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PREFACE

It gives me immense pleasure and privilege to submit the Self Study Report (SSR) of Indira Gandhi Art & Science college for the first cycle of accreditation by the National Assessment & Accreditation Council (NAAC), Bangalore.

This report has been prepared following the guidelines of NAAC. The report is a reflection of the academic and administrative functions and activities happening during the past years in the College focusing on curricular aspects, teaching-learning and evaluation, research, consultancy and extension, infrastructure and learning resources, student support and progression, governance, leadership and management, innovations and best practices and departmental exercises of Indira Gandhi Art & Science college. It is an endeavor which encourages us to examine our strengths, assess our weaknesses, accumulate the opportunities offered in higher education and prepare the challenges that at the forefront.

A committee comprising of faculty members has been constituted to complete the report. The committee has prepared the report through group discussions with its members and regular interactions with the Principal and the entire campus community. The report has been finalized with utmost sincerity, honesty and collective effort of the faculty members which is now being submitted to the NAAC for assessment and accreditation.

It would be a great delight to hear from you soon on Peer Team visit for inspection of our College.

Dr. Kanak Sinha

Principal

Indira Gandhi Art & Science college Rahod
Chhattisgarh

1. Profile of the Affiliated/Constituent college

1. Name and address of the college :

Name	Indria Gandhi Art and Science Collage Rahod	
Address	Vill+post – Rahod, Tah-pamgarh, Dist-Janjgir champa(c.g.)	
City : rahod	Pin : 495556 ,	State : Chhatisgarh
Website :	www.igascrahod.com	

2. For communication :

Designation	Mane	Telephone With STD code	Mobile	Fax	E mail
Principal	Dr. Kanak Sinha	07818265700	78690291424		igcollege@rediffmail.com
Vice Principal	Mr. G.R. Kashyap		09981633949		igcollege@rediffmail.com
Steering Committee co-ordinator	Mr. Nirmal Kumar Verma G.P. Rathor	9907133411 888191321			res522@rediffmail.com

3. Status of the Institution :

Affiliated college

Constituent Collage

Any other (specify)

✓

4. Type of Institution :

a. By Gender

- ☐ For Men
- ☐ For Women
- ☐ Co-education

✓

b. By shift

- Regular
- Day
- Evening

√

5. It is a recognized minority institution?

Yes

√

No

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

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6. Sources of funding:

- Government
- Grant-in-aid
- Self-financing
- Any other

√

7. a. Date of establishment of the college: **17 /03/1987** (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college) **Bilaspur University, bilaspur(c.g.)**

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c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks(If any)
i. 2 (f)	01-07-1987	
ii. 12 (B)	02-12-1996	

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

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

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks

(Enclose the recognition/approval letter)

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

Yes ☒ No ☐

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

Yes ☐ No ☒

9. Is the college recognized

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

Yes ☐ No ☒

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

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

Yes ☒ No ☐

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

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

Location *	Urban
Campus area in sq. mts.	9510 Sq meter
Built up area in sq. mts.	3700 Sq meter

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

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

- Auditorium/seminar complex with infrastructural facilities

- Sports facilities

play ground ☒

swimming pool

gymnasium ☒

- Hostel

Boys' hostel

: No

i . Number of hostels

ii. Number of Ninmates

iii. Facilities (mention available facilities)

Girls' hostel ✓

- i. Number of hostels- **(01)**
- ii. Number of inmates-**(40)**
- iii. Facilities (mention available facilities)

Working women's hostel : Yes

- i. Number of inmates
- ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise)
- Cafeteria — **Yes**
- Health centre – **No**

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....

Health centre staff –

Qualified doctor	Full time	<input type="checkbox"/>	Part Time	Y	<input type="checkbox"/>
Qualified Nurse	Full time	<input type="checkbox"/>	Part-time	Y	<input type="checkbox"/>

- Facilities like banking, post office, book shops - Yes
- Transport facilities to cater to the needs of students and staff – Yes
- Animal house -**No**
- Biological waste disposal -**No**
- Generator or other facility for management/regulation of electricity and voltage -**Yes**
- Solid waste management facility - **NO**
- Waste water management -**Yes**
- Water harvesting - **Yes**

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

SI. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
	Under-Graduate	B.Sc.	3 Year	Passed 10+2 from respective Stream	Hindi Medium	360	283
		B.A.	3 Year			360	230
		BCA	3 Year			90	45
						810	558
	Integrated Programmes PG	M.A.	2 year	Graduation	Hindi/eng	180	85
		M.Sc	2 Year	Graduation		200	135
	Ph.D.						

	M.Phil.						
	Ph.D						
	Certificate courses						
	PG Diploma	PGDCA	1 Year	Graduation English Medium	40	40	
	Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes ☐ No ☒

If yes, how many?

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	02
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	Physics, Chemistry, Maths, Botany, Micro Biology, Bio Technology	<input checked="" type="checkbox"/>	Physics, Chemistry, maths	
Arts	History, political, Geography, Sanskrit, Sociology, Economics	<input checked="" type="checkbox"/>	Geo, Hindi, Sociology	
Commerce				
Any Other (Specify)	P.G.D.C.A.		<input checked="" type="checkbox"/>	

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

a. annual system

b. semester system

c. trimester system

17. Number of Programmes with

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

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

Yes No ☒

If yes,

a. Year of Introduction of the programme(s) (dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Validity:.....

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

Yes No

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

Yes No ☒

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)

and number of batches that completed the programme b.

NCTE recognition details (if applicable)

Notification No.:

Date:..... (dd/mm/yyyy)

Validity:.....

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

Yes No

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

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	05				04	03		01		
<i>Yet to recruit</i>										
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>					12	10	03	04	01	01
<i>Yet to recruit</i>										

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	05				02	01	
M.Phil.					02	00	
PG					04	03	
Temporary teachers							
Ph.D.							
M.Phil.	02						
PG					06	03	
Part-time teachers							
Ph.D.							
M.Phil.							
PG	04				04	03	

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

10

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

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
ST	01	04	05	03	04	04	07	10
SC	06	01	42	47	03	05	93	131
OBC	47	17	129	138	30	14	187	278
General	16	35	86	50	18	55	58	56
Others								

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

Type of students	UG	PG	M. Phil.	Ph.D	Total
Students from the same state where the college is located	418	130			548
Students from other states of India	17	82			99
NRI students					
Foreign students					
Total					647

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

ONE BATCHES PG, UG : NIL

26. Unit Cost of Education

(a) including the salary component	Rs. 23254.81
(b) excluding the salary component	Rs. 12878.87

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

Yes ☐ No ☒

If yes,

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

Yes ☐ No ☒

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

Bilaspur University, Bilaspur

c) Number of programmes offered

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

Yes ☐ No ☒

28. Provide Teacher-student ratio for each of the programme/course offered

29. Is the college applying for

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

Re-Assessment: ☐

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

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

Cycle 1: (dd/mm/yyyy) Accreditation Outcome/Result.....

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

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

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

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

180

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

156

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

IQAC (dd/mm/yyyy) 21/07/2014

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

AQAR(i) 27/04/2014(dd/mm/yyyy)

AQAR(ii) (dd/mm/yyyy)

AQAR (iii) (dd/mm/yyyy)

AQAR(iv)..... (dd/mm/yyyy)

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

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

The vision, mission and core values of the institution are as follows:

Vision

To transform and empower a global community of learners.

Mission

Indira Gandhi College inspires a global and diverse community of learners to achieve Social, Intellectual, Cultural, Economic and Personal fulfillment.

Values Statement

Education is the foundation of our civilized democratic society.

Thus:

Campus Climate: We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

Open Access: commitment to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and responsive student services that enable them to advance steadily toward their goals.

Student Success: We value students' success in achieving their goals, and strengthening their voices as they transform their lives through their educational experience.

Academic Excellence: We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study.

Community Connection: We value a deep engagement with the community we serve and our role as an academic and cultural center for community including business, industry, labor, non-profits, government and the arts. We are dedicated to maintaining a college culture and institutional climate that is warm and welcoming to all.

Sustainability: We value an institutional culture that represents a strong commitment to environmental sustainability and justice. We are committed to the tenets of sustainability "To meet present needs without compromising the ability of future generations to meet their needs."

Objectives

Our institution has a clear vision, core values and mission to provide liberal as well as a professional education in each student so that the student acquires a respected for moral values , since of his duty us a good teacher , good teaching good results certify high quality education. How is vision and mission achieved academically?

- * Qualitative higher education is imparted.
- * Highly educated teacher are recruited.
- * Guest lecturers are conducted to broaden the knowledge spectrum of student.
- * Organizing cultural week annually, including folk song, dance etc.

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

Yes, the effective implementation of curriculum is done methodically in the following areas-

- a. Academics** – Through academic calendar, timetable, teaching plan, daily diary, and attendance register etc.
- b. Assessment**–This is done by taking class test, Monday test, model exams, retests, internal practical exams etc.
- c. Learning** –The assignment, projects, group discussion, class seminars, educational tours, guest lectures by the college the students and the faculty .
- d. Feedback** – Timely feedback of students, employee, teacher and parents.

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

The Management has given the free hand to IQAC and Principal take decision in the direction of improving the quality of education.

- The institute has its computer lab .
- The Institution also encourages the teaching staff to take the help of journals, WI-FI Internet for their higher progression..

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

Though the curriculum is designed and revised by the Bilaspur University, Bilaspur, for effective curriculum delivery, the teaching faculty is trained by the computer department to make them familiar with the use of computers to supplement their classroom lectures with latest techniques, which are as follows:

Modern Teaching Methods: Along with traditional teaching methods the faculty Makes use of the modern technological resources like, audio video cassettes, LCD Projectors, internet, e-notes, OHP etc.

- Well equipped laboratories for better understanding of the subject.
- Students knowledge is supplemented with practical experience by conducting various workshops.
- Remedial Coaching for effective curriculum delivery, the college has got the provision of special/ remedial classes for slow learners.
- The library of the college has hundreds of books for different departments and journals for reference. The other facilities provided in the library are listed below
 - ✓ Latest National Journals and Periodicals available.
 - ✓ Relevant Newspaper Clippings maintained.
 - ✓ Latest & Old University Syllabus available.
 - ✓ Old University Question Papers available.
 - ✓ CD's available
 - ✓ Internet Services
 - ✓ Issue books for Examination Period
- Besides availing normal facilities the library provides extra books to girl students, meritorious students and students having regular attendance with good academic performance.
- Book-Bank facilities are also provided to economically weaker students.

Details Of Library Books

S.No	Department	No. of Books	Amount
1	Arts	2000	1800.00
2	Science	3800	55000.00
3	Computer Science	1500	20000.00
	Total	7500	93000.00

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

The colleges regularly organize guest lectures and seminars. Experts from the industries and academic fields are invited to talk to students and faculties.

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

The faculties of the college give the suggestion to the University time to time on the syllabus given by them. Feedback about curriculum is collected from the students and a suggestion is given to the University related to it.

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

NO, The institution strictly follows the curriculum prescribed by Bilaspur University. The college does not enjoy the freedom to frame its own curriculum for any of the academic programs.

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

Once the academic session is started the entire structured action plan is followed. The Institution communicates with all stakeholders to ensure that objectives of the curriculum are achieved in course of time. For this purpose, various tests, terms and exams are conducted to monitor academic progress. If the college realizes that the stated objectives are not being achieved, the college plans for strategies like remedial classes to cover up the gaps. During the revision also the doubts are cleared and this is how we take proper care in implementation of curriculum.

1.2 Academic Flexibility

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

We do not run any certificate/diploma/skill development courses as the affiliating university does not give affiliation for the same.

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

No, the college does not offer dual degree program at its own level.

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

The curriculum offers the following elective options:

Core	Elective
Under graduate Courses	
B.Sc	Physics, Chemistry, Maths
	Chemistry, Zoology , Botany
	Chemistry, , Botany, Microbiology
	Chemistry, Zoology, Biotechnology
BCA	Comp Appl.
PGDCA	Comp Appl.
B.A.	Political sc. Sociology, hindi lit, history, economic, political science.

- ✓ General foundation course I, II for English and Hindi and III for Environmental Science is mandatory for all the programmes. From 2011-12 sessions onwards five semester systems have been introduced in PG courses.
- ✓ Courses are generally completed within the time frame specified by the university.
- ✓ Back papers can be cleared within the time frame of the University.
- ✓ Choice Based Credit System, Courses offered in modular form and Credit transfer and accumulation facility is not yet introduced by the affiliating University.
- ✓ Lateral entry is not allowed in any course of the college however there is vertical mobility within and across programmes and courses only for the first year (UG courses) where the candidates have the minimum qualification to enter that course. Within 15 days of taking of the admission and before the submission of list of candidates admitted in various programs, to the University, there is a provision according to which the student can change the stream if he or she is not comfortable with the one in which he has taken admission at first.

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

After the establishment of the college with Commerce, B.Sc.(Maths) and BBA, new programmes kept on adding to the list of new departments in the institution,

LIST OF PROGRAMMES:

S. No.	UNDER GRADUATE COURSES
1.	Bsc (Botany, chemistry, Microbiology)
2.	Bsc(Zoolosy, Chemistry, Biotechnology)
3.	B.Sc. (Physics, Chemistry, Mathematics)
4.	B.Sc. (Chemistry, Zoology, Botany)
5.	B.A.(History, Political Science, Economics, Sociology, Geography)
6.	B.C.A. (Bachelor of Computer Application)
7.	PGDCA (Post Graduate Diploma in Computer Application)

Admissions: Admission is done on the merit as per guidelines by Bilaspur University, Bilaspur.

Curriculum: The curriculum is designed by the affiliating Bilaspur University and implemented by the College through the well prepared socially committed patterns of instructions. Teaching aids like LCD projectors, OHP, Computer and audio equipments are frequently used for effective planning, implementation and delivery of the curriculum.

Fee Structure: The detail of fee structure of all streams is decided by IQAC members, then through Principal of the college it is sent to the executives of Education Society. Once decided by them it is informed in the university office and then uploaded on the website.

Teachers' Qualifications: As per UGC/ Bilaspur University norms, the college appoints teaching and non-teaching staff as per college code 28 framed by the university, as per requirement.

