



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**LIKHAN SAI GOVT. COLLEGE, TAPKARA, DIST.-
JASHPUR, C.G.**

LIKHAN SAI GOVT.COLLEGE TAPKARA POST OFFICE TAPKARA DIST.
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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Introduction:

Likhan Sai Government College Tapkara (Eastwhile Government College tapkara or Naveen Government College, Tapkara) affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja, Ambikapur, Chhattisgarh (Eastwhile Sarguja Vishwavidyalaya) is located around 80 km from district headquarter of Jashpur, Chhattisgarh in village Sajbahar. It is an institute of Higher Education in tribal notified rural area in Northern Chhattisgarh of India at the time of establishment in June 2009 this Institute was functioning from the campus of Government Higher Secondary School, Tapkara. In August 2015 the college shifted to their present campus located in Jaspur-Orissa Road. The campus of the college extended across 4.87 hectares. Making a humble beginning with 64 students along with a team of dedicated faculties today it has more than 356 students in this college. This college is co-ed Institute and operates undergraduate 3 year bachelor degree programmes- Bachelor of Arts (BA) Bachelor of Science (Bsc) and Bachelor of Commerce (B.Com) having 90 60 and 40 seats respectively. In this Institute, BA programme has Geography, Economics, Political Science, Hindi Literature and English Literature as main subjects, Zoology, Botany, Chemistry as main subjects forming Bio group in B.Sc program and B.Com has general subjects majority of the students are from economically weaker section and belong to ST, OBC and SC categories. Being a government college functioning of the institution is as per rule and regulation laid by the state government. Department of higher education is a main funding agency for the institute. Scholarship facility also provided to the students belonging to ST, SC and OBC communities with the help of the Chhattisgarh government. Since the establishment the college strives to provide conducive environment to making strides in terms of academic and infrastructural upgradation to students to emerge as a free-owner in education in the rural and economic background in this backward tribal region.

Vision

Our vision is the finest institutions in education to produce generations of optimistic, resourceful, committed, and passionate future leaders. by providing value based and career-oriented education.

Mission

Our mission

1. To provide value based and approachable education accessible to all sections of society
2. To make quality higher education and value-oriented education to the students.
3. To enhance skills of the youth for self-reliance so that they independently identify and cater the need of society
4. To impart leadership qualities among youths in this region and make them responsible to the society.

5. To exertion towards holistic development and sustainable development of students.
6. To sustain academic excellence, courage, confidence and competitive spirit in the changing global scenario.
7. To provide a better learning environment including the tribal population of Chhattisgarh.
8. To encourage students for participate in sports at state, national and international level.
9. Strive to enhance quality of the institution and all concerned through continuous and consistent methods that are participative, interactive and facilitative.
10. Initiating timely and necessary change thereby affirming academic and institutional excellence by arranging for periodic assessment and accreditation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Institute has own campus and building and situated along the state highway.
2. As a government institution in this tribal notified remote Village- Sajbahar offering UG programmes in B.Sc. (Bio Group), B.A. and B.Com.
3. Sport facility is available for indoor and outdoor games. Our students are actively take parts in various sports activities such as football, chess, table tennis, carom boards etc are available.
4. College has fully facilitated gym which helps the students as well as teachers for physical development.
5. In college library has reading space is available.
6. Without broadband facility institution has fulfill the internet demand from other alternative sources Such as 2 different 4G Wi-Fi devices.
7. Approximately 50% students from ST/SC/OBC communitirs obtaining a scholarshipfrom government which is very helpful for economically backward students.
8. Two among the five teachers having Ph.D.(from reputed university) actively participating in teaching, research, seminar, conferences, workshop etc.
9. Institute has a large area 12 acres of campus has a capacity of large number of students and staffs.
10. Institution has transparent mechanism and dedicated team to monitor and acts in the matters of students. Help Desk committee ensures time redressal of students grievances.
11. Institution has focus on value based quality education and emphasizes on the all-round development of students.
12. Institute has water facility, projector and sound system to cater to need of various activities.
13. It has NSS unit, which actively participate in various societal issues.
14. The college has CCTV surveillance.

Institutional Weakness

1. Due to shortage of public transport, students from far remote area face problem to attend regular classes.
2. Being newly established college, it lack infrastructure such as sufficient class room, ICT enabled class room, modern lab, auditorium, indoor sports hall, hostel, staff quarter etc.
3. Due to lack of classroom for further opening of new courses/programme are postponed.

4. This institution has limited scope for research and innovation wings.
5. Inadequate set up for human resources adversely affects the academic progress.
6. Heavy work load on faculty members.
7. Due to poor funding, Institution faces difficulties managing various needs of students as well as itself.
8. Institution has electricity supply but faces shortage of electricity to each and every single day.
9. Institution has no Broadband or landline connection.
10. Institution has no canteen facility in its campus or nearby area.

Institutional Opportunity

1. Majority of students belongs to economically backward and tribal rural families and state government is providing SC, ST, OBC scholarship to students. Therefore college has opportunity to encourage them for pursuing higher education.
2. Currently 3 undergraduate Programme(B.A., B.Com, B.Sc.) are run in this institute. High demand for new UG and PG programs/courses can be opened with the help of Department of Higher education, Chhattisgarh Government.
3. College has spare unconstructed land where new academic block/Hostel etc can be constructed to attract students mainly girl's from remotely village area.
4. This Institute is well known for established pro-faculty policies which can attract good talent among the teaching fraternity.
5. Due to value added quality education, college has gradually emerged as a hub for providing professional education and this will attract more students from neighboring village as well as block also.
6. Institute has the expertise to take up projects from the planning commission. It can make the best use of its relations with society.

Institutional Challenge

1. Low sanctioned post with low regular staff increase teacher students ratio.
2. Academic activities and administrative activities affected by shortage of teaching, non- teaching and technical office staff.
3. Majority of students belong to educationally and economically backward families. Their school level education is very poor so face to challenge in higher education.
4. Due to shortage of transportation facility students are from remote area not willing to stay in the college till the schedule time limit.
5. Insufficient funding from government makes difficult to proper upgrade.
6. Library is currently being operated manually where ICT facilities, E-library, magazines and Journals are required.
7. No fund for research and innovation activities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Government College, Tapkara is affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja Ambikapur(C.G.), located in tribal notified rural area. Most of the students come from surrounding villages 15 km from this college. college makes every effort to improve and update the syllabus and college curricula designed by the affiliating University and . College prepare an own academic calendar and offer three Undergraduate Programme (B.A., B.Sc., B.Com.) which work in tandem with University and Department of Higher education. The Undergraduate programme follows the annual examination system. In order to realise the vision and mission of college various committee is working to implementation and timely completion of prescribed syllabi, co-curricular, extra-curricular and extension activities. In this college, student centric methods involve practical classes, project work, field work, discussion and oral questioning in the classroom, lecture methods for enhancing learning experiences. Teachers and students are encouraged to use ICT tools in and out of classroom teaching. Smartphone, Whatsapp groups, Google classroom are used are used by students and teachers. The institute has introduced the feed –back system to students and after analysis report is used to improve the quality of the college and healthy academic environment has been created for empowerment of the students and institution.

