Korba (CG) for 02 days industrial training to expose and excure the plastics technology and its waste management. Also M.Sc. Botany students visited Mushroom Production Centre, Tilsiwan, Surajpur (C.G) for 06 days training on Mushroom cultivation techniques. Department of Chemistry PG students visited Water Treatment Plant, SECL, Bishrampur for 04 days training and also in Soil Testing Centre, Ambikapur for 04 days training to expose and excurse the water treatment and soil testing techniques. Department of sociology MA students visited Pandonagar, Shilfili, Surajpur (C.G) for 01 day exposure to know the livelihood of Pando tribals. Students prepare a excursion report of visited place and submit it to concerned department. Students are also motivated for participation in national and international workshops, seminars and conferences to enhance their research skill. Some students are involved in running minor research

project for promote research skill in students.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

The action plan for next academic year are-

1. To organize regular meetings of IQAC.
2. To develop the infrastructure and laboratory for newly started M.Sc. Zoology department.
3. To purchase books for M.Sc. Zoology departmental library and also according to upgraded syllabus of UG & PG courses.
4. To develop laboratory facility of Botany, Zoology, Chemistry and Physics departments.
5. To organize workshop/seminar by all PG departments.
6. To increase drinking water availability in college by installation of more no. of RO system.
7. To develop sport facilities.
8. To strengthen the research facilities in the college.
9. To start VAC.