List of the teaching Staff who are Ph.D. , NET selected , SET selected and have done Orientation Course.

Staff members(with Ph.D.)

1. Dr . Kanak Sinha

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

The college regularly conducts Personality Development Programmes which enhance the IQ level and communications skills of the participants. Special classes are taken for communication skills. Computer training is given to learn basics of computers.

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

No, the university does not allow the flexibility of combining conventional face to face and distance mode of education.

1.3 Curriculum Enrichment

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

The institution is an affiliated college to the Bilaspur University and therefore there is no scope for framing institution's curriculum on its own. Faculty members regularly attend workshops and seminars on revision of curriculum. Different ways adopted to supplement the University's Curriculum (as stated earlier) ensure that the academic programmes and Institution's goals and objectives are integrated and are well within the norms of university rules.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The training placement cell of college regularly interacts with student to develop their skills. The requirement of companies conveyed to the feedback committee which in turn formulate different methods to make up the deficiencies of the students to make them employable.

The task of framing of curriculum of college is the hands of its affiliating university. The institution only enriches the curriculum by supplementing it with different to curricular and extracurricular activities so that the students are benefited in the best possible manner.

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

The University has a compulsory subject Environmental Studies in UG Level in all streams which incorporates all the burning topics related to Environment like **Climate Change, Environmental Education**, Green house effect, pollution and effects on ozone layer due to UV rays etc. The college also organizes debates, Extempore, Skits, Street Plays, Group Discussions, and Seminars at departmental and inter departmental level to motivate students to be more environment friendly. Recycling of paper is a common practice in college. Eco club organizes rallies, guest lectures and other competitions to spread environment awareness.

ICT: Internet facility is made available at the library. OHP, Computers, LCD Projectors have been used for effective communication and teaching.

Gender and Human Rights: The college has a 'Women's Cell' working exclusively on gender based issues. Seminars, conferences, workshops, rallies, puppet shows, guest lectures are being organized to strengthen the issues on 'women empowerment.' Resource persons from Judiciary, Police services and social services areas are invited to guide, counsel and make students aware of human rights

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

moral and ethical values

employable and life skills

better career options

community orientation

The college organizes many enrichment programmes to ensure holistic development of students at different levels:

Moral and Ethical values:

awareness among people is created on various social, moral, ethical principles and ways of life. The Students are also motivated by celebrating birth anniversary of legendary persons in college (Tulsi jayanti, Swami Vivekanand jayanti, Dr. Radhakrishnan's jayanti etc.). Guest lecturers of spiritual leaders are organized to inculcate moral and ethical values in students.

Employable and Life Skills: The College organizes short term courses like soft skills development and conversational English to develop communication skill to enhance employable skills. The events like group discussions, essay writing, recitation of poetry are conducted in regional and English language. The college invites expert resource persons to deliver lectures on the development of communication competence among the students. Students are motivated to take different responsibilities to organize various events and activities such as cultural programmes, competitions, seminars etc. through which they learn organizational skills.

Community work like ill effects of alcohol and tobacco, AIDS awareness camp, Dental checkup camp, Eye camp, Blood donation camp Traffic rules, Self-defense and anti ragging for girls students, Tree plantation drive and sapling distribution, Mushroom cultivation, Preparation of Clay art materials, Glass and Rangoli painting, awareness about Oral cancer, Literacy, Polio, Malaria and Dengue fever, Lecture on importance of Vitamin-D, Sickle cell anemia etc. is spread through guest lectures.

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

N.A.

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

The college has a clear and transparent way to monitor and evaluate the quality of various enrichment programmes. The feed back in the form of interactions, discussions and suggestions is analyzed and report is submitted to the Principal.

The College makes efforts to ensure that the curriculum bears a thrust on these core values including the initiative for contribution to national development.

1.4 Feedback System

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

The institution is an affiliated college to the Bilaspur University and therefore there is no scope for framing institution's curriculum on its own. However, A systematic mechanism is installed in the institution to look after the affairs of the feedback process and analysis through the member of Board of Studies. Faculty members regularly attend workshops and seminars on revision of curriculum. The College can only forward the suggestions of its faculty to the university through the members of Board of studies. The design and development of the curriculum is in the hands of the university only.

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

Yes, the college has a well established system of collecting feedback from its stake holders. The feedback on the curriculum obtained from various segments of society is analyzed properly by the departments and the suggestions for improvements are communicated through the Principal to the Board of Members, who convey it to the authority of the affiliating university. The views of the teachers with regard to the change in the curriculum for the betterment of students are thus conveyed.

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

LIST OF PROGRAMMES	
S. No.	UNDER GRADUATE COURSES
1.	(Bachelor of Science) 240
2.	Bachelor of Art 240
3.	Bachelor of computer application 30

Bachelor of Science seat enhancement is done in 2010 due to demand .The disappointed candidates who could not seek admissions in this course use to demand for enhancement and same is the reason for the other two courses.

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

The best measures undertaken by the college is

With the introduction of career counseling Cell, Remedial Courses, the college contributed substantially in the quality sustenance and quality enhancement.

The best practice simpleminded in curricular aspect in the introduction of syllabus based seminars and presentations for students of UG courses.

This programme substantially enhanced the quality and knowledge of the subject for the students and teachers as well. Credits are given for their performance.

Guest lectures are organized by different departments regularly.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

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

Wide publicity for admission to our college is given through:

Prospectus- Every Applicant is given a copy of the prospectus. The prospectus is published in a sizeable number along with the admission form. The prospectus is distributed to the aspirant students to have better understanding of the courses offered by the institution for study. The details of courses for admission, fee structure etc. is brought to the notice of stakeholders. In fact Our Prospectus acts like a mirror to all the stakeholders as it exhibits all necessary information about our college.

Mobile blackboards located at entrance.

Advertisements in newspapers. – In regional and national newspapers, the advertisements are published regarding the details of the institution, courses offered and admission process.

Website. The institution has a website which provides information about institution details, courses offered and facilities available to student community. The college maintains formal public contacts through our website www.igascrahod.com

A list of filled-in and received application forms from the candidates is prepared

On the basis of merit and rules of reservation, admission is undertaken of the candidates on the prescribed date mentioned by the university.

Rules are displayed in the website (www.igascrahod.com). Identity Cards

are issued with the photograph and details of the Candidate

TRANSPARENCY

Application forms are serially numbered. Applications are received by the Administrative office.

After sorting out the applications names of the selected candidates are

Notified on the notice board.

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

The admissions for graduate and postgraduate courses start in the month of May to 14th August with the permission of vice chancellor. The students are supposed to take admissions within the notified period, the students admission is given as per university guidelines. The date of sale of application forms and prospectus is displayed on the notice board as per the guideline of the Bilaspur University, Bilaspur.

Application forms are available for students' in the college office counter. Students' enquiries are attended by the team of admission committee.

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

A criterion for admission is predetermined by the Bilaspur University and we administer such criteria.

As per the directive of the University, date of sale of application forms is notified in the notice board. Application forms can be bought from office and on the spot enquiries are attended by the office staff and by In-charge of Admission Committee.

Following is the criteria for admission of students for the courses conducted by us as per University directive.

The intake capacity for the various programmes in the institution is as follows:

S. No.	Programme	Intake Capacity	%
01	B.A	120	
02	B.Sc. Phy.,Chem.,Maths Chem.,Biotechnology ,Zoo,Bot. Chem.,Bot. Micro Bio	20 30 60 30	

Minimum qualifications for admission to various programmes are as follows:

S.No	Programme	Minimum Qualification	Minimum Mark (in %)	
			Open (UR)	SC / ST/OBC
1	B.A	(10+2) Pass		
02	BSC(Maths, Bio, Mocro Biology)	(10 + 2) Pass		
03	PGDCA	Graduation from any UGC Recognised		
04	BCA	(10 + 2) PASS		

Looking at the Entry level for each of the programmes offered by the college, it was found that the applications received were steady. As per newspaper reports and informal discussions with the other College teachers and Principals, we concluded that the other Famous Colleges in the vicinity are having the lesser cut-off percentages than our College. Bilaspur University follow 33% marks at the qualifying examination as the minimum percentage for admission for under graduates.

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

The college reviews the profiles of students admitted annually. The institution has a very clear cut well defined and well designed mechanism as far as the reviewing of the annual profiles of the students is concerned. The admission committee reviews the profiles of students selected for admission and chalks out a comparative summary of the selected Candidates. In case a particular section of students like Girls, villagers, or any specific Community are found to be in less numbers in the admission lists, the admission committee tries to motivate those sections of students by providing them the requisite facilities. The activities of students are closely monitored. A record of their performance in all the fields, academic as well as extra-curricular is maintained in the office. The students, who bring laurels to the institution, like in the academics, sports, extracurricular, or other similar areas, are duly rewarded when they seek admission the next year. The student with a little bit of negative approach or disturbing

elements are motivated with counseling so that a positive frame of mind can be developed. This result in making the students become an asset for the institution.

Outcome:

As a result of this process, in the past years the college has observed a sharp rise in the student's discipline. They have learnt to channelize their energy, their potential into more constructive activities.

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

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

SC/ST/OBC

Education for Masses' is the policy of our institution, which is reflected in promoting the access to socially and economically disadvantaged community. Government reservation policy is strictly followed. The institution has to forward details of admission to the University and Joint Director of Higher Education. Management has a preferential option for this category of students and gives admission to deserving candidates.

The scholarship and free-ship is provided to SC/ST/OBC students as per government rules.

Women:

To promote admission of Girl Students following efforts are taken:

The college provides admission to almost all girls who have applied for admission.

The hostel facility is made available for girl students.

We have given UGC scholarship for ST , SC and OBC students .in the session 2014-15.

The List Of The Candidate is Given Below

ST:

S.No.	Student's Name	Class	Category	Sanctioned Amount	Cheque No.	Total Disbursed Amount
1	Mahesh kumar kanwar	PGDCA	ST	11007		11007
2	Babit kanwar	B Sc-I	ST	5752		5152
3	Baneshwar prada paikra	B Sc-I(micro)	ST	5152		5152
4	Mahesh ram	B Sc- III	ST	6002		6002
5	Ram kumar paikra	BA - III	ST	5152		5152

SC

S.No.	Student's Name	Class	Category	Sanctioned Amount	Cheque No.	Total Disbursed Amount
1	Umesh jayre	PGDCA	SC	11007		11007
2	Sanat jwala Banjare	PGDCA	SC	1107		1107
3	Chitranajan	PGDCA	SC	1107		1107
4	Birju prasad	PGDCA	SC	1107		1107
5	Mahesh ram	PGDCA	SC	1107		1107
6	Anil kumar jangre	B Sc	SC	4502		4502
7	Prakash lahre	BCA	SC	4502		4502

OBC

S.No.	Name of the Student	Class	Amount	Total Course Fee
1	Prahalad dewangan	PGDCA	11007	11007
2	SIMA CHANDEL	PGDCA	11007	11007
3	RADHIKA SAHU	B Sc – II	2190	2190

Minority community:

The students from minority community are given preference for admission as per University rules.

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

The demand for commerce courses has increased in the last four years. The result was excellent of these courses. However for last two years there is down trend in the BCA course this is mainly due to the decline trend as well globally and most of the college students go for higher.

The traditional courses like B.Sc. the placements to these students to attract students to these streams.

2.2 Catering to Student Diversity

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

Regarding the needs of differently able students the college follows the Government policies.

During examinations such students (if any) are provided help such as writers, additional time etc. Financial assistance is offered from various sources like scholarships and personal help from teachers. Awareness of government welfare schemes to these students is promoted and schemes are availed.

Office is in ground floor so that such students get access easily. For the students with physical disabilities the college provides relevant facilities. The needs of the physically challenged students are fulfilled by the staff. The students are given extra attention during the admission procedure as well as examinations. Their exam seats are provided on ground floor.

To Facilitate admission of differently-abled persons in various courses and to provide guidance and counseling to differently abled individuals. We Create awareness about the needs of differently abled persons, and other general issues concerning their learning, and assist differently-abled graduates to gain successful employment in the public as well as private sectors.

It has been felt that differently-abled persons need special arrangements in the environment for their mobility and independent functioning. It is also a fact that many institutes have architectural barriers that disabled persons find difficult for their day- today functioning. The colleges are expected to address accessibility related issues as per the stipulations of the Persons with Disabilities Act 1995, and ensure that all existing structures as well as future construction projects in their campuses are made disabled friendly. The institutes will create special facilities such as ramps, rails and special toilets, and make other necessary changes to suit the special needs of differently-abled persons. The construction plans should clearly address the accessibility issues pertaining to disability.

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

The faculty assesses the students' needs in terms of knowledge and skills at the beginning of the academic year by interacting students in class. The faculty collects information from students regarding previous examination, economic background, hobbies, interests sport and cultural activities etc.

Based on their performance in this test, the students are given admission. The students' previous academic records are considered for admission to all other courses in the college. Before commencement of the session, admitted students are given general information Brief Knowledge of the syllabus as well as the rules and regulation of the course chosen by them as per the respective Ordinance.

In order to gauge how much students have learned, it is not enough to assess their knowledge and skills at the end of the course or program. Teachers can choose from a variety of methods to assess your students' prior knowledge and skills.

Performance-based prior knowledge assessments:

The most reliable way to assess students' prior knowledge is to assign a task (e.g., quiz, paper) that gauges their relevant background knowledge. These assessments are for diagnostic purposes only, and they should not be graded. They can help you gain an overview of students' preparedness, identify areas of weakness, and adjust the pace of the course. To create a performance-based prior knowledge assessment, you should begin by identifying the background knowledge and skills that students will need to succeed in your class. Your assessment can include tasks or questions that test students' capabilities in these areas.

Prior knowledge self-assessments:

Prior knowledge self-assessments ask students to reflect and comment on their level of knowledge and skill across a range of items. Questions can focus on knowledge, skills, or experiences that: you assume students have acquired and are prerequisites to your course you believe are valuable but not essential to the course you plan to address in the course

The feedback from this assessment can help you calibrate your course appropriately or direct students to supplemental materials that can help them address weaknesses in their existing skills or knowledge.