Teaching-learning and Evaluation

The thrust of education is “Teaching – Learning” necessary for knowledge societies to flourish. The college adopts the student – centric learning and experiential learning as its corner stone in academic process. The college follows a transparent admission policy : Seat matrix displayed, fee structure displayed, merit list until the last seat is filled and admissions made by a committee of teachers. In this college 12th pass out aspiring to get admission in arts, science and commerce stream. The students for the UG program are admitted as per the detailed guidelines provided by University. The process of admission to various programmes is transparent, fare and students are given admission on the basis of merit. The college follow the reservation policy (ST-32%, SC-12%, OBC-14% & PwD-3%) laid down by Chhattisgarh Government. The college is Co-educational institution and in most of the program girls outnumber the boys. The academic process caters to diverse range of learners. The syllabus is unitized and the academic planner is uploaded onto the website. Though lecture method is the pre-dominant teaching method, the use of ICT is integrated into the teaching-learning process. The college encourages the staff to undertake research activity and to enhance their academic qualifications by providing flexible time-table options. Teachers monitor the progress of students and maintain a constant interaction with the students. Students are counselled for their academic improvements and to solve any family or financial problems. Remedial coaching is in place for academically weaker students. Advanced learners are encouraged to put in efforts to secure ranks at the university examinations and guided to face competitive examinations to pursue higher levels of education. The college has created a Board for Teaching – Learning process to ensure implementation of goals of the management and achieve academic excellence. The college has IQAC which review the academic progress of every department and conduct the academic audit. The examination related grievances addressed in transparent, time-bound and efficient way through examination committee. Those students who are not satisfied with marks given they can apply for revaluation, retotaling and photocopies of answer book. A Helpdesk is constituted for student's grievance redressal.

Research, Innovations and Extension

Research is encouraged on both part-time and full-time basis leading to M.Phil. and Ph.D. The college has young faculty and striving to promote research culture. In the last five years 2 teachers with Ph.D. were posted in this institution. Two of our faculty members are actively engaged in research and are participating as resource persons and delegates. They have published text books, research articles and theses. Consultancy services on

honorary basis is carried by a few teachers and offered to Schools, Colleges and a Small Scale Industry. Thus it has encouraged its faculty members to submit research proposals to various funding agencies and encourages teachers to participate in conferences, workshops and publish research papers. Although college does not offer separate research budget. Our students are also engaged in extension activities. The college has active unit of NSS and Red cross society through which extension activities carried out such as swachhta hi sewa hai campaign, AIDS awareness, Environmental awareness (planting of sapling), electoral awareness (Jash Pran Bitiya Toli Aagrah Diwas and Jash Pran Bandhan Diwas), people health awareness etc. Presently institution has no collaboration or MoUs with other institution.

Infrastructure and Learning Resources

The Management has developed adequate infrastructure and learning resources in the campus to achieve its objective of excellent education. The campus is beautified by gardening and landscaping. The college has own building spread up 1222 m² built up area comprising 9 class room, Library, Principal office, teacher seating room, Girls common room, NCC and separate washrooms for male and female. There are separate laboratories for Chemistry, Botany, Zoology and Geography. College library has more than 4000 valuable collection of books and newspapers. Further to emphasize the use of ICT college having 2 projector but are not permanently installed in classroom. Students of 2017-18 were provided with smartphones under state government's "Sanchar Kranti Yojana" (SKY). To enhance the security entire college under 24x7 CCTV surveillance. The college has more amenities include sports/athletic/gym equipment/small playground which encourages students to participate in different sports event. Moreover college has been providing safe drinking water facility through installation of aqua guard and also developed herbal garden for benefit of society. Cultural programs on Annual Function are also organized in Indoor ground. College does not have broadband internet connectivity. Institution has alternate arrangement for internet by using 4G dongles or personal smartphone's Hotspot.

Student Support and Progression

Students are the primary stakeholders of the institution and the institution has been evolving measures like student empowerment, inclusive practices and skill development which are student supportive and student centric. The practice of social inclusion, financial incentives and welfare measures has been internalized in the institutional processes. The prospectus containing the different student scholarship and student services is given to all those who aspire to join the college. Students of ST, SC and OBC communities enrolled in UG programme is provided with financial support by means of Post Matric Scholarship Scheme and free books and stationery. The student support services are displayed on the institutional website and updated regularly. The college also conducts remedial classes for needy students. Academic support for slow learners and advanced learners exist along with guidance to face several competitive examinations. We are giving support for pursuing higher education from reputed universities/institution. For the care and support of female students we have established woman grievances/support cell and girls common room. The students from socially and economically weaker section of society and physically challenged students gets special attention to address their issue such as admission, financial support, career counseling, remedial coaching. Several co – curricular, extra – curricular and sports activities are being conducted to facilitate holistic development of the student and emerge as a socially matured individual. Students have excelled in cultural, science, commerce and other activities. Alumni Committee is notified in college but currently is not registered.

Governance, Leadership and Management

Being a government institution its organizational structure, management and governance comes under rules and regulation laid down by state government. Principal is Drawing and Disbursing Officer (DDO) and assisted by Heads/coordinator of various departments, librarian, office staff of the institution. The college ensures the following:

- Budgetary provisions for the different processes in the system
- Management of finance as per the Higher Education, UGC rules and the rules and regulations set by the Directorate of Collegiate Education.
- The academic and co-curricular activities are main concern of the college which looks after by different faculty member of concerned subjects.
- The college always striving for improving academic quality, infrastructure up- gradation and opening of new programme to accommodate ever number of increasing number of students with their holistic development.
- Decentralisation and transparency in all processes of the system
- Internal and external auditing of accounts
- Frequent meetings of HODs and the staff to generate short term and long term plans in addition to propagating the latest changes in the university regulations.
- Existence of formal and informal grievance redressal mechanism for both the students and the staff.
- Subsidized fee structure for SC/ST/ OBC and the children of Staff of this Institutions
- Good human resource management techniques in place.
- The college has put in place the Internal Quality Assurance Cell as a requirement of Post-Accreditation of NAAC. The IQAC has been ensuring the internalisation of quality culture in all the system processes.

Institutional Values and Best Practices

- The college conducts green audit and awareness about environmental issues, climate change and conducts programmes to encourage utilization of renewable energy sources.
- College has Dustbin to manage Solid Waste produce and Students are sensitized towards waste management and sustainable development.
- Separate common room for girls.
- Several best practices are in existence in the college which has been benefitting both teachers and students

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	LIKHAN SAI GOVT. COLLEGE, TAPKARA, DIST.- JASHPUR, C.G.
Address	Likhan Sai Govt.College Tapkara POst office Tapkara Dist. Jashpur
City	Tapkara
State	Chhattisgarh
Pin	496227
Website	www.govtcollegetapkara.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	V.c.kindo	07761-7987914944	9826156461	-	naactapkara2021@gmail.com
IQAC / CIQA coordinator	Suresh Kumar Patel	-	9575063291	-	dr.sureshpatel176@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	25-07-2009

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

State	University name	Document
Chhattisgarh	Sant Gahira Guru Vishwavidyalaya Sarguja	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

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

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

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Likhan Sai Govt.College Tapkara P OSt office Tapkara Dist. Jashpur	Tribal	4.87	1222.6

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	HIGHER EDUCATION	Hindi	90	53
UG	BA,Political Science	36	HIGHER EDUCATION	Hindi	90	87
UG	BA,Geography	36	HIGHER EDUCATION	Hindi	90	54
UG	BA,English Literature	36	HIGHER EDUCATION	Hindi	90	1
UG	BA,Hindi Literature	36	HIGHER EDUCATION	Hindi	90	74
UG	BSc,Zoology	36	HIGHER EDUCATION	Hindi	60	60
UG	BSc,Botany	36	HIGHER EDUCATION	Hindi	60	60
UG	BSc,Chemistry	36	HIGHER EDUCATION	Hindi	60	60
UG	BCom,Commerce	36	HIGHER EDUCATION	Hindi	40	15

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				10			
Recruited	0	0	0	0	0	0	0	0	4	1	0	5
Yet to Recruit	1				0				5			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						6
Recruited	3		0		0	3
Yet to Recruit						3
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				3
Recruited	1	1	0	2
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

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

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	68	0	0
	Female	97	0	0	0	97
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	4	4	6	1
	Female	10	13	9	8
	Others	0	0	0	0
ST	Male	66	51	66	47
	Female	121	108	109	83
	Others	0	0	0	0
OBC	Male	41	35	31	23
	Female	68	56	45	42
	Others	0	0	0	0
General	Male	14	20	12	19
	Female	33	38	30	24
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		357	325	308	247