The advantage of a self-assessment is that it is relatively easy to construct and score. The potential disadvantage of this method is that students may not be able to accurately assess their abilities. However, accuracy improves when the response options clearly differentiate both types and levels of knowledge.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.

The Table below shows the strategies used for slow learners in nutshell:

Sr.No	Strategy adopted to bridge knowledge gap of slow learners
1	one to one teaching
3	Project work
4	Remedial teaching
5	Skill based courses

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

Frequent lectures by experts are held for the staff and students to sensitize them over such issues. Circular and information's is sort from various government departments like Woman Welfare Department, Health Department, Police Department, and NGO's. For Gender Sensitization we have women cell. Woman's day is celebrated in our college by students and teachers.

For Environment protection eco club is there in our college and Environment day is celebrated in our college.

Value and spiritual education is imparted through spiritual persons to our students.

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

The advanced learners are identified through class tests, classroom interaction, group discussion, seminars, and co-curricular activities. They are therefore given opportunities with slow learners and help them so that they can achieve better in the examination held university.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

Regular monitoring of the student attendance record, teachers diary, the respective Head of Department have to identify the commitment of the students. The guardians are intimated about the attendance of their wards to enhance their commitment towards studies. Special attentions are given towards students coming from low socio-economic status, physically challenged and slow learners.

Table below shows the methods used to facilitate advance learners in Nutshell:

Sr. No.	Measures adopted for facilitating advanced learners
1.	Group discussion
2.	Add-on courses by majority of academic departments
3.	Participation in college and Inter-collegiate competition
4.	Motivation for classroom presentation
5.	Application of computer skills for presentations

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7.	Add-on courses by majority of academic departments
8.	Participation in college and Inter-collegiate competition
9.	Motivation for classroom presentation
10.	Application of computer skills for presentations

2.3 Teaching-Learning Process

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

Academic calendar:

Academic calendar is prepared and published before the beginning of the session of every Academic year. It provides the plan for the academic year to students, teachers and parents. A copy is issued to all Heads of Departments and coordinators. Students are communicated through notice board.

Teaching plan: Teaching plan is prepared and submitted to the Heads of the Department every academic year, for various subjects, by subject teachers. It is submitted within seven days of the beginning of the first and second term/semester. A copy of the teaching plan is submitted to the Principal. Time table (for regular lectures): Time table for regular lectures for the coming academic year is prepared and displayed on the notice board. This helps to ensure that the lectures start on the very first day of the academic year. If any lecturer is absent on a particular day his/her lecture is engaged by a substitute which ensures non cancellation of lectures.

Evaluation Blue print:

Dates of examinations, dates of centralized assessment projects, dates of moderations by external examiners, dates of announcement of results, admission dates for new academic year, dates of revaluation of paper, etc are announced well in advance.

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

The students being the most important component of the college, the institute offers a lot of support services to its teachers for making the learning student centric. To enhance the learning skills of the students, latest editions of Reference Books and Journals are provided. The students can borrow the Reference Books from the Departmental / College Library for a maximum period of two weeks. Various books for Competitive Examinations are made available to the students to appear for the same. The college provides a well- stocked library which comprises of latest books and journals, the college provides a state of the art seminar hall where students participate in group discussions, Debates and Seminars.

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

The college nurtures the critical thinking through ,debates role-play , brain storming session, Essay writing, General Knowledge Competitions, Debate Competitions, Sports Competitions, exhibitions, etc.

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

The Various technologies adopted for effective learning are models illustrations, coupled with audio-visuals learning tools, projector etc. The institution organizes educational tours and activities for wider exposure.

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

Teachers enlighten their students with newly acquired knowledge during the interactive session of classroom activity.

Seminars, Group discussions, workshops are organized by the in-house faculties.

In addition to this guest lectures by experts from renowned institutions are conducted time to time.

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

The institution have career development guidance cell which deals not only with options of career but also deals with the guidance called Psycho- Social guidance.

College ensure that the students get benefit of effective learning by providing them the modern teaching aids and tools like computers audio-visuals multimedia internet and other information/ material.

S.No.	Support/Services	Process	Agency
01	Personal Growth	Group Guidance	Shri Arvindo society pandedchari
02	Personal Counseling	Individual Guidance	Counseling Service
03	Academic Advice	Classes for competitive Examination	Class for GD Career Guidance
04	Psycho-Social	Institutes Responsibility	Teacher Association
05	Professional Growth	Professional Training through workshop/Seminar/Conference /Guest Lecture	Various

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

Institute encourages the faculties to keep themselves updated of the latest developments in their respective fields. They are encouraged to use computers, Internet and library resources to enrich their teaching.

The college faculty is also provided training for use of computers, latest software so that they can themselves create modern teaching aids to be used in their classrooms.

From time to time the college faculty adopts approaches/methods such as seminars, conferences and special lectures. The faculty members are encouraged to participate in National/International level seminars. financial assistance are provided for this purpose. The faculty members who attend such seminars/ conferences share their experience with students and faculty with latest information and talent developments.

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

Books and journals on various subjects are present in the college library

Librarian and the staff help students to get reading material of their choice.

The information regarding new arrivals is displayed on the notice board.

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

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

The Chairman, Principal, Head of Departments and members of IQAC are in constant touch with the students and take regular feedback of the teachers. Knowledge based communication skill, sincerity and commitment and interest is generated in the teachers to design tests and examination to evaluate the students understanding of the course.

The self appraisal Performa's are submitted by the teacher along with which student's appraisal is analyzed by IQAC.

2.4 Teacher Quality

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

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	---	---	---	---	---	---	---
Ph.D.	---	---	---	---	01	02	03
M.Phil.	---	---	---	---	02	01	03
PG	---	---	---	---	15	05	20
Temporary teachers							
Ph.D.	---	---	---	---	00	01	01
M.Phil.	---	---	---	---	01	-	01
PG	---	---	---	---	05	02	07
Part-time teachers							
Ph.D.	---	---	---	---	---	---	---
M.Phil.	---	---	---	---	03	01	04
PG	---	---	---	---	05	02	07

The institution recruits and retains teachers who are competent, experienced and experts in their respective field of study. The teachers are recruited through selection committees constituted as per the provision of Affiliating University statutes and if required, additional teachers are recruited on an ad-hoc basis as per the provisions made by the Bilaspur University, Bilaspur and C.G Government.

The institution advertises in the newspapers and through its website in order to reach the best teachers available. After getting applications in response to these from the eligible candidates, these are scrutinized. Thereafter, the college applies to the affiliating university for a panel of experts to conduct the interview. This expert panel consists of the following members: 1987

- Chairman/Secretary/Representative of Institute Government Nominee
- Principal of the college
- Head of the concerned Department

The committee conducts the interview as per the statutes and norms of the University and C.G Government. Then the eligible and the most competent candidates are selected by the selection committee. Management issues appointment letters to the selected candidates. College applies for the approval from the affiliating university after their joining.

To retain the available staff, the staff is also provided other requisite facilities like, library, computer facility with internet connection, Casual Leave, duty leaves etc. They are also given study leave if they wish to upgrade their qualification for pursuing Ph.D.

Teachers are allowed to attend the Orientation and Refresher courses, conferences, seminars, workshops, etc. to meet the changing requirements of the curriculum

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

Faculty Training programs organized by the institution to empower and enable the use of various tools and technology for improved teaching learning-Trainings for teaching methods/approaches, handling new curriculum Content/knowledge management, Selection, development and use of enrichment materials and Assessment of the same.

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

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	00
HRD programmes	02
Orientation programmes	01
Staff training conducted by the university	02
Staff training conducted by other institutions	05
Summer/winter schools, workshops, etc.	07

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

The college management encourages the faculty members to participate in Orientation, Refresher Training, national and International Seminars, Conference and Symposia. The management gives duty leave for attending faculty development programmes like orientation, and refresher programmes from time to time. Besides the college encourages the faculty members to organize Seminars/ Workshops of state and national level out of UGC grant. The faculty members are also being inspired by the college to apply for organizing National and International Seminars/ Conferences directly to UGC office along with forwarding letter of the Principal.

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

No such award has been received by any of the faculty members

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

No such award has been received by any of the faculty members

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

Yes the Evaluation of teachers on teaching is done on the basis of Student Feedback Report. The Feed Back reports collected from the students are scrutinized by the Principal. Those teachers found deficient in teaching are reprimanded and instructed by the Principal to improve in their performances. This practice keeps a check on teachers to improve their teaching work. The Institution also promotes self-appraisal of teachers once in a year i.e. in the month of March/ April and the self-appraisal of the teachers being reviewed by the head of the institution and used to improve the quality of teaching

2.5 Evaluation Process and Reforms

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

At the time of admission, students and parents are informed about the evaluation process and methods. Instructions and notices issued by university are communicated to students time to time .Institution ensures the evaluation process through class test, model examination, presentations, role plays, and retest for low scorer students. Extracurricular activities are being informed through class room's announcements and notice boards. Class teachers are entrusted with the duty of informing about the said methods to the students.

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

Evaluation reforms of the university

- Setting of question papers,
- valuation of answer books,
- Publication of results

University is the sole authority of making reforms. Our institution follows the university reforms for examination and evaluation. Faculties are actively involved in valuation of answer books and setting of question papers.

Examination patterns are being strictly followed as per university reforms. Other than that for low scorer students retest are conducted by our institute to improve their performance. Reforms initiated by the institution on its own are as follows:

- Case studies
- PowerPoint Presentation
- Seminars
- Mock Parliament
- Industrial visit
- Role Play

Above evaluation reforms for the final examination has been followed by university itself. University is the sole authority for the implementation of reforms in examination and valuation. Individual colleges do not have a direct role in this regard.

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

Our College has adopted examination patterns for the evaluation for the students according to University reforms. Internal Evaluation and examination of the department, HOD plays important role to allocate faculties for setting question papers and evaluation of answer sheets. College properly communicates the information regarding university evaluation process as soon as the university informs the institute.

To implement the evaluation reforms of the college we make various efforts as follows:

- Yearly and semester wise academic calendars are prepared at the starting of the session mentioning the activities, the unit test and exams.
- Results/ assignment are displayed on notice board.
- Examination blue print has been managed by the concern department for continuous evaluation of students.
- Remedial classes, counseling and retest are provided to weaker student on the basis of performance evaluation. Transparency has been maintained for question paper setting and checking.

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

The institution adopts both formative and summative methods of evaluation. Formative approach to evaluation includes measuring the student's achievement through verbal tests, group discussions, seminars and monthly test. The evaluation through these approaches gives lot of information about student achievement after teaching a particular unit. The concerned teacher may get some direction about the student and necessary steps regarding his/her improving can be pondered over. The summative evaluation is done during terminal tests. Even if some students don't perform well or clear the eligibility condition, then an extra chance is given to the student for his/her evaluation. All faculty members follow the formative approach to measure students' achievements & performance through 1) group discussion 2) class test 3) verbal test 4) assignments.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme?

The institution evaluates the students through class test, power point presentation, case study and teacher assessment. The report is sent to the head of institution after evaluating in a fair and secret manner. The parents are informed telephonically (for weak students). To monitor the students' performance during an academic year, an examination/ evaluation committee is constituted in the college. This committee works under the directions of the Chair. The record of the whole evaluation process is transparent. The answer books are shown to the students. A special test is also conducted in the following month for students who have not cleared the conditions for final examination. The committee arranges to inform the parents about the examination awards of the students along with their class attendance.

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

The college ensures about the complete transparency in internal Assessment Test. The norms implemented are as per guidelines laid down by the Bilaspur University. The college has a semester pattern for all P.G. courses where in 20% weightage is given to internal assessment and 80% weightage is given to the marks obtained in University examination for

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

Yes, the institution uses assessment and evaluation both as an indicator for evaluating Students 'performance. The students with outstanding performance in the academics, sports or extracurricular activities are given due advantage in assessment. General classroom behavior of the students and their participation is also kept in mind when evaluation of a student is undertaken.

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

Students who have doubt with the evaluation process the same is cleared by showing

- Their performance in the answer sheet for Internal Assessment.
- At the University level, grievance of student communicated to the university re- evaluation by charging fees.
- The Examination committee redresses the grievances regarding evaluation and the internal assessment marks of the students.
- There is a provision of supplying the photocopies of assessed and/or moderated theory subject/s answer book of the current examination.

2.6 Student performance and Learning Outcomes

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

Yes, all the students and staff of our institution are made aware of the learning outcomes. This is done by the syllabus provided by the university at very beginning of the session college prospectus, modernist calendar and college magazine to check whether the process is going in the right direction use monitor and evaluate the progress of both staff and students.

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

The teaching, learning and assessment strategies of the College to facilitate the achievement of intended learning outcomes are structured through:

- provides a supportive learning environment.
- focus on continuous evaluation of students through class tests, unit tests.
- assignment, project and practical for effective learning.
- special support needed to students by the teachers is provided to improve their caliber in the respective subject.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

Following are the measures/ initiatives taken up by the institution to enhance the social and economic relevance;

- (a) Faculty guideline regarding various courses and its future prospects, provided at the time of admission.
- (b) Various cell and committees link the students to the society for its development.

2.6.4 How does the institution collect and analyses data on student learning outcomes and use it for planning and overcoming barriers of learning?

The college collect sand analyzes data on student learning outcome. The following efforts are taken by the college:

- Internal assessments Standard examinations
- Oral examinations
- Practical examinations
- Seminar presentation by students
- Annual system of examination

The College has taken following steps for planning and overcoming barriers of learning:

Staff focuses on exactly what they want students to achieve in terms of both knowledge and skills. Question banks are made available in library to the students. Student's grievances are redressed Answer books are shown to students to understand their relative potential and weak points Remedial coaching for weak students to solve their problems.

2.6.4 How does the institution monitor and ensure the achievement of learning outcomes.

The following efforts are taken by the college to collect and analyze data on student learning outcomes.

- Class Tests
- Model Examination
- Mock Viva
- Seminar presentation by students
- Annual/ system of examination

In order to overcome barriers of learning following steps are taken:

- Solving previous year question papers
- Personal guidance by faculties to students for solving subject difficulties.
- Transparent evaluation process in various examinations.