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
108	108	108	108	108
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
357	325	308	247	248
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
127	127	127	127	127

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
95	62	38	25	28

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	11	11	11	11

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 9

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
6.23	0	0	2.28	3.9

4.3

Number of Computers

Response: 4

4.4

Total number of computers in the campus for academic purpose

Response: 2

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Naveen Govt. College Tapkara, district Jashpur comes under Sant Gahira Guru Vishwavidyalaya Surguja Ambikapur, Chhattisgarh and follows the syllabus and instructions given by the university. Here UG courses like B.A B.Sc & B.Com is run by the institute provided by the university. The Higher Department of Education, Government of Chhattisgarh provides the academic calendar at the beginning of the academic year. In relation to which academic meetings are organized among the faculty members to determine and distribute the syllabus and accordingly classes are conducted. According to follow the instructions of the Commissioner Higher Education Department, Chhattisgarh, guest lecturers are appointed on the vacant posts of Professor and Assistant Professor so that the students can continue their studies subject-wise. Professors record the attendance of students in the class attendance register every day. Along with this, they also fill the daily diary in which they mention respective subjects which taught to the students in the class every day along with the date and at the end of the month the principal is scrutinized and signed. Class examinations, annual examinations and oral examinations are also taken to test the academic ability of the students. The college has separate classes for all the faculties. In library where the students issue many book for themselves and submit it at the end of the year. Practical Lab is available for Arts and Science Faculty. Apart from this, extra-curricular activities are also provided to the students like sports, dance, programs etc. The sole vision of the college is all round development of its students.

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

Response:

Response:

Our college follows the academic calendar provided by the Department of Higher Education, Government of Chhattisgarh :

- The academic calendar has specified dates for the start of the session and working days in each month, student union activities, sports and cultural activities, holidays and possible dates.
- The university publishes the admission dates and procedures.
- At present, the admission of students is done according to the reservation policy prepared by the government. Admission guidelines are provided by the Higher Education Department, Government of Chhattisgarh.
- After admission, a time table committee is formed by the principal, according to which the teaching of the faculties is allotted to taking their classes in proper time. This time table is notified by the

principal to the professors and assistant professors.

- Information is also available to the students by displaying the time table on the notice board, circulating it in the WhatsApp group and uploading it on the institutional website.
- Each faculty member prepares the daily diary and student attendance sheet as per the calendar.
- The commencement schedule of internal examinations such as half yearly and pre-final examinations is displayed on the notice board and communicated to the students. This institute has the internal examination committee for the conduct of internal examinations.
- Class Tests are conducted by the respective subject teacher. It supervises each subject teacher teaching-learning activities in the institute.
- various activities are done on priority basis and other activities are carried out without disturbing the regular classes. Notifies registration for annual examination and final examination. The forms related to the students are collected, verified and then sent to the University for further action. The university also provides the schedule of examinations. Issues the students on the admit card of the respective examination. conducts the examination. Evaluates the answer sheets and declares the result.

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

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

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document

1.2 Academic Flexibility

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

Response: 0

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

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

1.3 Curriculum Enrichment

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

Response:

Response:

Environmental consciousness:

1. In B.A. Part – 3, issues related to environment and sustainability are discussed in Economics Subject as Development and Environmental Economics.

2. In B.A. Part – 1, Geography subject have topics related to environment such as global warming, climate change, deforestation and pollution.

3. Zoology and Botany subjects in B.Sc. Part -3 have topics related to ecology and environmental importance.

Human values:

B. A. Political Science (Prog): (i) Human Rights and (ii) Gender and Environment

The courses of Sant Gahira Guru University curricula that contribute towards instilling professional ethics, gender equality and human rights, and sensitivity to environmental concerns among students under its offered program. As per the curricula with concerning university the College runs compulsory course on Environmental Studies (**Environmental Studies, Intellectual property, Human Rights and Environment Basics**) for all UG program.

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

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

Response: C. Any 2 of the above

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

1.Feedback collected, analysed and action taken and feedback available on website

- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Response: B. Feedback collected, analysed and action has been taken

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 82.84

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

2020-21	2019-20	2018-19	2017-18	2016-17
134	164	166	158	165

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
190	190	190	190	190

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

Response: 104.09

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

2020-21	2019-20	2018-19	2017-18	2016-17
112	131	147	128	143

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Response:

Our college is located in the rural based tribal area, therefore large majority of students from economically and less educationally background are take admission . Therefore, they need special attention for future growth and for educate them this institution run various programme.Unit test, Half yealy exam, Special Classes, and Revision Classes,are provided to maintain the continuity of studies.

After this, by identifying the advanecd learner & slow learner, remedial classes are ognise for the slow learner and proper environment is created so that they can understand the difficult lesson easily. Advanced learners solve various exercise related to compititative exam. The current events related to the subject are discussed, so that the subject matter is deeply understood and the understanding increases in the context of daily life.

Career guidance program is organized by the college from time to time in which Career option, goals, success story.and on different days, various subject and subject experts and motivational speakers are invited.

In view of the interest of children towards sports, arts and other competitions, various sports are organized by the college, in which football, hockey, cricket, carrom, badminton, rangoli, debate and others are important, so that physical and mental development of children can be done.

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

Response: 71:1

2.3 Teaching- Learning Process

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

Response:

Response:

Our college follows the academic calendar issued by the Higher Education Department, Chhattisgarh, As per the instructions of the principal of the college, a proper environment is created for the all round development of the children, in which all the faculty members play an important role, in which the faculty members ask questions during their lectures for Motivational purpose so that he can understand the subject easily, apart from this the following centric method is used:

Practical:Practical work is done in the laboratory along with three classes to the students of the practical

science faculty, in which information is first given about the instrument handling, chemical glassware and procedure, after that the practical work is completed under the supervision of that subject teacher.

Project writing: In the college, the children of graduation are given project writing related to environment in any one academic year in 3 years, so that the students are interested to know about the environment, understand its importance and also make people aware about the environment.

Herbarium: Herbarium file is made to the students by the Department of Botany under the Faculty of Science, in which the students collect various useful such as medicinal, flowering, ornamental plant, understand the information and utility and submit it in the file.

Quiz and Debates: Quiz debate seminars are organized by the college from time to time on various issues, which increases the interest and understanding of the subjects among the students.

Engaging students in community based activities and service : People are made aware of various issues by the NSS volunteers of the college like Swachh Bharat Mission, Traffic, Aids Awareness, Plantation, Yoga, Child Trafficking, Women Empowerment, De-addiction, Corona and Corona Vaccination.

Guest lecturers, Seminar and Workshop: Various visiting scholars are invited by the college from time to time in which they are given lectures on various issues.

Leadership skills: In order to promote the leadership skills of the college students, every year the President Vice President Secretary Joint Secretary is elected by the college from among the old children, who solve the problems of the children by placing them in front of the college.

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

Response:

Response:

Our college uses the following materials under ICT equipment Smartphones, Projector, Computer. Since March 2020, the prevalence of online classes is very large due to the corona epidemic, 99% of the classes in the session 2020-21 were completed through online medium in which students join online classes through smartphone and the classes are completed all subjects in smartphone. The material is circulated through WhatsApp so that the subject related content can reach the students. In this institution, we also use computers, television screen, projectors as ICT tools. WhatsApp Groups are formed for communication, discussion, sharing of study materials.

YouTube : YouTube has proved to be useful for the students in the present time, through this the subject matter can be understood easily and in detail. So the emphasis was given to the students to use it properly and during lockdown the classes run with the help of youtube by the Chhattisgarh Government Higher Education Department. Students are also encouraged to join the class through User ID and Password providing by the college.