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

We monitor and ensure the achievement of learning outcomes through:

- Evaluating students performance in class room interaction
- Assessment of students marks in internal examination.
- Displaying the result on notice board.
- Communicating the progress of students to their parents.
- Surprise test on the spot presentation and collaboration of theoretical & practical/field knowledge in course curriculum.

Criterion III: Research, Consultancy and Extension

3.4.3 Give details of publications by the faculty :

S. No.	Name of faculty	No. of publication with ISSN/ ISBN No		No. of Seminar/Conferences		No. of workshop
		National	International	National	International	
1.	Microbiology	ISSN 2230/8474	√			
2.	English	ISSN 6387/1/084				
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

POLICY FOR CREATION & ENHANCEMENT

In order to create and enhance the infrastructure that facilitates effective teaching and learning, the policy is framed according to the strength of students in different streams. The policy also conforms to the strength of the Professor's appointed for the institution. With the increase in strength, as per requirement, the institution have 2F & 12B. The management is ready to offer any kind of help as and when any infrastructural change is required. The infrastructural enhancement is liberally funded on need base and on the availability of the funds.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, in the form of roof & small campus garden, as specimens & modals specialized facilities and equipment for teaching, learning and research etc.

The details of the facilities available with the institution are as under:

Facilities available for Curricular and co-curricular activities:

• Classrooms:

The college has total 35 rooms out of which 7 Lab & 15 spacious classrooms with proper lighting, ventilation and seating arrangement.

• Technology enabled learning spaces:

The college has Technology enabled learning facility includes 1 LCD/DLP, Boards, 01 OHPs, 05 Laptops, 40 computers and 4 printers where as 40 computers are connected with internet. One CRT TV sets, one SLR digital camera and one handy-cam camera. president, Director, Principal Room have computer with broad band internet connectivity and a printer. Departments have separate Sitting Rooms with Computer and Internet connectivity. i.e. computer Lab Reprographic facility is available in the library for staff and students. Internet facility is available to students in library.

• **Seminar Hall:**

The college has well equipped seminar hall with audio and video (DLP Projector) facility. It has a capacity of 150 seats.

• **Tutorial spaces:**

2 or 3 rooms will be provided for Tutorial & remedial class as per requirement.

• **Laboratories:**

(i) Bio-Lab (ii) Physics Lab (iii) Chemistry Lab (iv) Computer Lab

The college has 5 well equipped laboratories and details are:

Instruments like Laminar air flow system, refrigerated centrifuge, , Microwave oven, pH meter, Spectrometer etc. in the lab and expertise in various departments are available to the students and staff to carry out the work. DLP projectors, Laptops, OHPs, Digital Camera, Handy Cam are used for teaching-learning and research.

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

Facilities available for Extra-curricular activities: –

• **Sports (outdoor and indoor games):**

The college always encourage students for participation in various inter university, university level, zonal, state, national, inter college tournaments. College provides following indoor and outdoor games facility to student.

Fields and equipments for outdoor games – All games kit is supplied to the player student. The student go for practice to our own play ground.

Indoor Facilities for the sports like Chess, Badminton, Carrom.

Auditorium:

under construction at present we are using broad covered space for this purpose.

NSS:

We are not having students a present in three year course earlier we have. NSS separate room with all the necessary equipments, Which still exist but not functional.

Cultural activities:

Every Saturday B.A. & B.Sc. students remain busy with cultural activation & we have audio-video system.

Public speaking and Communication skills development:

As per the requirements, Auditorium is made available for conducting various courses like English speaking, Personality development, etc.

Health and hygiene:

The college organizes health checkup camps where doctors visit for the health issues. First aid boxes are also available in the campus. For emergency, help is taken from nearby hospitals. Proper arrangement of drinking water is available in the college campus at different locations (purified drinking water). There are separate lavatory blocks in the college for boys and girls students, ladies and gents staff

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

To keep pace with the needs and requirements, additional infrastructure has been added and the following buildings have been constructed:-

- Green Boards
- Womens hostel
- License Softwares
- Rainwater Harvesting System.

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

Infrastructure of campus itself is convenient for the physically disabled student as it is having maximum area in ground floor.

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

- Recreational facilities, gymnasium, etc.
- Facilities for medical emergencies contact from doctor.
- Library facility in the hostels- Hostel is with in college campus hosteller may use library 10:00 A.M. to 5:00 P.M.
- Internet and Wi-Fi facility
- Recreational facility-common room with audio-visual equipments
- Safe drinking water
- Security

Women's Hostel Facility:

The institution has its hostel, for girl students, with a capacity of 50 girls. Arrangement for hostel facility is made for girl students which has spacious, ventilated rooms with provision of cooler and attached bathroom and attached balcony is given.

Recreation facilities:

Audio visual aids (TV, music player, games, etc.) for in-door recreation are provided by the institute.. The inmates of the hostel are given the facility of a yoga centre for meditation and yoga classes, in college campus.

Sick room:

The college and the hostel has complete arrangement for students in need of medical assistance. There is provision of a first aid/medical room with all the facilities required for medical assistance.

Library:

The college hostel has a fully equipped reading room cum library for extra reading and study (magazines, newspapers, periodicals, etc.)

Hygiene facilities:

Water cooler with UV purified water with constant supply of safe drinking water is available in the college hostel.

Security:

Watchman shed has been made near the gate for proper security.

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

The college has a Sick room situated in the Ground floor, where an attendant is available. Arrangements for first aid and medical care are fully available for the staff as well as the students inside the campus and in the hospital near to the college in case of any serious medical emergency.

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

The college has clearly marked space for the common facilities available on the campus. These facilities include IQAC (Internal Quality Assurance Cell), Grievance Redressal unit, Women's Cell, Counseling and Career Guidance cell, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, and provision of auditorium etc. the details of such facilities are here as under:

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The library has effective and efficient advisory committee and it has following members:

LIBRARY ADVISORY COMMITTEE

NAME	Designation
Mr. G.R. Kashyap	Vice Principal
Mr. Gokul Prasad dewangan	Secretary
Mrs. Leena Gitode	Member
Mr. Krishna prasad dewangan	Member
Mr. Krishna Agrawal	Member
Smt. Aashu singh	Member

The advisory committee discusses and finalizes the infrastructural and academic requirement of the library & chalks out the strategy regarding the working of the library affairs so that the facility can be utilized to the maximum extent by the staff and the students. The committee has decided to give extra books to girl students. They also give the advice to the Principal for the purchase of books and journals. For students reading room, the Advisory Committee gives advice for maintenance. Newspaper and Journals stands in the library provide an access to research, news and other information to the students/ readers. In the recent past, on the advice of the advisory committee location of the library has been changed, and computer with adequate software got installed

4.2.2 Provide details of the following:

Total area of the library (in Sq.

Mts.) Total seating capacity

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

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

S.No		Comments (if any)
1	Total Area of the Library	395 sq. ft.
2	Total Seating Capacity	50 Persons in Reading Room
3	Working Hours (Daily)	10 am to 5 pm
3A	Before Examination Days	9 am to 6 pm
3B	During Examination Days	9am to 6pm
3C	Vacations	10 am to 2 pm
3D	National Holidays	Only 3 day Republic day, Independence day and Gandhi Jayanti

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

Library holdings	Year -1 2012-13		Year – 2 2011-12		Year – 3 2013-14		Year – 4 2014-15	
	No.	Total Cost In Rs	Number	Total Cost In Rs	No.	Total Cost	Number	Total Cost
Text& Reference Books	166	23,049.00	175	23650.00	104	16755.00	607	200000.00
Journals and Periodicals	20		29		23		15	
e-resources								
Any other (specify)								

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

- Online Public Access Catalogue
- Electronic Resource Management package for e-journals
- Federated searching tools to search articles in multiple databases Library Website
- In-house/remote access to e-publications Library automation
- Total number of computers for public access Total numbers of printers for public access
- Internet band width/ speed □ 2mbps □ 10 mbps □ 1 gb (GB)

- Institutional Repository
- Content management system for e-learning.
- Participation in Resource sharing networks/ consortia (like Inflibnet). **Library automation:** Yes
- **Total number of computers for public access in Library:** 02
- **Total numbers of printers for public access:** 1 Printer and 01 Reprographic Machine.
Internet bandwidth/ speed: upto 4Mbps till 8 GB, 512 kbps, beyond 18 GB
Institutional Repository: Nil
- **Content management system for e-learning:** Nil
- **Participation in Resource sharing networks/consortia (like Inflibnet):**

4.2.5 Provide details on the following items:

- Average number of walk-ins
- Average number of books issued/returned
- Ratio of library books to students enrolled
- Average number of books added during last three years
- Average number of login to opac (OPAC)
- Average number of login to e-resources
- Average number of e-resources downloaded/printed
- Number of information literacy trainings organized
- Details of “weeding out” of books and other materials

1	Average number of walk-ins	150
2	Average number of books issued/returned	2000 Per Month
3	Ratio of library books to students enrolled	5:1
4	Average number of books added during last	500
5	Number of login to OPAC	
6	Average number of login to e-resources	Journal
7	Average number of e-resources	
8	Number of information literacy trainings	

4.2.6 Give details of the specialized services provided by the library

- Reference
- Reprography (Photocopier Machine)
- ILL (Inter Library Loan Service)
- **Manuscripts:** No
- **Reference:** Yes
- **Total Number of Reference books:** 350 books
- **Reprography:** Yes, reprography facility is provided with the library for students and staff.
- **ILL (Inter Library Loan Service):** There is ILL amongst library for all department departmental Libraries.
- **Information deployment a n d notification:** Information deployment and notification is ensured by displaying on notice board and college website.
- **Download:** Internet facility is available in the library for downloading study and research material.
- **Printing:** Separate printer is provided for library staff.

1	Manuscripts	No
2	Reference	Yes
3	Reprography	Yes
4	ILL (Inter Library Loan Service)	Yes
5	Information deployment and notification (Information Deployment and Notification)	No
6	Download	Yes
7	Printing	Yes
8	Reading list/ Bibliography compilation	No
9	In-house/remote access to e-resources	No
10	User Orientation and awareness	Yes
11	Assistance in searching Databases	Yes
12	INFLIBNET	No

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

Library staff provides support to all library users with regard to their information and reference needs. The support can briefly be summarised as:

Reference Service: Student and staff are properly guided for their information need which help them getting proper reference source.

Publisher Catalogues is circulated for recommending the new books and journals.

Reprography facility : It is important facility given to staff and students.

Question Papers : Unsolved back years question paper of University Examination is made available to the students for help.

Display in Notice Board : The Important Information related to college activities which is published in newspapers is displayed along with the important information's like Government vacancy etc.

Property Box: The property box is available for the safety of college students who keep their belongings there.

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

If necessary Visually/ physically challenged persons are given priority for library services. Special attention and service is provided to the users with physical disabilities.

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

Library gets feedback of the users from suggestion register. The comments and suggestions received are used for improving the library services. Major suggestions received from the users are also discussed in the library advisory committee. In addition to this, every year members of Parents Teacher Association visit library and are welcomed to give suggestions.

4.3 IT Infrastructure

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

- Number of computers with Configuration (provide actual number with exact configuration of each available system)
- Computer-student ratio
- Stand alone facility
- LAN facility
- Wi fi facility
- Licensed software
- Number of nodes/ computers with Internet facility
- Any other

1	Number of computers with Configuration (provide actual number with exact configuration of each available system)	LIST ATTACHED
2	Computer-student ratio	3:8
3	Stand alone facility	30 PCs
4	LAN facility	All PCs
5	Licensed software	YES
6	Number of nodes/ computers with Internet facility	40

Number of computers with Configuration (provide actual number with exact configuration of each available system)

DESKTOP (PC)

S.No.	Date of Entry	old stock. Reg.No.	Name of article with details	No. of Item	Rate	Cast
01.	14/01/2013	Nil	Miscellaneous configuration	18	NA	NA
02.	14/01/2013	Nil	P4/1GB RAM/80 GB HOD/ 15.6" TFT Monitor/MM Keyboard/Optical Mouse/ATX Cabinet	10	10476.19	104761.26 + 5238.10 + 11,0000.00
03.	02/08/2013	Nil	DC 1.8 GHz/G41 Mother board/2 GB DDR3/2.50 GB HOD/I-ball keyboard & Mouse/I-ball Monitor 15.6"/Zebronix ATX Cabinet			

LAN facility: College has 40 computers with LAN connections. 16 Printers are used for printing facility.

License Software

S. No	Name of Software
1.	Windows 8.1
2.	MS Visual studio professional 2013
3.	Ms office professional plus 2013
4.	Net protector Antivirus
5.	Dev C++ 5.4.2

Number of nodes/ computers with Internet facility: 15

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

On-campus:

Computer and Internet facility is available in all departments, library, Principal's chamber, college office, laboratories, etc.

The students and the staff have free access to internet facility during the working hours of the college.

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

The institutional planning for deployment and up gradation of the IT infrastructure and associated facilities are as follows:

The software are upgraded according to change in the syllabus and curriculum.

ICT infrastructure is to be extended and upgraded with latest version hardware and software based on the needs of the newly introduced syllabus.

Collecting feedback from stakeholders towards betterment of IT.

Increasing the ICT enabled classrooms.

Library will be provided with web-based software.

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

The purchase and up gradation of the computers is as per the requirement and necessity of the college. The budgeted amount for the up- gradation and maintenance of the computers in last four years is

Year	Annual budget for procurement, up-gradation, deployment, and maintenance of the computers and their accessories (Rs.)
2014-2015	1330212.00
2013-2014	20650.00
2012-2013	180100.00
2011-2012	80100.00

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

The College has one broad band connections to provide internet facility. The Computer and internet connectivity is available at various locations to staff and students to update the teaching/ learning resources.

The College has one LCD/ DLP projectors, four Smart board switch can be used in teaching with the help of micro-soft power point presentation. The other audio/visual aids such as the O.H.P., VCD/VCR/ DVD player, Slide Projector are also available for teaching and learning.

The college organizes training programs to staff and students in basic knowledge in computer, MS OFFICE, handling and use of devices such as scanner, printer, LCD and DLP.

Every department is having internet browsing facility for preparation of teaching/ learning materials.