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

Response: 71:1

2.3.3.1 Number of mentors

Response: 5

File Description	Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

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

Response: 45.45

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

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

Response: 16

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 5	
2.4.3.1 Total experience of full-time teachers	
Response: 25	
File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

<p>2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode</p> <p>Response:</p> <p>To conduct internal evaluation, the college adopts the following measures: Monitors are run the various activities in the college, separate committees have been constituted, feedback is taken from students and teachers and evaluation work is done. College students are judged through unit test, which is a continuous process after every unit. A debate and discussion session is held among the students.</p> <p>For the physical and mental development of the students, the college organizes various types of sports and the winners are encouraged by giving certificates so that the students can fill confidence, the internal assessment in the college is done on time and the evaluation system is transparent. and the marks obtained are pasted in front of the class and on the notice board.</p>
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<p>2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient</p> <p>Response:</p> <p>Response:</p> <p>Under the internal assessment, the college organizes unit test, quarterly and mid-term examination. The schedule of these examinations is published by the higher education of Chhattisgarh India government, after that the concerned department of the college organizes the examinations. Like the unit test is taken after the end of the unit, the quarterly examination is taken three month before the main annual examination, which consists of a question paper of 50 marks, the examination format is similar to the main examination.</p> <p>After the examination, the marks of the students are presented to them and on the notice board of the college and it is also explained to them what is their shortcomings and how can they improved. This help desk is constituted as per letter from Department of Higher Education, Mantyalaya, Mahanadi Bhawan Atal Nagar Raipur no. 1202/713/2019/38-1 Atal Nagar, date - 10/04/2019. Student raise their problems or issues, academic and non-academic, before the help desk or directly to principal. Help Desk committee consists of an incharge officer as chairman, Student council incharge and a female professor or assistant professor as member and student council representatives as volunteers. Subject teachers also resolve</p>

concerns of students at classroom level. At institution level, help desk, notified by Principal looks after the concerned matter. This help desk is constituted as per letter from Department of Higher Education, Mantyalaya, Mahanadi Bhawan Atal Nagar Raipur no. 1202/713/2019/38-1 Atal Nagar, date - 10/04/2019. Student raise their problems or issues, academic and non-academic, before the help desk or directly to principal. Help Desk committee consists of an incharge officer as chairman, Student council incharge and a female professor or assistant professor as member and student council representatives as volunteers. Subject teachers also resolve concerns of students at classroom level.

Students are assessed in any subject :

- communication skills
- subject knowledge
- confidence
- practical knowledge
- presentation
- material usage
- internal tests
- practical and theory class attendance.
- Any other problem related with this organization.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Response:

Various programs proposed to be held in the college and its results are uploaded and pasted on the website and information portal of the college, information about the courses for newly admitted students is given through the website. A link is made available on the website of the college to provide information related to various subjects for the all-round development of the students. All the examination results in the college, internal assessment, quarterly examination, competition examination results such as debate, speech, essay, poster, presentation, painting, game etc. results. are informed through the website and information portal. Our institute follows syllabus provided by Sant Gahira Guru Vishwavidyalay Sarguja, Ambikapur. Course outcomes are discussed with students prior to the commencement of classes and also displayed in website.

- To make the students proficient in English subject, remedial classes are organized in the college by various teachers, information about this is given in the college website and information board.
- Within the subject of Botany, Student learn about basic concepts of Bacteria, Virus, cryptogames, cell biology and genetics in Part-1. In Part-2 they study about seed plants with special reference to

their systematics, development and reproduction. In Part 3 they learn about plant physiology, biochemistry, biotechnology and ecology and economic botany.

- In the Part-1 of Zoology, student will learned cell biology, invertebrates, vertebrates and embryology. In Part-2 comparative anatomy and physiology of vertebrates, vertebrate endocrinology, behavioral study and evolution and applied zoology are discussed. In Part-3 they learn about ecology, toxicology, microbiology, genetics, cell physiology and instrumentation.
- Chemistry is being taught within Physical, Inorganic and organic chemistry. Student will be able to reflect the conceptual understanding of concerned topics.
- Practical classes are organized in Zoology, Botany, Chemistry and Geography.
- In economics student will be able to learn micro economics, Indian economy, Macro Economics, public finance and banking, developmental and environmental economics, and statistical methods in Economics.
- Geomorphological concepts, geography of human, climatology and oceanography, Geography of India and Chhattisgarh, Resources and environment and Remote Sensing and GIS are the parts of study area in the subject of Geography.
- Bachelor of Commerce provides study of financial accounting and mathematics, Regulatory framework, Environment and Economics related to business. It also involves insight into corporate and cost accounting, management, company law, statistics and entrepreneurship. Apart from that student will learn about Income Tax and Indirect tax, Management accounting and auditing, financial management and market operation.
- Hindi and English are taught as foundation course, in which students learn about essay writing, reading comprehensions, grammar, letter writing, translation and poem. Student learn Environmental science in the first year, in which they go through with the hot topics of environmental concerns, biodiversity and sustainable development.

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

Response:

Response:

All the programs conducted in the college, exam (internal assesment ,quarterly examination), the debate in the internal quarterly competitions, the results of speech, essay and various games like cricket,football,hockey ,badminton,carrom,discus throw ,kabaddi,chess,running are evaluated.All the programs in the college are evaluated by presiding direrct and indirect methods. In the direct evaluation of all the examinations to be held in the college like Internal Assessment, Quarterly Exam.

After the examination results, special attention is given to weak students and indirect evaluation includes blessings, controversy, essay, project presentation, quiz and poems related to all other sports. Results of these examinations are analyzed and discussed by teachers and further necessary efforts are taken to improve student performance such as discussion on answers written by students during internal examinations and CCA and also providing feedback on answer writings. Indirect approaches involve observation of skills and knowledge in various activities throughout the session such as performance in Vad-Vivad, Essay writing competition, Bhashan and active participation in classroom discussion.

2.6.3 Average pass percentage of Students during last five years

Response: 95.71

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
90	76	40	26	28

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

2020-21	2019-20	2018-19	2017-18	2016-17
90	76	45	29	28

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.36

File Description

Upload database of all currently enrolled students
(Data Template)

Document

[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 0**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 1.8**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	1	0	2

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Response:

The institution has been conducting multiple extension activities in nearby locality and the college. Extension activities by the faculty members and students, our college convey social value and responsibilities in the neighborhood for holistic development of the society. Every year, institute adopt a particular village under “Village Adoption Program”.

Apart from then following major activities carried out in the college:

1. The NSS organizes its special camp for 7 days and extends its services in the village during the special camp. Swachh Abhiyaan is arranged in the village Rallies are arranged on various issues for the awareness about environment, waste management, water conservation, pollution, health and hygiene etc. of the villagers.

2. Jash Pran Bitiya Toli Aagrah Diwas for Voter Awareness was organized on 11-10-2018 as part of Systematic Voters' Education and Electoral Participation program (SVEEP). In this activity girls student formed Bitiya Toli (i.e. Group of Girls) and went to different localities of village tapkara to imparting citizens about their voting rights and people were aware to cast vote in upcoming elections.

3. Jash Pran Bandhan Program was organized on 25/08/2018 for Voter awareness. In this program at first college faculty knot Bandhan on the hands of students and students rally this activities to villagers.

4. In the context of health and hygiene the AIDS awareness, vaccination, sanitation, drinking water, personal cleanliness and orientation etc are launched.

5. Every year planting of sapling are conducted.

6. Social relationship awareness spread among society to combating criminal activities.

Impact:

These activities have stimulate students related to social problems and indirectly help personalities development. Through this programs, we sensitize students to develop social values, making them to involve in societal issues and to widespread their responsibilities and knowledge in solve problems in the community people. The students explore new domain of knowledge and this new idea cultivate and illuminate the inherent qualities like self-confidence, leadership, self-discipline, commitment and devotion, hard work and team work among students and make them a change-maker / reformist for the development of our nation.