A seminar hall is equipped with A/V facility.

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

Independent learning Students are given various as like projects, assignments, group discussions, debating and power point presentations. These tasks help them learn independently. It also helps the teachers to evaluate the students. e.g. Tutorials, seminars.

ICT enabled classrooms/learning spaces Well equipped computer labs, OHPs are available to the faculty for computer aided teaching. The faculty of Department of Computer Science takes initiative for any assistance regarding the ICT enabled learning instruments.

Computer Department assistance- The computer faculty is always available for any need based assistance in the use of ICT

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

The college does not avail the connectivity through National Knowledge Network Connectivity.

4 Maintenance of Campus Facilities

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

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

The amount utilized for maintenance during the last four years is as follows:

S.No	Particulars	Amount Spent (Rs.)			
		2014-15	2013-14	2012-13	2011-12
a.	Building		9865217.59	10961352.88	10961352.88
b.	Furniture		265388.07	10961352.88	294875.63
c.	Equipment		1857224.58	3361440.83	3357084.66
d.	Computers		176984.72	442461.80	442461.80
e.	Vehicles		0	0	0
f.	Any other		95638.65	100695.30	105052.48

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

The mechanism for maintenance and up keep of the infrastructure, facilities and equipment of the college is as follows:

Minor Maintenance needs like electricity, water-supply are solved locally.

Major maintenance requirements are solved through our Parent society.

Maintenance of Garden and Ground is looked after by Gardener and class IV staff.

For the safeguard of the whole infrastructure, security staff has been allotted.

Since maintenance is a part of regular expenditure, separate budget is not allotted for

the same. However the expenditure is done as per requirement from the amount allotted under the head of miscellaneous expenditure.

Maintenance of the college building, classrooms and furniture by management from time to time.

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

Each head of the department keep record of maintenance of the instruments. At the beginning of each term, equipments/instruments are tested and repaired from the concerned person if defect is found.

The laboratory equipments, computers and electronic devices are maintained and repaired through the funds available in the institution.

We have a qualified technical staff for maintaining computers and networking facilities. For construction, Electrical, Carpentry, House-keeping, Masonry, Plumbing, Painting, Security, Generator, UPS maintenance etc. services are hired as and when required.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

Following steps have been taken for location, upkeep and maintenance of sensitive equipment:

The college has 125 KV generator to overcome the load shedding problem.

Voltage stabilizers are provided for sophisticated instruments in the laboratories.

UPS has been provided to computers in library, office and departments.

Constant water supply is maintained through Bore well and overhead water tanks in college premises.

Free maintenance of equipments is done by the supplier for one year. Thereafter, their services are utilized as and when required.

Computers, sophisticated instruments are maintained through Service Engineer.

Sophisticated machines that require space and ventilation are installed at appropriate places with ventilation in the laboratories.

The laboratories are provided with exhaust fans, water taps, table taps etc.

Constant supply of water: College needs continuous supply of water for drinking, practical, etc. which is fulfilled by taking separate connection of water from Bore well. BSP PHE provides safe water to the college. Three water purifiers are installed for staff and students.

Other sensitive stuff:

Chemicals and Scientific instruments: The laboratory staff keeps a strict vigil regarding the maintenance and upkeep of the scientific instruments and Chemicals. Their repair or replacement or another required upkeep is fully undertaken in their supervision. Cease fire equipments are installed in laboratory, library, office to ensure safety of students, important documents, instruments etc.

Scrap material: To avoid fire hazard, college sells out scrap papers and material time to time.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

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

Yes, the College publishes the prospectus and their specializations, various programs offered their regulations and eligibility conditions, syllabi of academic programs, other support facilities like the Library, Women's Hostel etc.

The College has also published a profile of all Departments in its website. This profile contains brief introduction of each department, their vision and mission statement and their plans for the coming years. It is updated regularly.

The college also publishes 6th - month New Letter that informs about achievements of the faculty and the students, various new research programs sanctioned by funding agencies, details of the visits of important luminaries and their speeches, publications of the faculty in books and journals. These News Letters are distributed free of cost to all the stakeholders for wide publicity and circulation. These newsletters are kept in Central Library and respective departments for providing the information to the students also.

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

FREESHIP GIVEN BY COLLEGE MANAGEMENT

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

The college provides financial assistance to meritorious students. Students belonging to non creamy layer & economically weaker section of the society gets financial assistant from central, Govt. state Govt. under post metric scholarship.

5.1.4 What are the specific support services/facilities available for Students from SC/ST, OBC and economically weaker sections. Students with physical disabilities.

a) Services/facilities available for students from SC/ST, OBC and economically weaker sections.

Fee concession at the time of admission for EWS and sports personnel

Remedial classes

Book bank scheme

b) Service/facilities available for students with Physical disabilities

Special care and attentions are given to their requirements and needs

At the time of examination extra time is given as per university rules

c) Services/facilities available for overseas so far as there is no enrollment of such students in the institution, but if approached they will be provide good supports facilities.

d) Service/facilities available for Medical Assistance to students etc.

College organizes free dental checkup for students and faculties.

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

Teachers encourage students to work on projects based on successful entrepreneurs so as to motivate them to develop entrepreneurial skill for self employment. Study tours and industrial visits are organized for students.

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

Additional academic support, flexibility in examinations

**Special dietary requirements, sports uniform and materials
any other**

Additional academic support, flexibility in examinations

Extra classes are conducted for students participating in sports and other activities.

Special dietary requirements, sports uniform and materials

Students representing the institution are given separate institution jerseys.

The sports equipment and materials are upgraded to benefit students.

Institution provided free transport facilities for the students attending the tournaments.

The institution encourages students to participate in various activities through the following strategies:-

- Identification of the talents in the students is done through questionnaire. Short listing of students according to events and their interest.
- Lunch and breakfast facility during the practice sessions and the events.

- Lunch and breakfast facility during the practice sessions and the events.
- The outstanding performers are facilitated with certificate of merit and cash prizes at the annual day function.

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

* additional academic support, flexibility in examinations

The policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities:

- To motivate and guide students for participation in various competitions
- To rearrange internal test and model exams for the students who failed to attend the exams due to competitions.

Special dietary requirements, sports uniform and materials

- The Sports Officer ensures that after the practice sessions students are provided with nutritious food and snacks.
- Students representing the institution are given separate institution jerseys
- The sports equipment and materials are upgraded to benefit students.
- Institution provides free transport facilities for the students attending the tournaments. Registration charges for events are paid by the institution.

Sports and Games

Our sports officer inculcates the spirit of sportsmanship among students. The infrastructure like indoor games area etc. are put to good use by students. Coaching for various games is provided from famous personalities from time to time this ensures participation of students at university, state and district level competitions.

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

- Our Library is well equipped with various books which helps the students to prepare for the competitive examinations
- All the teachers provide guidance to students as and when required for preparing for these competitive examinations.
- Workshops and seminars are organized to train students on how to prepare for competitive examinations
- Classes are conducted for group discussion and spoken English.

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

Academic counseling:

One to one counseling

Parent teacher meetings

At class level, guidance of academic nature is provided

Teachers give information about weightage to different chapters in different papers and also discuss about the nature of

questions on the each topic

Personal Counseling and Psycho-social counseling:

The teachers participate in academic counseling to great extent. This is found necessary because large numbers of students are either from nearby villages or lower strata where such guidance cannot be availed from parents. Teachers from our college are always aware of this situation. The teachers also help the students to solve their personal problems, if any.

Career counseling:

Various career oriented guidance lectures are also conducted through Career Guidance Cell.

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

Yes, the college has a placement and career guidance cell that provides services to the students. The placement cell extends its service to the students in career guidance and organizes lectures concerning career planning and invites companies for campus recruitment.

- The information regarding vacancies offered by government and other agencies is displayed on the notice-boards. The students are guided about the job opportunities based on their qualifications.
- Staff members and placement cell guide the student in formal and informal way for making Curriculum Vitae.

5.1.10

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

Yes

The College has a **Grievance Redressal Cell** to redress the grievances. The students approach the Cell to voice their grievances regarding academic matters, financial matters, health services, library and other central services. Grievances from the students, Teaching staff and Non-Teaching staff are dropped in the grievance boxes placed at various strategic points in the college.

The Cell redresses the grievances by sorting out the problems promptly. As a result of this mechanism, the college has a pleasant, ambient atmosphere and good work culture with an in-built goodwill and mutual understanding.

Grievances of the students redressed in the last three years:

- Introduction of new class rooms.
- A new Girls' Common Room with proper facilities. Better internet access via Wi-Fi for the students. More books pertaining to syllabus in the library.
- Introduction of remedial coaching classes for financially and socially backward students.
- Providing career counseling facilities for the students.
- Renovation of canteen and improvement of canteen facilities.
- Improvement of toilet facilities for the students.
- Improvement of drinking water facilities for the students.
- Improved facilities for indoor games.
- Anti ragging cell

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

Yes, the Institution has established two Cells related to issues of women. One Cell is Women cell which deals various issues including “Prevention of Sexual Harassment at Work place”. The Committee has prepared guidelines for prevention of sexual harassment of women at place of work as per directives of Central/State Govts.

The objectives of the committee are :

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- Recommend appropriate punitive action against the guilty party to the Principal.

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

The institution follows a strict policy of zero tolerance towards ragging. The students are made aware of this through notices, circulars and interaction in classrooms .Every year college has the anti-ragging cell the copy of which is send to the collector, police department and other higher authorities .Several copies of the Anti-ragging cell is displayed in the college notice boards and in canteen along with the phone numbers of its members so that any student having any problem should feel free to talk with the member.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision

To transform and empower a global community of learners.

Mission

Indira Gandhi College inspires a global and diverse community of learners to achieve Social, Intellectual, Cultural, Economic and Personal fulfillment.

Values Statement

Education is the foundation of our civilized democratic society.

Thus:

Campus Climate: We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

Open Access: commitment to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and responsive student services that enable them to advance steadily toward their goals.

Student Success: We value students' success in achieving their goals, and strengthening their voices as they transform their lives through their educational experience.

Academic Excellence: We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to an educational climate that values creativity, innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas.

Community Connection: We value a deep engagement with the community we serve and our role as an academic and cultural center for community including business, industry, labor, non-profits, government and the arts. We are dedicated to maintaining a college culture and institutional climate that is warm and welcoming to all.

Participatory Governance: We value just, fair, inclusive, and well understood, transparent governance processes based upon open and honest communication.

Sustainability: We value an institutional culture that represents a strong commitment to environmental sustainability and justice. We are committed to the tenets of sustainability “To meet present needs without compromising the ability of future generations to meet their needs.”

Organizational Goals:

Details of the yearly plan of the institution in tune with the organizational goals

To begin lectures on the first working day of the forthcoming session.

To ensure 100% utilization of lecture timings.

Academic Calendar is prepared before the beginning of the session.

It is a plan for the whole academic year and it helps us to achieve organizational goal with optimum efficiency and better co-ordination.

To depute as many teachers as possible for professional development programmes such as seminars, workshops and conferences.

To fulfill our social objectives

To introduce schemes such as book banks, free ships and earn and learn policy for economically backward students.

To inculcate the habit for the support for environment we provide a clean atmosphere and green campus. Smoking is prohibited in our campus.

By empowering students with more responsibilities for planning and execution we develop leadership qualities amongst them.

Additional measures such as test series, tutorials, remedial lectures, etc will be implemented in different departments to improve the quality of education.

The academic calendar of the college will be prepared in consultation with all coordinators, departmental heads and professors in charge of various associations.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The Management of the College is democratic, transparent and efficient. This participatory approach helps the College in planning and implementing various activities of the institution.

Leadership Role Of Head Of Management:

Shri SitaRam Kashyap

Leadership role of head of The Institution:
Additional Director Shri SitaRam Kashyapa

Principal
Dr. Kanak Sinha

6.1.3 What is the involvement of the leadership in ensuring?

The policy statements and action plans for fulfillment of the stated mission

Academic Calendar is prepared before the beginning of the academic year. It is a plan for the whole academic year and it helps us to achieve organizational goals with optimum efficiency and better co-ordination.

The college works on long term, well defined policies, rules, regulations and procedures.

Following policies are in operation now:

Each course will have a coordinator. The coordinators have the authority to take decisions within the policies of the organization.

Each coordinator is accountable for the following areas:

- Attendance of students.

- Regularity and punctuality in lectures.

- Informal and formal feedback from students.

- Attending to students grievances.

- Completion of portion in time with teaching plans.

- Setting internal examination date, question papers, result declaration, moderation and coordination with similar institutes.

- Coordination with other departments of the institute.

The Head of the Institution rely on the following to gather information about the various aspects of College functioning:

- Personal interaction of the Principal with students at both formal and informal levels.

- Personal interaction of the Principal with the faculty and nonteaching staff.

- Interaction of the Principal with guardians.

- Information available in student feedback forms.

- Conduct regular meetings with Departmental Heads.

- Proper support for policy and planning through need analysis ,research inputs

and consultations with the stakeholders.

Reinforcing the culture of excellence

The management takes active interest in ensuring that seminars, workshops, sports, cultural activities, felicitation programs, career counseling, are held regularly to reinforce the culture of all round improvements of students. For academic purposes students are encouraged to aim higher and perform their best. The efforts in this direction have been fruitful as the students from rural and underdeveloped parts of the state have performed consistently well in the exams.

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

The management encourages the participation of the staff in the process of effective implementation and improvement in institutional functioning in the following manner-

Both teachers and non-teaching staff have their representative in the College's **Governing Body**, which is its highest decision-making body.

- Management motivate staff to develop themselves through attending orientation programme, refresher course, guest lectures, workshops, seminars, conferences etc.
- The College has constituted different Committees and Cells with teacher and student representatives, which play an important role in the planning and implementation of activities in different spheres of institutional functioning.
- The participatory role of the staff in the management encourages and sustains their involvement, which is necessary for the efficient and effective running of the College.
- Management sanctioned leaves for higher education and research activities. Monetary and non- monetary incentives are also provided.
- Teachers who are appointed under statue 28 gets increment according to the norms of the university. Ad hoc teachers also get increment according to their performance and higher qualification.
- The Head of the department conducts regular meetings with faculties of the department. IQAC has been established for the effective implementation of polices and plans of the
- institution.

To support for the administration process and activities of college, the following committees are placed.

- Examination Committee

- Students Council
- Admission Committee
- Library Committee
- Time table Committee
- Student welfare committee
- Purchase committee
- Women development Cell (WDC)
- Magazine Committee
- NSS advisory committee
- Sports Committee
- Career Guidance and Placement Cell
- Cultural Programmes Committee
- Prospectus Committee
- Website Committee

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

The top management is always supportive towards academics and academic work in the College.

- The governing body of the college has given full freedom to the faculty.
- As principal is the head of the institute, she has been monitoring the academic and administrative work through teaching and non-teaching staff.
- Management gives following facilities for faculty development -
Study leave
- Permission for orientation programme
Permission for refresher course
- Workshop, seminars, conferences etc.
Leave for research activities
- Separate computer facility to each department
- WI-FI and high speed broad band facility is available

6.1.6 How does the college groom leadership at various levels?

- Attainment of administrative and academic excellence under dynamic governance and leadership of the Principal constitute the major thrust area in terms of institutional vision and leadership. Participation of both teaching and non-teaching staff in development programmes along with transparency norm has been prioritized.
- Organizational arrangements relate to coordination between academic administrative planning and implementation, Administrative section, Accounts section, various committees such as Academic council, planning and Evaluation, UGC and purchase committee, Library Committee and Examination Committee used to assist the Principal in the process of implementation of Development programmes, Strategies development relates to broad objectives of the College.
- The vision, mission and objectives of the Institute are well defined and displayed at all the prominent places for effective communication to all concerned.
- The Management members officially and unofficially meet each other, they also meet the teaching staff –all the time, the intention is the education and excellence in it.
- Various portfolios are formulated such as Internal Quality Assurance Cell, Women Cell, prospectus committee etc. to conduct co-curricular and extracurricular activities.
- Annual reports are prepared by departmental heads which is dully submitted to the management at regular intervals for review.

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

Our organization structure includes **Director, Principal, and Head of the departments** having different roles for the smooth functioning of the institution. Head of Departments and IQAC play an important role in advising the Principal and Management on matters of academic administration, student affairs and any other matter referred to them.

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

The Management is always open to discussion with the teaching and non-teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

MEMBERS OF GOVERNING BODY

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

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

Our institution is a Centre for Educational Development which aims to support the development and enhancement of teaching, learning and assessment process. Our college has formally stated quality policy which is based on vision & mission of the college. Our mission is dedicated to the creation and transmission of new knowledge. In its pursuit it will focus on ethos of our ancient culture and shall inculcate the values of good conduct and morality.

This mission achieved by:

- To update knowledge & skill, the teachers are encouraged to participate in seminar, workshop & conferences.
- Infrastructure & teaching learning process developed on the basis of student feedback.
- The College ensures that its vision and mission are in line with the National policies on Higher Education through its promotion of
 - i) moral and Ethical values
 - ii) honesty and integrity
 - iii) inclusiveness in all its academic programs
 - iv) relevance of the education it provides
 - v) efforts directed at quality sustenance and development

The Principal & the IQAC ensure that these policies embodied in the quality objective are well communicated to all the personnel of the college for better accomplishment.

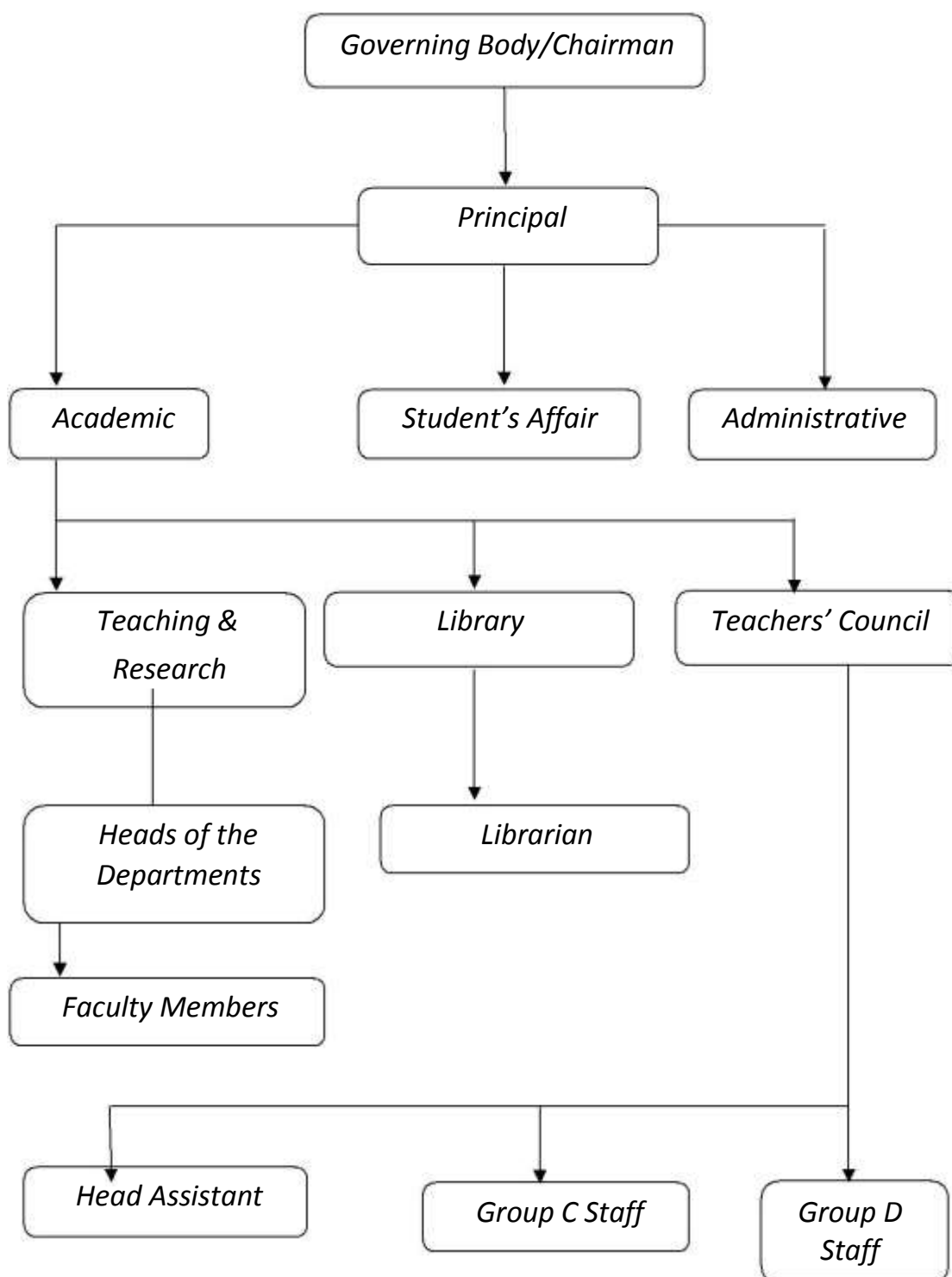
6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The perspective plan for development of the College includes the following:

- To enroll for the new courses of studies.
- Acquiring a second campus and building a hostel for outstation students. The policy decisions in this regard have been initiated in the Teachers' Council and subsequently approved by the Governing Body.

6.2.3 Describe the internal organizational structure and decision making processes.

processes.



MEMBERS OF GOVERNING BODY

(w.e.f. 09.01.2014 to 08.01.2016)

S. No.	Constitution of Governing Bodies	Members name with their designation
1	President/Chairman of Governing Body	Shri sitaramkashyap (Advocate)
2	Two Members appointed by foundation society	1. Gokul Prasad dewangan 2. Krishna Prasad dewangan
3	Two Representative of University	1. Prof. U.K. shriwastav (exam controler)
4	Nominee of State Government	2. Dr. A.R. krishna
5	Two representatives of Teachers	1. G.P. rathore 2. R.P. kashyap
6	Principal of the College (Ex-Officio Member Secretary)	(vice principal) G.R. kashyap

The function of the Governing body is to ensure improvement and up gradation of existing curricular or co-curricular activities.

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

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

Teaching & Learning

The institution has framed for itself various strategies which enhance the quality improvement. These strategies are framed by the college keeping in view the quality changes required for the development of the college. For good teaching and learning process following strategies are made.

- Recruitment of highly qualified teachers who are also involved in research activities. library with ample number of foreign and Indian author books, separate reference section having lots of journals, magazines and newspaper.
- **Inflibnet** facility is provided to the students from which they obtain a list of books, e-journals, magazines etc.
- Equipments like OHP, LCD projectors and laptops, digital camera has been acquired to enable teachers to use multimedia learning resources and create a rich learning environment. Funding support is provided for departmental seminars, project work and guest Lectures

Others are:-

- Academic Planning
- Continuous evaluation system
- Conducting extra lectures.
- Conducting Guest lecturers of senior faculty from other institute
- Conducting Lab cum demonstration classes
- Doubt classes.
- Permitting the teachers to participate in seminars and workshops
- Conducting weeklytest and Model test examination other than annual examination of students.

Research & Development

Encouragement is given to faculty members to take-up research activities like M.Phil,

Community engagement

Done various Social Initiative programmes

Human resource management

The institute evaluates the teachers on the basis of their teaching performance and student's feedback. The performance appraisal process for teachers has been designed as a growth focused appraisal process. The goal of such an approach is to enhance student learning through

high quality teaching. Self Appraisal Report helps in ensuring academic accountability of teachers and monitoring of their MRP'S and other academic activities. Through the evaluation reports and self appraisal reports, the performance of teaching staff is appraised. Head of the institution and management motivates teacher in teaching, research and extension programmes. The teaching and non-teaching staff is encouraged to pursue higher studies and to attend advance administrative/academic training programme. This helps in upgrading their skills, teaching methodologies, involving ICT enabled methods.

Industry interaction

Not very effective.

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

The overall responsibilities are well-defined and communicated to the staff in the first meeting of the academic year and honest execution of the same by the staff is verified by the head of the institution.

At intermittent intervals, the Principal, Head of the Institution in the staff council meeting at the beginning of the session reminds of duties towards the development and progress of the student and the college. The staff is asked to prepare its:-

- Result analysis
- Departmental file
- Teaching plan
- Attendance registers
- Lesson notes
- Co-curricular activities to be conducted through the year.

Various Committees and Cells such as Internal Quality Assurance Cell, Women Cell, prospectus committee etc. to conduct co-curricular and extra- curricular activities—the responsibility are distributed among the staff members and are put on these Committees and Cells respectively. The activities are conducted accordingly to achieve the expected academic and general output. The Head of the institution ensures in the following way that adequate information is available for the top management and the stakeholders:

- Feedback from students and suggestions from parents and alumni are forwarded to management for perusal
- The management reviews and suggests accordingly the improvements
These improvements are incorporated by the institute
- Information related to academic, administrative, research activities, examination, result and career opportunities are displayed on college notice boards and website.

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

- The Management encourages and support total involvement of its staff the campus life and activities. There is a constant interaction between the management and staff in ways to achieve effectiveness and efficiency of all institutional processes.
- The staff representatives express their ideas and suggestions at the governing council meetings conducted periodically.
- The principal conducts the departmental meetings and staff council meetings to discuss the measures and strategies adopted for effective implementation of academic programs.
- Senior and experienced faculties are made conveners of important committees such as Admission, Examination, IQAC, Research, Staff council, etc.
- Principal and faculties interact with students, parents and alumni for suggestions and improvement.
- Governing Body involves two teacher representatives, to suggest and approve major policy decisions.
- Management holds direct interactions with faculty members for suggestions related to the academic/administrative and other institutional improvements

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

- Appointment of teachers under University statute-28.

The University constituted selection committee for selection of teachers under statute-28. Interviews for the subjects Chemistry, Physics, Micro-biology and Management have been completed and for the subjects Education, Biotechnology and Computer Science, it is in process.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If yes, what are the efforts made by the institution in obtaining autonomy?

NIL

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

Institution has a Grievance Redressal Cell which works in a formal manner under the supervision of the Additional Director and Principal. The Complain/Suggestion Box is placed outside the Administrative Office near the Principal and Additional Director's Room. The Complaints are taken seriously by the committees if the name of complainant is mentioned in it.

Functions of this cell are:-

- To ensure a democratic environment in campus
- To solve the various personal and academic related grievance of students. To make the institution student friendly
- To ensure the qualitative and quantitative development of the institution through the Grievance and Redressal Cell

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No, case has been filed so far against the institution by any stakeholders.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes, the institution uses the various data and information obtained from the feedback, in decision-making and performance improvement. The data and information obtained through feedback are kept in Staff Council Meeting and Governing Body Meeting according to the nature of action-

On the basis of students feedback

- Infrastructure is developed on the basis of student's feedback through questionnaire.
- Teaching and learning process is modified which includes advance technology.
- Remedial classes for SC/ST/OBC students.
- Extra classes for clearing the doubt of weak students.
- Classes for improving communication skill and English language.
- Guest lectures and workshops on related subjects of different departments.
- Scope for campus selection widened.

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching? and non-teaching staff?

We believe that when the staff grows the Institution also grows. The needs of faculty development are assessed, keeping in view the changes taking place in higher education and also institutional requirements. Some of them are as follows:

The institute encourages the staff to participate in faculty development & professional development programmes likes Orientation and refresher courses.

The institute regularly conducts seminars , conferences & workshops at the state/national level. At these seminars , conferences & workshop the faculty gets an opportunity to interact with experts from different fields & update their knowledge.