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 13

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	8	1	1

File Description	Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 53.32

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	102	656	25	30

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 0

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Response:

- The college was established in the year 2009, and academic session 2009-10 begins with strength of 64 students in its temporary school campus with the Arts, science (Bio Group) and commerce stream programme. Since 2015 the college has shifted to its own building.
- In college, there are 9 class room with proper seating out of which one is equipped with over head projector . Four labs are available which are for Botany ,Chemistry,Zoology and Geography subjects. One library cum reading room is available in the college building. More than 8000 books including text books, dictionary, magazines for preparation of competitive exams and two local and national level newspapers are available in library.
- Institution has four computers and one overhead projector , one sound system along with two sound box and one LED television. Being in tribal rural area free D2H Dish TV connection is also available in college.
- As per the state Govt. SKY (Sanchar Kranti Yojana) scheme, all the students of the college will be provided with Smart Phones during the session 2018-19.
- The college has one Girls common room cum reading room with all required facilities.
- The entire building and class room of college are under CC TV camera surveillance which facilitates the safety of the students and the conducting of exam.

The college has well equipped laboratories, following facilities are available-

1. In botany lab compound light microscope, dissecting microscopes, permanent slide digital electronic balance, weighting machine, camera lucida, centrifuge, ganong's potometer, ganong's respirometer, willimount bubbler, museum specimens water piluliakit chromatography jar, microtome and oven are available.

2. In zoology lab LDC projector, universal oven, centrifuge machine digital camera, compound and dissecting light microscopes, haemoglobinometer, haemocytometer slide, photocalorimeter, museum specimens of different animals, permanent slides, chromatography chamber and charts are available.

3. In chemistry laboratory digital electronic balance analytical balance, hot air oven, hot water bath tub, muffle furnace, ph meter, calorimeter, distillation unit, pipette and other glassware and chemicals for practical classes are available.

4. In geography lab maps of Chhattisgarh and India, plain table dumpy level, telescope astronomical thermohydrometer tracing table, theodolite, 3D mapworld, water pollution test kit, prismatic compass set, chain compass box, rain gauge, toposheets, spirit level, and globes are available.

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

Response:

.Response:

Cultural activities:

- The college being in a tribal belt area, the cultural heritage of the college is deeply influenced by the local tribal culture. The students of the college actively participate in cultural presentations of the college functions especially in NSS camps and annual prize distribution ceremony which are witnessed by a very large audience.
- College has a well established and functional NSS unit and SVEEP Unit. These units act enthusiastically in social services and various community engaging practices in local area and nearby villages.

Cleanliness Drives

The college students actively participate in cleanliness programs organised by the college. Apart from the cleaning of the college premises, the cleanliness drives are organized in the village adopted by the college. During NSS camp also the students organize various programs to sensitize the people about cleanliness for their health and hygiene.

Sports:

The college has substantial equipment for athletics, the outdoor games facilities include Football, Hockey sticks Badminton racket and cock Cricket bat, ball, pad and gloves, Gola Tava, Skipping rope equipment are available. Unfortunately the college does not have own play ground but nearby around 1.5 kilometer away, there is a mini stadium where our students go and play their favorite games. The indoor games facilities include Chess, Caroms and Gym equipment also available in the college for Boys and girls. Cricket and Gola feke sports activities was organised on the occassion of JashPran . Health and Hygiene Fresh and pure water supply by 04 water coolers attached with Aqua-guard UV water purifiers. Hygienic and clean washroom.

Book bank facility for SC/ST students

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

Response: 0

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

Response:

The library of the college has valuable collection of more than 8000 books of the subject of Arts, Science and commerce stream which catering the needs of students and teachers of different courses. Library is currently being operated manually. Stock register and book issue register, library card for regular enrolled students maintained properly in each academic year. There is a reading section available in the library so that students and staff can read in the library. The students are allowed to take two or more than two books at a time using their library card because in this region students are mostly belongs to tribal category and weaker section of the society, they are not able to arrange book personally for their studies. Therefore they are fully dependent on the college library. Preparation of competitive exam, competition books are also available in the library.

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu

- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 0.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.15	0.55	0	0.94	0.46

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 4.14

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

Response: 15

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Response:

As this institution is located in rural area, currently there is no broad band connection available in our

college. However the college has alternative source for internet connectivity from personnel smart phone hotspot and 4G wify to operationalize the official and academic work. At present college has 5 computers installed with UPS and printers used for performing official and academic work. The college campus is under CCTV surveillance to ensure safety and security to its stackholders and it helps to manage exam smoothly in the college.

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

Response: 179:1

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 60.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
6.23	0	0	2.29	3.99

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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.

Response:

Response:

All the staff of the college pay proper attention to the maintenance of all the resources of the Institution. As this college is Government College, purchasing of required material like laboratory instruments, furniture, library books, stationary, computers and other resources under store and purchase rules of Government of Chhattisgarh, and Department of Higher Education Govt. of Chhattisgarh allocate funds for purchasing of all required resources. The admission policies prescribed by the State Government from the beginning of the college for each academic year, accordingly prospects uploaded in the college website. On the infrastructure fronts students, teachers and other college staffs are encouraged to use available resources optimally. Blackboard in classroom is generally utilized for teaching learning process. Cleaning of class room, library, laboratory and entire college premises is maintained by non teaching staff. This institution has taking care of health and hygiene by providing safe drinking water and regularly cleaning of washrooms by hiring the staff. Under Swachhata Abhiyan student, teachers and other staff of our college are also participated in cleanliness drive. Four labs are available in the institution botany, chemistry, zoology and geography subjects, students used this facility for experiment work and prepare practical file what they do in the lab. This practical file is preserved throughout the year which has weightage in practical exam. Stock register is maintained by the official staff and keeping all the entries as required, sports in -charge issue sports material to students as per availability and their requirement. For Uses of library facilities, at the beginning of the academic year each enrolled regular student is issued library card after collecting their detailed. A register is being maintained in the library for recording book issue and return .At the end of the every academic year every student must return the books to the library. Similarly teachers are allowed to takes book after entering in the teacher's register. Before commencement of annual exam admit card issued to students, they obtained no dues certificate from library, sports and office in-charge .The information regarding admission, reservation policy, scholarship, annual exam date, sports, NSS ,etc. are displayed in notice board and uploaded in college website time to time. Monthly information related to auction of scrap is provided to commissioner, Higher education govt. of Chhattisgarh. Electricity work is maintained by local skilled person on hiring. For smooth functioning of college various committee are formed under guidance of the head of the institution. In this way all physical infrastructure are maintained when ever need arises.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 48.61

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

2020-21	2019-20	2018-19	2017-18	2016-17
161	183	155	128	98

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

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

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 17.51

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

2020-21	2019-20	2018-19	2017-18	2016-17
67	16	57	112	0

File Description	Document
Institutional data in prescribed format	View Document

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

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

Response: B. 3 of the above

5.2 Student Progression

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 26.32

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 25

File Description	Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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)

Response:

Response:

As per the guidelines laid down by the state higher education department, principal notify Student union process going on in every year. In this institute student council is constituted through election or nomination as mentioned in ordinance provided by Sant Gahira Guru Vishwavidyalaya Surguja. Student Council include President, Vice-President, Secretary and Joint Secretary and class representatives. The council look after various events like college fresher's and annual programme. College emphasizes active participation of students to personality development , environmental awareness etc. for decision making. It is the duty of this council to listen various issues related for the grievances of the students in the college like class teaching, academic activities, cultural activities,sports and take appropriate action with the help officers in charge of the respective committees.