- Faculty members are encouraged to attend seminar and conferences.
- Experts from the industry and academia are called to address the staff.
- The faculty members are encouraged to undertake minor as well as major research projects.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The institution organizes the induction program for the newly recruited faculty at the beginning of every session. The institution rules & regulations, working principles, and other strategies adopted for effective functioning of academic committees are briefed by the Principal and HODs. Faculty development program and faculty training program are organized and conducted regularly by all departments. This gives the platform for the staff to learn and get trained for the leadership roles.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- Teachers are evaluated by students by filling structured feedback forms; self appraisal is done by filling self-appraisal forms, evaluation by the Heads of the Departments and Head of the Institution.
- Maximum involvement of staff in various activities of the college. Total involvement of staff in key programs.
- Student feedback is taken on an annual basis and staff members are given a summarized report of the feedback. Staff members meet the Principal along with the HOD and necessary corrective measures are discussed.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Performance reports are analyzed by IQAC and communicated to the top management. Those who have satisfactory performance are appreciated at appropriate forums; corrective measures are taken wherever needed.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- Grant of leave to attend orientation programme, refresher course, workshop, seminars, and conferences.
- Motivate employees for publication and research work.
- Timely considered of Grievances by Grievance Redressal Cell.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

By providing various facilities to the Faculties like mediclaim, leave and Seed money for research work.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

NIL

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The records of the College are examined consistently according to the Government rules. An Internal auditor and External auditor reviews our records each quarter. They check receipts with expense receipts and installments with vouchers and vital supporting. They likewise guarantees that all installments are rightfully sanctioned. The report of external auditor for most recent two years alongside inspected Balance Sheet and Income and Expenditure record is enclosed.

6.4.3 What are the major sources of institutional receipts/ funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The college's major sources of funding are as follows:

Total fee collected from the students.

Deficit Management: Taken care by the Management

Reserve Funds: The college had reserve fund allocation for the same.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

NONE

Details of grants received from various funding agencies for Seminars / Conferences / Workshops:

NONE

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

(a) Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the College is having its IQA Cell. It works towards enhancing and administering the nature of instruction, recognizing and suggestive better approaches for utilizing showing helps, creating suitable foundation and offering proposals for the new store toward oneself are:

IQAC is a viable and effective inside organizing and supervision of module.

The IQAC assumes an indispensable part in keeping up and upgrading the nature of the organization and proposes quality improvement measures to be adopted. The IQAC meets at least twice to arrange, guide, actualize and assess the educating, examination and distribution exercises in the College. The cells managing different exercises and divisions actualize the IQAC rules and report the feedback. The draft of Perspective Plan will be examined, explored and endorsed in the staff council of the College. Consistently IQAC devises a yearly Perspective Plan before all else of the academic year and likewise gives a record of the conclusion attained at the end of the academic year. Sentiment from all the stakeholders and the suggestions of the IQAC are thought seriously about and developments are joined in further viewpoint plans. Learner input mechanism, self-examination by instructors, presentation of educators preparing projects, staff change programs, station of staff institute, support to

instructors for exploration are some of the measures taken for quality sustenance and upgrade as a system.

(b) How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

The IQAC is dynamic and the departments are represented in the IQAC who communicate the decisions taken to their colleagues. In addition there is an excellent communication at all levels. There are frequent meetings with the staff members at various level and these meetings ensure that all staff are engaged in the quality policy making and implementation of the same in the Institution. A large portion of the choices of the IQAC have been sanctioned by the Management. Our College has ended up completely mindful of the need for quality and keeping in accordance to manage and develop in this focused world, it will be of most extreme need to have uniform models and consistence to the same so as to encourage our deliberations to give the best conceivable training to our learners.

(c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, the IQAC have external members in committee. They have suggested to:

Provide open access printing facility in the Library.

Strengthening Alumni Association.

(d) How do students and alumni contribute to the effective functioning of the IQAC?

Students help the productive working of IQAC by the accompanying:

- The students organize different departmental celebrations that instill in them the College quality arrangement Building an agreeable work society and inspiring everyone to help the best. Providing feedback on the teaching learning process regularly.
- In admission time through help desk students helped with explaining admission procedure and about various courses available.
- Alumni were also involved in arranging and getting sponsorship for departmental fest. Alumni also contribute as faculty when they needed bring industry experience in to their teaching.

(e)How does the IQAC communicate and engage staff from different constituents of the institution?

The College constituted its IQAC to address quality sustenance and quality development in the various aspects of institutional functioning. The basic aim of IQAC is to develop realistic and attainable quality benchmarks or standards for teaching, research, along with infrastructure development and modernization of library etc activities of the institution. A panel of experienced teachers regularly sit together, to discuss and chalk out the plans for the college development, of the student and the inculcation of our institution's aims and objectives.

6.5.2 Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

Yes, the institution have an integrated framework for quality assurance of the academic and administrative activities through the mechanisms developed for the quality assurance within the existing academic and administrative systems are-

- Ensuring quality of the Faculty at Entry Point
- Faculty Improvement Programmes
- Student Welfare and Development Programmes
- Promoting Research Development
- Innovative Programmes
- Implementation of Feedback

The principle function of IQAC is to provide information on quality parameters and to obtain feedback on various aspects of Institutional activity and to organize its proper evaluation, to initiate activities to engage students in educationally purposeful tasks, and suggests areas for faculty and non-teaching staff development.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Yes, the training is given to staff according to the requirements of UGC and University

1. Preparation of an Academic Calendar
2. Lesson Planning, with implementation of the Curriculum Calendar Map in progress
3. Training for faculty in the use multimedia teaching tools.
4. Proper evaluation of student Feedback.

The institute gains power with the assistance of diverse advisory groups plan for the exercises as recorded beneath:

- Term/ Annual academic calendar.
- Term wise teaching arrangement
- Workload arrangement and assignment of assets
- Class wise time table.
- Annual arrangement for games and extracurricular exercises.

Teaching Plan and Learning Process (TLP):

Teaching arrangements are ready for a session. These get checked at various stages in agreement with syllabus and plan of examination given by University.

The teaching–learning process is facilitated through qualified, trained and experienced faculty with support from office staff. Apart from class-room teaching, students are encouraged to use library and internet facilities.

The Teaching and Learning process is reviewed by HOD for the concerned teaching faculty and feedback communicated. The concerned faculty then plans for improvements which are monitored on a regular basis for their effectiveness

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?

Internal Academic Audit is completed by the Principal. This review is carried out in three stages.

1. All the staff submit teaching plan for behavior of classes to their separate Head of Departments.
2. Monthly reports are gathered from the staff where in instructors gave data with respect to scope of syllabus throughout that specific month. In situations where syllabus is not secured according to timetable, the educators are as needs be prompted.
3. At the end of the session (during the internal audit) the teaching staff submits the course completion certificate to the HoD and which is submitted to the Principal. It is checked whether the entire portion has been completed as per the initial planning and appropriate steps initiated.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The internal quality assurance mechanism of our institution is aligned with the requirements of the relevant quality assurance agencies/ regulating authorities, viz.

Governing body

Bilaspur University, Bilaspur
UGC

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome? IQAC monitor and evaluates the teaching, learning, evaluation method and outcome. The approach of the college to the learning, outcome and assessment is defined clearly.

The mechanisms to continuously review the teaching learning process are:

- The College authority evaluates delivery effectiveness of teaching methods. The knowledge absorption/assimilation by students is also gauged suitable.

Teaching Plan and Learning Process(TLP):

- Teaching arrangements are ready for a session. These get checked at various stages in agreement with syllabus and plan of examination given by University.
- The teaching–learning process is facilitated through qualified, trained and experienced faculty with support from office staff. Apart from class-room teaching, students are encouraged to use library and internet facilities.
- The teaching staff maintains diaries and records their daily instructions delivered, practical conducted and other such activities performed.
- Any short term responsibilities (Extra lecture, duties for seminar etc.)are properly recorded and informed to concerned authorities.
- Teaching plans are prepared for a term. The same is verified/checked at different stages in accordance with syllabus and scheme of examination given by University/ UGC.
- The effectiveness of teaching–learning process is reviewed on regular basis. The inputs for such review may be from:
 - **Students feedback**
 - **Results of internal tests**
 - **Quality of assignment submitted.**

Final results of year.

- The Teaching and learning process is reviewed by HOD for the concerned teaching faculty and feedback communicated. The concerned faculty then plans for improvements which are monitored on a regular basis for their effectiveness.
- Student feedback is taken for all the courses.

• Structure

At the end of each session, the internal assessment and model examinations are arranged. Examination results are submitted to the IQAC for further action.

• Methodologies of operations

The faculty members are encouraged to conduct surprise tests, quizzes, etc. to monitor the academic progress of each student. Attendance is taken for every lecture.

• Outcome

The effectiveness of academic programs and activities, student services are evaluated based on the results of Outcome Assessment. The results or assessment data is used by the staff to plan and to improve academic programs.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The quality statement, vision, mission are better communicated through the flex board, prospectus,

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

Does the Institute conduct a Green Audit of its campus and facilities?

The college has conducted internal green audit and a lot of efforts were put in to make the campus environment clean and green. The green audit is conducted every year on the basis of following five parameters and methods:

1) Plantation

- Plantation programme in the college and its surroundings in rainy season.
- Maintenance of the existing and newly planted plants
- Potted plants
- Fencing plantation

2) Electricity conservation

- Use of CFL bulbs, tube lights of lesser watts
- Ventilated classrooms and laboratories with sufficient natural light which
- Minimizes the use of electricity.

3) Water Usage

- Filtered (purified) drinking water
- Water saving taps.

4) Cleanliness drive

- Cleanliness drive to remove polythene and waste with the help of students
- Use of dustbins
- Sanitation
- Drainage

5) Environmental Awareness programme

- Environment studies in curriculum of all U.G Programme.
- Guest/ popular lecture on environment awareness
- Field visits/study tours

What are the initiatives taken by the college to make the campus ecofriendly?

Energy conservation Use
of renewable energy
Water harvesting
Plantation

The college campus is totally ecofriendly. For this the management, the head of the institution and the whole staff is committed and because of their commitment and involvement. This apart, the institution has taken several other steps/initiatives to make the campus eco-friendly.

Energy conservation: The college campus is pleasant. The college classrooms are so airy and well ventilated that they hardly need any artificial l i g h t i n g . We only have the tube lights and CFLs in the college. This will help a lot on conservation of electricity.

Water harvesting: We have water harvesting system which helps in collecting rain in the rainy season.

Efforts for Carbon neutrality: Our college campus is plastic free zone, which makes the campus ecofriendly. The college has taken up certain steps to prevent the emission of carbon dioxide. The waste papers are not allowed to be put on fire rather they are disposed off.

Plantation :

Efforts are taken to keep the college campus green by planting in and around the surrounding. We have started giving saplings instead of bouquet since 2008-09 onwards to the guests in all the college functions including seminars, conferences and workshops in order to create environmental awareness in the society. Several Eminent personalities have appreciated this noble practice wholeheartedly.

7.2 Innovations

PART-I:B

CRITERION VII: INNOVATIVE PRACTICES

1. Has the institution established internal Quality Assurance Mechanisms ?

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--

2. Do students participate in the Quality Enhancement initiatives of the Institution ?

Y	<input checked="" type="checkbox"/>	N	
---	-------------------------------------	---	--

3. What is the percentage of the following student categories in the institution ?

Criteria	%	No. of Student
SC	27%	131
ST	0.35%	17
OBC	58%	278
WOMENS	74%	74
Differently-abled		
Rural		
Tribal		
Minority	0.002%	01
General	0.11%	56

**Department
Chemistry
Year of establishes : 1987
PG-2000**

Name of the programmed

1. B. Sc three year (UG)
2. two year (PG)

S no	Courses offered	Annual/semester
1.	B. Sc I II III M.	Annual
2.	Sc II III	Annual

Name of interdisciplinary course and the departments/ units involved

s. no	Courses	Department	Subject
1.	B. Sc. I	Chemistry	I inorganic chemistry II organic chemistry III physical chemistry
2.	B. Sc. II	Chemistry	I. inorganic chemistry II. organic chemistry III. physical chemistry
3.	B. Sc. III	Chemistry	I inorganic chemistry II organic chemistry III physical chemistry
4.	M. Sc. II	Chemistry	I Application of spectroscopy II Bioinorganic bioorganic III Organtransition method of photo inorganic chemistry IV Analytical chemistry
5.	M. Sc III	Chemistry	I Application of spectroscopy II Bioinorganic, bio organic III Organtransition method of photo inorganic chemistry IV Analytical chemistry

No off teaching staff

S no	Department	Sanctioned	Fild
1.	Professor	02	02
2.	Associate professor	01	01
3.	Asst prof	05	03

Faculty profile with name, qualification, designation, specialization (Ph. D./ M. Phill etc.)

Name of faculty	Qualification	Designation	Specialization	Experience
k.k. agrwal	M. Sc.	Asst proff	Organic chemistry	5 year
s. k. kashyap	M. Sc.	Asst proff	Physical chemistry	3 year
Rakesh rajput	M. Sc	Asst proff	Organic chemistry	3 year

List of the senior visiting facilty

S no	Name	Designation	Course	Year
1.	DR. m.k. tiwari	D.P. vipra college bilaspur	M. Sc. Final Orgnic chemistry	2013-14
2.	Dr. K. Agar	Agresen college bilaspur	Orgnic chemistry	2014-15
2.	Dr sanju soni	D. P. vipra college bilaspur	Physical chemeistry	2015-16

Department teacher ratio

Program wise
UG – 25:1
PG – 10:1

Teaching

- I. power point presentment
- II. care study mettdod
- III. grouth orcers mettdod
- IV. audio risual
- V. love say
- VI. prated
- VII. refrence to book

how to may student chemistry if net jkst

youest saher (nase chemistry)
nittem mcpattra (nase chemistry)

diversity of student

Name of course	Student of sam	Offer rate	Student abovev
B. Sc.	100	0	Nill
M. Sc.	50	50	nill

Name of department physics

1. Name of department – physics

2. Year of establishment – UG-1987

PG-2000

3. Name of programmes – U.G. of 3 year, P.G. of 2 year

4. Courses offered - B.Sc. I II III M.Sc. I II

5. Name of interdisciplinary course and the department involved

Course	Department	Subject
1. B. Sc. I	physics	Physics I
		Physics II
2. B.Sc II	physics	Physics I
		Physics II
3. B. Sc III	physics	Physics I
		Physics II
4. M. Sc. II	physics	I. mathematical physics & classical mechanics
		II. quantum mechanics atomic molecular physics
		III. electrodynamics plasma physics & statical mechanics
		IV. electronic
		V. lab course a general lab b
5. M. Sc. III	physics	I. condensed matter physics & nuclear & particle physics
		II. numerical method and plasma physics
		III. electronics – I
		IV. electronics – II
		V. project

5. Number of the teaching post

S no	Teaching posts	Sanctioned	filled
		M.Sc.	
1.	Professors	02	02
2.	Associate pro	01	01
3.	Assf professors	04	03
		B. S.c	
1.	Professors	00	00
2.	Ass professors	00	00
3.	Ass professors	03	02

Department of Geography

1. Name of department - Geography
2. year of establishment - UG-1987, PG-2004
3. name of programmes – U.G. of 3 year, P.G. of 2 year course offered
4. name of interdisciplinary course hindi lit, sociology, history, economics, polical science, Sanskrit lit environmental studies etc.