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

Response: 0.8

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution

participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

Response:

In a developing stage with less number of students passed out every years, alumni association is newly formed in this institution. Alumni association came to existence in this college since 20.9.2019. As on date alumni association is not registered. College will soon register the association. The Alumni Club of Tapkara College offers extensive support to students and the institution in ways that multiply the opportunities and enhance the skill-sets of students. Healthy relation between the staff and the alumni through social networking facilities like Facebook and Whats App attract them towards the college. The institute motivates and supports to the ex-students, their parents, community to maintain healthy relations with the institution In order to increase the member of association the college has created a page for the alumni. Department level alumni meets allow for better opportunities for the current batch students to interact and learn from their alumni. Alumni speakers shared their expertise on key development areas such as soft skill development, career growth, management of stress and anxiety, and on several other relevant topics. This College is committed to strengthening its ties with its former students. The committee is an initiative by the students and the present batches of students take the lead in all possible efforts to make the alumni association of the college a robust platform.

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

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision: "Education is not preparation for life
Education is life itself"

The aim of the college is to provide education to the students based on qualitative and philanthropic values.

Mission:

- For quality education; the educational environment is prepared for the students.
- To develop the students by making them aware of discipline and rationality along with studies.
- To make the students self reliant and make easy to take their skills.
- To develop knowledge about ecological environment, human development and gender equality and motivate them for community services.
- To inculcate leadership qualities among students along with academics so that they became efficient and responsible citizens.

College is an educational institution. It is a place that offer many courses from which students can choose the subject of their interest. Government college tapkara, is working continuously for the last 12 years and the number of student is increasing every year. This college was started in 2009 in Government Higher Secondary School Jable, tapkara and college started with 64 students. The college administration taking decision such a way that their Vision and Mission of the college realise. In the context of college following achievements so far made:

- The college is shifted to their campus in 2015 then enough space was available in the college building for the laboratory spaces classroom spaces and office spaces and Library room.
- There are 64 students taken admission in the college at starting which has now increased 358 students, who are currently studying with stream arts, Science and Commerce.
- Many books are being added annually and partly to the college library.
- Every year in the campus of the college, various games are organised among the students and prizes are given to the encourage them.
- NSS unit is function for the Holistic development of students. The college is continuously striving for the attainment of Higher Education.

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

Response:

Response:

Institution practices are mainly concerned with decentralization and participative management. Government College are run by the Department of Higher Education Chhattisgarh. The major decisions like finance, transfer, posting, sanction of new post, infrastructure and commencement of new courses or programmes are handled by department of Higher Education. The success of the college is the result of the combined efforts of all those who are working towards achieving the vision of the institute.

- From the principal to the employees and student through the management committee all the holders have a role in the construction of the college.
- Their participation and cooperation in formulating and implementing decision making policies for academic and administrative matters through various bodies and committees contributed to the growth of the college.
- The principal is the head of the office who takes the lead in the governments and Management. He constitutes different committees involving the staff member for the proper execution of plans.
- To participate the decentralization is the function of the Institute management. The Management Committee of the institute takes up the matter of infrastructural facilities which meet the requirements for the quality of higher education bodies and the reach the branch mark of Institution.
- The parent-teacher committee is available in the college to take care of the students from the first year of their admission.
- Professors, head of the department, teaching and non-teaching staff are focus on promoting the progress of numbers of sharing responsibility with the member of the student union, student representatives.
- Before organising any work in the college, a meeting is held with Management Committee and all the employee so that the work can be progress with successful smoothly.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:**Response:**

At the beginning of the session, the strategy is prepared by the principal and staff and the same is included perspective plan is included in the academic calendar. So that further work can be done smoothly. Discussion between the principal and the staff is held for prepared the strategy of the college and everyone is allowed to have their own opinion. Regular implementation of the strategy helps in the qualitative improvement of the institute.

- To provide ICT room facilities to the entire faculty.
- Lack of computer facility
- To provide free Wi-Fi to the students in the college campus so that they can be facilitated for study related materials.
- Well develop common room facility for the students

- To provide seminar room for various academic work.
- To get plantation and gardening in the campus of the college.
- To provide cycle stand in the college for the convenience of the staff.

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

Response:

Response:

The organ gram of this College reflects the democratic character and shared responsibilities with which governance takes place. Being a government institution its organizational structure, management and governance operate under rules and regulations of Government of Chhattisgarh, whose authority is vested in it by the statutes and ordinances of the Sant Gahira Guru University, Sarguja. The administration and execution of everyday functions lies in the charge of the Principal or Drawing and Disbursing Officer (DDO). The functions of the Principal in turn are supported by the faculty and the non-teaching staff. The Internal Quality Assurance Cell also collaborates with the Principal in ensuring a quality teaching and learning environment in the college.

- The Principal of the college executes all the guidelines received from the University and Department time to time and provides leadership in all the affairs of the college. He is the liaison between the college and the Department and the University and provides all the information and reports required by the higher authorities. The principal is assisted by Heads/coordinator of various departments, librarian, office staff.
- The Principal, as the chief administrator of the college, supervises and manages the overall functioning of the college. The Principal is also the ex-officio chairperson of the Staff Council.
- The Staff Council committees administer decisions related to academics, workload, time table, purchases and maintenance, admissions, discipline and codes of conduct, curricular and extracurricular aspects of the college, subject to the provisions and ordinances of the UGC and the concern university.
- The Head of the Department work in collaboration with the Principal and their respective departments in accomplishing the academic, financial and co-curricular requirements of the departments. The Bursar manages the matters related to internal finances and financial audit of the college.
- The library is headed by the Librarian (in absent of librarian duties is done by teaching staff in this college) who supervises the library assistants and attendants in maintaining the upkeep of the library. The librarian also works with the Library Committee in upgrading the academic resources and facilities in the library.
- The first appellate authority in the college is the Principal, answer requests from persons seeking information (in the form of RTIs) from the college.
- The service rules and promotion for the teaching and non-teaching staff as per the rules and regulation laid down by competent authorities like UGC (University Grants commission) and Chhattisgarh government.

6.2.3 Implementation of e-governance in areas of operation

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

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Response:

The rule and policies set by the government are cover for the Welfare measured of teaching and non-teaching staff. The salary recommendation and accepted on the basic of rule and regulations of Higher Education. In case of the regular teaching staff as per UGC norms is accepted. There are following welfare measures in the college for the teaching and non-teaching staff.

- Separate staff room is available for the teaching and non-teaching staff.
- Family benefit scheme has been adopted for the regular employee of the college in case of the accident death of the employees holding regular post.
- The teaching and non-teaching are staff provide salary on time by the college as per the government rule and policies.
- Adequate facilities for the refreshments and the toilet are available.
- The educational materials are available to the professor from the library of the institute.

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 20

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	1	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Response:

The teaching and non teaching staffs in the college are access on the basis of their performance. API proforma is given to the regular employee in the academic year so that they are properly evaluated by the principal and the classes taken every day based on their daily diary and at the end of the month it is soft evaluating by the principal and a written report is taken from the regular employees on assignment of any work by the principal in the college. But no report is taken from non- teaching staff. The classes taken by them on the basis of syllabus are provided by university and evaluated by the principal at the end of the month.

Apart from this, teaching and non teaching staff is also available from the class result and the students apart from the classroom; teachers can also be tested on the basis of the sports and cultural activity and webinars etc.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

Office of The Accountant General (accountant and entitlements) Raipur, Chhattisgarh is authorize to the Principal, to withdraw funds from District Treasury, Jashpur for office establishment. In the financial matter, accountant General is renew authorization of DDO Presently Mr. V. C. Kindo, Assistant professor (Commerce) each year in the beginning of new financial year. Office of the Accountant General, Raipur and Directorate of Treasury, Accounts and pension (Sarguja Division) conducts external financial audits time to time. In addition to that data matching (Lekha Milaan or Ankde Milan) of expenditure in every quarter is carried out as per letter from Accountant General's office, Raipur. The chartered accountant meticulously audits the finance- related documents for all transactions. Objections and questions of any kind during the audit were promptly addressed by presenting relevant documents to the auditors. Every effort was put in to maintain transparency in the financial records, and also to record corresponding documents of every financial transaction. Upon meeting the norms, the college was then presented with the signed audit report.

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Response:

The Principal and DDO ensure that the fund is provided by Department of Higher Education, Govt. of Chhattisgarh under different heads of budget for purchasing of various items and paying salary and allowances to staff. Principal, consultation with the Purchase Committee Purchasing of items follow the formalities for utilisation of fund carried out as per Chhattisgarh Store purchase rules, 2002. Quotations are sought and order is given to the vendor. Teachers provide requirements for Laboratory equipment and materials, Books, furniture, ICT devices for purchasing from the fund allocated in concerned heads. Then after receiving and checking purchased resources entry in stock register is carried out by store in-charge. Details of bills are entered in treasury portal (<https://ekoshonline.cg.nic.in/>) then Online payment are made online through to vendor. In addition to this there is corpus of fund collected from the students who gets admission in the college.

6.5 Internal Quality Assurance System

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

Response:

Response:

The IQAC was established in 26.04.2021. However, since the inception of college its various committees

have been working for the quality enhancement of the college. The internal academic audit is conducted by academic coordinators every year for fulfillment of IQAC-driven practices toward quality assurance. The process requires a self-regulated assessment of teaching-learning processes and a systematic management of documents. The peer-reviewbased audit evaluates the fulfillment of the following procedures in teaching-learning processes and laboratory management: So IQAC following Initiatives are taken:

- The academic coordinators assess the documents related to the following: preparation of academic calendar; selection of papers to be taught; timely distribution of time table; submission of lesson plan and compliance report of curriculum delivery as per the schedule; and delegation of responsibilities and formation of internal committees for department activities
- Teaching methodology, use of ICT facilities, and opportunities for experiential learning are also apprised of at the audit meeting.
- Documents of internal assessment, policy for moderation of marks, steps taken to assist slow learners, and analysis of the results of end-semester examinations are examined meticulously as part of the audit process.
- It also assesses if the teacher-student mentoring programme, which provides a meaningful platform for engaging with students and addressing their concerns, takes place regularly.
- The auditors also determine if the laboratories in the college follow proper organisation and management procedure; conduct stock verification of laboratory equipment and consumables; and check if biochemical, chemical and other laboratory waste are segregated and disposed of as per guidelines.

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

Response:

Response:

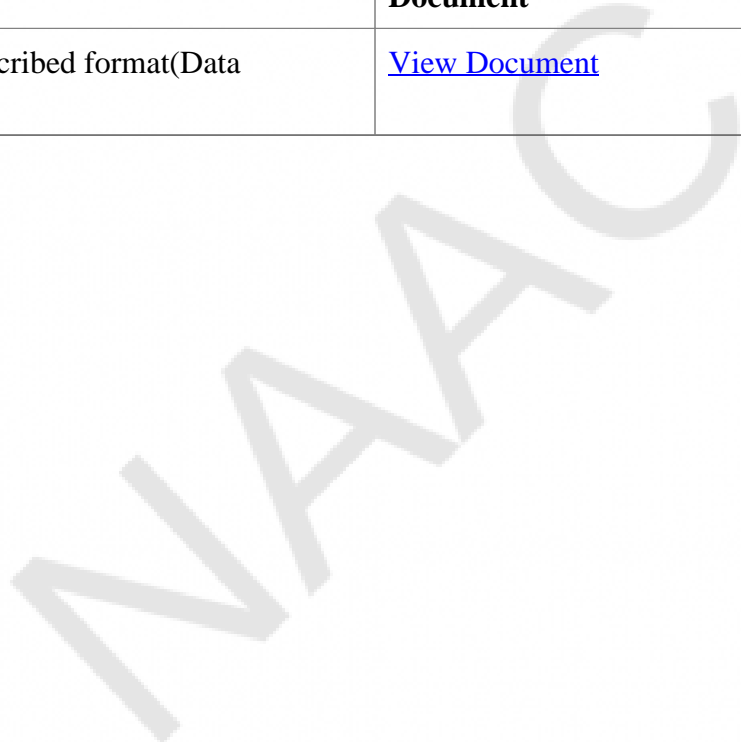
- College started with 64 students but now it has more than 358 students.
- Though it is a co-ed college but girl's students are more than other counterpart.
- Result had improved gradually during last five years from 2016-17 to 2020-2021.
- Functional NSS unit running successfully.
- Students are interested to join their classes regularly.
- Teacher's are encourage students to join online classes through ICT mode of education.
- IQAC encourage teachers and staff to update their teaching learning skill to ICT mode
- Apart from academics, college organizes cultural and sports activities every year
- IQAC committee organizes regular meetings as per academic calendar.
- IQAC discuss NAAC related works and documentation with all members and work on improvement
- Plantation programme organized every years.

6.5.3 Quality assurance initiatives of the institution include:

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

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document



Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

Response:

This college pays serious attention to create a favourable environment for gender equality. In this regard the college has established the Internal Complaint Committee according to guidelines of the UGC which takes required steps for raising awareness among the students and staff about the safety and security of the female in the college campus. The honour of the college has more girls students than boys. In order to feel safety and security, college constitute the Women Sexual Harassment Redressal committee for female students and provide them necessary guidance. Information about sexual harassment redressal is also provided in wall of entry gate of college building by Chhattisgarh State Women Commission. A separate common room is available for female students. Institute has separate toilets facility for male and female. In this way Institute ensures the facilities which shows gender sensitivity. Reservation for Women is provided during admission as mentioned in Admission Guidelines. The college has installed CC TV camera at different places inside the campus and classroom to supervise the activities going inside the campus.

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

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: E. None of the above

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

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

Response:

Response:

Solid Waste Management :- For the solid waste disposal many awareness and cleanliness drives have been carried out by NSS unit of our college. As the number of students is currently less than 400 and location of campus is separate, institute has less waste production. Solid waste is managed by Dustbin. Institute has sufficient dustbins for current solid waste produce.

Liquid Waste Management :- Liquid waste is also in lower quantity, sometimes null. Also Canals are made around building to flow the water. Soaking pits are there to absorb the liquid out flow from washroom. The liquid wastefrom laboratory is collected in a container.

E-Waste Management :- Presently there is no e-waste.

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

7.1.5 Green campus initiatives include:

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

Response: E. None of the above

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

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

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Disabled-friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**

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

Response: E. None of the above

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

Response:

Response:

To provide an inclusive environment, College organised National Youth Day on 12/01/2018. In the occasion of birthday of Swami Vivekanand National Youth Day is observed. On Cultural activities in the college, students have performed local folk dance representing local cultural inclusiveness. Sadari and Hindi are locally spoken language. Most of the Local students in college speak Sadari and Hindi which represent linguistic inclusiveness.

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

Response:

Response

College has organized Jash-Pran ki Pathshala, Voter awareness program to sensitize students and staff to their constitutional obligations. By knowing their Voting Rights people can participate in strengthening democracy and become responsible citizens. Students and staff of the college has participated in Oath taking event, learning about Electronic Voting Machine(EVM), Voter Verifiable Paper Audit Trail (VVPAT) and organized rally on voter awareness. 14.09 2018 on the occasion of Hindi Divas Jashpran Bandhan voter awareness programme organised in our college. In addition to that to promote awareness about Rights and Duties and knowledge about heroic saga of Indian soldiers college has organised Surgical Strike parva on 28 .09.2018 to 30.09.2018, In this occasion college had invited a retired Indian soldier, he described among the students about the valor of Indian army and gave tips related how to join the Indian army force.

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

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators**

and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: E. None of the above

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

Response:

Response:

Institution has organized following national and international importance days. Student participated in Discussion, Essay Writing, Bhashan Rangoli Painting Competition etc. activities in some of the occasions. Independence Day (15th August) Republic Day (26 January) Gandhi Jayanti (2 October) National Youth Day 12th January (Swami Vivekanand) Hindi Diwas (14/09/2017), World Environment Day(05.06.2021).

7.2 Best Practices

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

Response:

Response:

1. Title of the Practice: Planting and Sapling

2. Objectives of the Practice:

The college is located in Sajbahar which comes under Tapkara forest area. Once upon time this region has thick forest areas, but over time, the area of forest decreasing due to illegal deforestation. So this practice really help to increase forest cover area and beautify our surrounding. Trees have great importance in our life, it produces oxygen and clean the air we breath, they also provide shelter, habitate and foods to birds and animals, actually wild life depends on trees. That's why it is necessary to plant saplings to save forest.

3. The context::

Planting of sapling and take care of them can help to reduce the way of global warming .In this context as a responsible citizen it is our duty to clean air, clean water, clean environment and make our surrounding beautiful .For achieving this our college motivate the students and staff to come forward and take the challenges for protect the environment.

4. The Practice:

Continuous efforts are being made to sapling of plants and take care of it in college premises as well as out

side of our college during NSS camp was being organised in near by villages of the college. NSS volunteers of our college are playing an important role in this exercise. In this perspective sapling of plant programme was organised in our college dated on 20.07.2017 (session 2017-18) and 23.08.2019 session (2019-20). In session 2020-21 due to impact of covid 19 this type practice was not organised in our college. At that time our college was declared as Covid center for the stay of migrant workers by the district administration.

5. Evidence of Success:

At present in our college there are fruits like Mango, Orange, Guava, Papaya, Date palm, Jackfruit and Indian blueberry (Jamun) plants found in well condition. 16 tick plants in college premises along with Royal Poinciana, Ashok Tree, Neem, Honey Tree, parrot tree, Karma tree (under this tree local tribal people celebrate Karma Mahotsav), Taun tree, Kusum Tree are also found in open area of college premises. Indoor area of the college in open spaces different types of flowers, Aromatic plants, medicinal plant like Giloy, Bhojra, Tulsi etc. have grown there.

6. Problems encountered and Resources Required

The total land allotted for the college is 4.87 acre, only college building has been constructed here and remaining area are fully open, up and down space. Therefore it is difficult to keep plants safe from animals and miscreants people. In order to resolve the problem we have budget constraints, even after the college administration manage some fund and fenced the area where the plant was sapling and succeed to save some plants. Unfortunately during first phase of covid 19 our college building was declared covid center as accommodation for migrant worker by the district administration. As a result our many plants severely damaged.

2nd Best Practice

1. **Title of the Practice** - Use of ICTs for education.

2. **Objectives of the Practice** - Intended to promote the innovative use of technology in education and promote educational advances in this tribal area for betterment of the student in this institution. The development of different ICTs over the last two decades has led to an explosion of new types of content and new ways of delivering it, increasingly through the plethora of apps on mobile devices. Such content varies hugely in quality, in cost, and in the level of learning for which it is intended. In this regard the college focuses on some points for fulfillment of following objective:

- Educational content and skills development
- Pedagogy and the practice of teaching
- Digital skills

3. **The Context** - Being a government institution, the main funding agency is state government. Institution depends on the state government to fulfill the requirements of the stakeholders. One of such requirement is to provide education through ICT mode. The college has been taking serious note about education of the students. In these context faculties in this college teach the students about computers and how to search any education queries from internet. Moreover college organized training to students and sensitize to students related to e learning source and providing online material related to their study.

4. The Practice:

The college strongly believe that there is no such thing as “one-size-fits-all” in education, and instead institute argue that there are numerous good practices from which student can learn and develop their own local and contextualised educational activities using ICTs. The opportunity recently to do some forward thinking with colleagues about the future use of ICTs in education, especially amongst some of the poorest and most marginalised student in the region, nevertheless provided the chance to reflect on the diversity of different dimensions of education in which ICTs are used, and also to identify examples of each from which we can all learn.

- **The power of multimedia** One of the greatest strengths of ICTs is to bring learning to life through a diversity of multimedia resources. In particular, videos and audio can enliven learning, and provide real world examples of how things work that cannot be experienced in our college.
- **Re-versioning and localising content:** One of the benefits of open content is the opportunity that it provides for re-versioning existing content into local contexts.
- **Local content development:** Demand for local content in college can also provide the basis for local economic growth in poorer students of the college.
- **Learning platforms for content and skills** Content needs to be delivered in an appropriate and appealing format that is also flexible and easily searchable. Numerous such platforms have been developed, both for students and teachers. Examples include: The Global Digital Library
- **Open and Proprietary Content:** Many of the above initiatives are open, but there are many Proprietary solutions also available, especially for student. One example where a government has chosen to purchase licences for proprietary content and make it available for free to its citizens. Example: You tube.
- **Teaching the skills of critical thinking, communication, collaboration and creativity:** Some ICT-based initiatives have focused on new ways to develop the basic skills such as literacy and numeracy that are required building blocks for the more advanced skills of communication and creativity.

In a world increasingly dominated by technology, the successful acquisition of digital skills by young people has become a high priority for many governments and companies.

5. Evidence of success:

The college is spreading awareness and providing the platform for its students, where they can connect the global world through online mode of education. After Covid pandemic when traditional mode of transport had stopped students and staff were very much obliged for connection with themselves through online like Whats' app. White Board app, google meet, webex etc.

6. Problems Encountered and Resources Required:

The main problems encountered in the practice are lack of technical staff, computer and proper internet connectivity. Along with this shortage of electricity hinder the continued with online education. Also, this practice is not supported by any governmental and nongovernmental Organization.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

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

Response:

Response:

In order to realize vision and mission of our college, we are committed to create zeal among the students of this tribal region to join hands for overall improvement of the society through excellence in education. The value based education is the need of the hour; the institute aims to serve as valuable resources for the country by producing intellectually, capable and responsible citizens catering to the overall growth of the society. The college administration has formed various committees, which take proper decisions for the welfare of the students and society. Although this institution is newly established, following progress has made so far during the last five years:-

*Enrollment of students in the college increased due to efforts made by teaching staff and NSS volunteer of our institution. They visited the school and encourage school going students to take admission for higher education in our college after completion of school education.

* the most important thing for the college is that the number of girls students is more than boys student in each academic session and in most of the program girls outnumber the boys. It is an example of women empowerment and gender equality, that shown by our college.

* There is a steady increase in the number of passing student, in the last two academic session more than 70 percent students have passed and in the session 2020-21 more than 90 percent are expected to pass.

* Every year our library keep add the more books and now more than 8000 books are available for students. Science and Geography lab are well maintained. even the limited resources and budget obtained from Higher Education Dept. of Chhattisgarh..

*Entire campus of the college is secured with CCTV camera surveillance system.

5. CONCLUSION

Additional Information :

Jashpur district is mineral and forest rich district. According to local people this area (Tapkara) is called Land of Gold. Due to underutilization of natural resources potential developmental of this area is not up to mark. The area is lack of proper transport facility only few road connectivity are presence therefore economic and industrial activity is not taking the pace. Moreover presence of college in remote area it become challenging for college administration to achieve excellence.

Concluding Remarks :

This college is located in rural tribal notified area and established on 2009. Started with only 64 students enroll in UG programmes in a temporary government primary school this college is continuously progressing despite of poor funding and human resource in spite all this now more than 350 students are taking their education. Most of the students are in need of quality education. College strives to work in tune with vision and mission on learning and quality improvement. Despite of Covid-19 lockdown, SLQAC, Department of Higher Education Government of Chhattisgarh and University administration have supported by providing guidance for NAAC. Each and every staff has give their time and support and continuous efforts for preparing Self Study Report.