Name of interdisciplinary course and the department / unit invoves

s.n.	Course	Department	Subject
1.	BA – I	Geography	Geography
2.	BA – II	Geography	Geography
3.	BA – III	Geography	Geography
4.	MA – I	Geography	<ol style="list-style-type: none"> 1. Geomorphology 2. Economic geography 3. Geography of India 4. History of geographical thought
5.	MA-II	Geography	<ol style="list-style-type: none"> 1. Climatology of ocnology 2. Population geography 3. Saltulment geography 4. Agriculatural geography

UG Course

s.n.	Department	Sanctioned	Fild
.1	Professor	01	01
2.	Associate professor	02	02
3.	Asst prof	03	03

PG course

Annual gased credit system – yes

Name of teaching post

S no	Department	Sanctioned	Fild
1.	Professor	01	00
2.	Associate professor	00	00
3.	Asst prof	04	02

5. faculty profile with name qualification designan speciaclization dse/dcit/phd etc

Name	qualific ation	Desginution	Spelization	Year of exp
Mr p. c. dewangan	M.A. med	Asst proff	Geography	05
Mr. nirmal varma	M.A. med	Asst prof	Geography	12

List of senior visiting faculties

S no	Of visiting faculty	Designation	Name of institution	Session
1	Dr. namd chandrakar	Hod of geography govt girls collage janjgir	Geography	2013
2	Dr manju pandey	Hod geo govt j.p. vanus collge bilaspur	Geography	2014
3	DR. shobha	Hod of Geography college kotri (C.G.)	Geography	2012

Student teaching raton Programme wise 25: 0

Number of academic support staff technical No.

No Sepratder

Student profile Course wise – UG

Name Of Course Programm	Application/Res.	Salecet	Mal/Femal Exam	Per%
BA 2012&13	40	36	20-16	68%
2013-14	47	40	28-12	52%
2014-15	52	42	20-20	58%
PG				
MA 2012-13	48	44	28-14	68%
2013-14	36	30	20-10	52%
2014-15	42	36	20-16	72%

11. Diversity of Student

Name Of Course	Category Wise Diversitfacaion				
	SC	ST	OBC	GENRAL	Total
BA	69.29%	3.93%	24.45%	2.28%	100%
MA	50%	10%	30%	10%	100%

12. Gender Wise Diversitfacaion

Name Of Course	Gender wise tfacaion		
	Mal	Femal	Total
BA	48.09%	51.01%	100%
MA	52%	48%	100%

13 State wise Diversitfacaion

Name Of Course	State wise Diversitfacaion				
	State	Other State			Total
BA	90%	10%			100%
MA	85%	15%			100%

14. How many Student Cleared National/Net/Slet/Gate?No

15. Deetail of infrastructural facilitces

A) Librarey

S.N.	No. of Tital	Number Of Books
01	12	450

04. Department of Mathematics

1. Name Of Department - Mathematics
2. Year of Estabilment - UG – 1987, PG- 2004
3. No. of Course offerd - UG- 03 YEAR PG – 02 YEAR

Course of offerd		
1.	B.Sc. (UG)	Annual
2.	M.Sc.(PG)	Annual

Name of interdisciplinary course and the department/unit invoves

S.N.	Course	Unit	Subject
1	BSc I	Mathematics	1 Algebra & Tirgonometry 2. Calculus 3. Vector Analysis & Geometry
2	BSc II	Mathematics	1. advanced Calculus 2. Ditterntial equation 3. mechanics
3	BSc III	Mathematics	1. Analysis 2. abstract algebra 3. Programming in c and numerical Analysis
4	MSc Pre.	Mathematics	1. Advanced abstract algebra 2. real Analysis 3. Topology 4. complex Analysis 5. Advanced Discrete Mathematics
5	MSc Final	Mathematics	1. Intergration theory & functional & . Analysis 2. Partial differential Equation Mechanics and qraviation 3. Fluid Mechanics 4. fuzzysset & Their application

S no	Department	Sanctioned	Filled
1.	Professor	01	01
2.	Associate professor	00	00
3.	Asst prof	02	03

List of senior visiting faculties

S no	Of visiting faculty	Designation	Specialization	Session
1	Dr. Alok Kumar Verma	Hod of Mathematics SBR collage Bilaspur	Mathematics	2014-15
2	Dr. S.L. Verma	Hod of Mathematics GDC collage bilaspur	Mathematics	2013-14
3	Pro. Kusum Lata Awashti	Ass.Prfl. OF CMD College Bilaspur	Mathematics	2012-13

Student Teacher Ratio 25:01

Student Profile

Name Of Course	Application/Res.	Select	Male/Female	Per%
Program			Exam	Result
BSc 2012-13	45	45	25-20	65%
BSc 2013-14	50	45	35-10	66%
BSc 2014-15	50	30	25-10	70%
MSc 2012-13	50	50	35-15	60%
MSc 2013-14	50	50	25-25	65%
MSc 2014-15	50	50	30-20	70%

13 State wise Diversitfacaion

Name Of Course	State wise Diversitfacaion			
	State	Other State		Total
BSc	95%	5%		100%
MSC	90%	10%		100%

05.Department of Hindi

1. name o department – Hindi
2. year of establishment – UG -1987, PG-2004
3. name of programmes – U.G. of 3 year, P.G. of 2 year

10. name of interdisciplinary course hindi lit sociology, history, economics, political science, education environmental .

S.no	Course	Department	Subject
1.	BA- I	Hindi	Hindi lit
2.	BA- II	Hindi	Hindi lit
3.	BA – III	Hindi	Hindi lit
4.	MA – II	Hindi lit	
5.	MA-III	Hindi lit	

Annual bured credit system – yes

Professor	01	01
Associate professor	02	01
Ass prof	04	02

6. faculty profile with name qualification

Name	Qualification	Designation	Name of institution	Session
Mr. Pro s.k. kashyap	M.A. phd	Professor	Hindi	17
G.R. kashyap	M.A.	Ass professor	Hindi	18
Leena men	M.A.	Ass professor	Hindi	05

Cist of senior vishing facilties

s. n.	Name	Designation	Course	Year
1.	Dr M.L. Patle	Ass. Professor	Hindi lit	2012
2.	Dr. B.D. Mahant	Professor	Hindi lit	2013
3.	Dr. Rajesh chaturvedi	Ass professor	Hindi lit	2014

8. student teaching raio programe ise 25:13

Name of course programme	Application/res	Select	Male	Female	Per %
B.A 2012-13	225	200	125	78	80 %
P.G. M.A.	25	17	10	07	85%
B.A. 2014-15	105	95	47	48	90.74%
M.A.	52	40	16	36	85%
B.A. 2013-2014	167	142	102	63	76%
M.A.	37	33	20	13	85%

6.Department of sociology

1. name of department – sociology
2. year of establishment UG – 1987 , PG - 2000
3. name of programmes – U.G. of 3 year , P.G. of 2 year
4. courses offered - B.A. I II III

4. Name of interdisciplinary course and the department /units involves

s. no	Course	Department	Subject
1	B.A - I	Sociology	1. Sociology - I 2. Sociology - 2
2	B.A - II	Sociology	1. Sociology - I 2. Sociology - 2
3	B.A - III	Sociology	1. Sociology - I 2. Sociology - 2
4	MA-Pre	Sociology	1. Classical Sociological Tradition 2. Theoretical Perspective Sociology 3. Methodology of Social Research 4. Rural Society 5. Social Demography
5	MA- Final		1. Perspective in Indian Society 2. Sociology of Change Development 3. Industry Social in India 4. Urban Society 5. Criminology

			Research
			4. Rural Society
			5. Social Demography
5	MA- Final		1. Prespective in Indian Society
			2. Sociology of Change Development
			3. Industry Social in India
			4. Urban Society
			5. Crementology

7. Student Teacher Ratio(program wise) : 80:01

8. Number of Academic Support Staff : 01

9. Diversity of Students :

M.A. (Sociology)	100%	0%	Nil
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6. population in India society
7. sociology of chang of legent
8. Indian of society
9. urbon society of India
10. chronology

Annual burred credit system – yes

Professor		
Professor	Na	01
Ass prof	02	02

6. faculty profile with name qualification

Mr. pro s.k. kashyap	M.A. phd	Professor	hindi	17
G.R. kashyap	M.A	Ass professor	Hindi	18
Leena men	M.A. bed		Hindi	05

Cist of senior vishing faclites

Name of visiting faculty	passing
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8. student teaching rasio programe wise 25:13

10.

B.A 2012-13	200	150		75 %
P.G. M.A.	20	17		92%
B.A. 2014-15	100	90		90%
M.A.	30	25		81%
B.A. 2013-2014	115	100		86%
M.A.	35	30		88%

Evaluative report of the department

(Biotechnology/microbiology)

Name of the department - department of biotechnology microbiology

Year of establishment - year 2013

Name of programmes / courses offerd (UG)

S no	Courses offered	Annual/ semester
1.	B. Sc microbiology	Annual
2.	B. Sc biotechnology	annual

Name of interdisciplinary corse and the departments/ units involved

1. basic maths education for the students of B. Sc biotechnology and microbiology
2. communicative enylsh and phonetics classes by department of English
3. elementary hindi classes especially giving importance to improve grammer and to encourage our national language by department of hindi.

Annual/semester/choice based credit system (program wise)

S no	Course offered	Annual / semester
1.	B. Sc. Microbilolgy	Annual
2.	B. Sc. Biotechnology	annual

Number of tecching post :- microbiology

Teaching post	Details			
	Biotechnology		microbilolgy	
Professo r	Sanctioned	Filled	Sanctioned	Filled
Assistant professo r	02	02	02	02

Faculty profile with name qualification, designation, specialization (Ph.d/ M. phill etc)

Name of faculty	Qualification	Designation	Specialization	Experience
Ms. Aashu singh	M. phil	Asst proff	Microbiology	3 year
Mr. satish kenar	M. phil	Asst proff	Microbiology	3 year
Mr. satnam kour	M. Sc	Asst proff	Biotechnology	3 year
Mr deep dhalla	M. Sc	Asst prof	Biotechnology	3year

Number of faculty with ongoing projects from

1. national nill
2. international fanding agenlies and grantrecoved nill
3. research center/ facility recognized by the uiversity - nill

publications :-

1. publication faculty – as given below
2. number of papers published in peer reviewed journals conational / international by faculty

s. no	Name of faculty	Paper published
1.	Ms. aashu singh	01
2.	Mr. satish kenar	

Publication of faculty : Ms. aashu singh

S no	Topic	Journal	National/international	Issn/isbn no	Impact factory fany
1.	Isolation of Stayphylococcus aureus from burn wound and its antibiogram study	Recent research in science and technology	International	Issn – 2230-8474

Publication of faculty :- Mr. satish kenar

S no	Topic	Journal	National/international	Issn/isbn no	Impact factory fany
1.	Isolation of microorganism urinary tract infected pulint	Recent researchin science and technology	International

Areas of consultancy and income generated

blood grouping
tests water
potability terts

cultivation and selling of mushroom (invitro)

student project :

percentage of students who have done in-house projects including inter
departrnent all programmes

Session	Courses	Procentage
2013-2014	UGC (microbiology/biotechnology)	100
2014-2015	UG (microbiology/biotechnology)	100
2015-2016	UG (microbiology/biotechnology)	100

Student profile progarmme/course wise for UG

Biotechnology/microbiology

Session	Course/programme	Total student	Pass
2013-2014	microbiology	10	3
	Biotechnology	3	Nil
2014-2015	Microbiology	18	10
	Biotechnology	14	8
2015-2016	Microbiology	20	Appering
	Biotechnology	18	appering

Department of computer science

1. Name of the department: computer science
Year of Establishment
2. : 2013-2014
3. Name of programs / courses : UG and PG

Sn	Course	Seats	Year of establishment
1	BCA	30	2013-14
2	PGDCA	40	2013-14

4. Name of interdisciplinary course and the department /units involves

s. no	Course	Subject
1	BCA 1	<ol style="list-style-type: none"> 1. FC HINDI 2. FC ENGLISH LANGUAGE 3. ENVIRONMENT 4. DISCRETE MATHEMATICS 5. COMPUTER FUNDAMENTAL AND CONCEPT OF SOFTWARE 6. PC SOFTWARE AND PROGRAMMING IN C 7. DATA STRUCTURE
2	BCA 2	<ol style="list-style-type: none"> 1. FC HINDI 2. FC ENGLISH 3. OPERATING SYSTEM 4. DIGITAL ELECTRONICS AND MICROPROCESSOR 5. COMPUTER NETWORKS AND CYBER TECHNOLOGY 6. OBJECT ORIENTED PROGRAMMING USING C++ 7. COMPUTER GRAPHICS AND MULTIMEDIA
3	BCA 3	<ol style="list-style-type: none"> 1. FC HINDI 2. FC ENGLISH 3. DBMS 4. COMPUTER COMMUNICATION AND INTERNET 5. OBJECT ORIENTED PROGRAMMING USING C++ 6. MCS 7. CAD/CAM
4	PGDCA	<ol style="list-style-type: none"> 1. FUNDAMENTAL OF COMPUTER AND INFORMATION TECH. 2. PC PACKAGES AND COMPUTERISED A/C SYSTEM 3. DATA COMMUNICATION AND COMPUTER NETWORK PROGRAMMING USING C AND 4. C++ 5. RELATIONAL DATA BASE MANAGEMENT SYSTEM ORACLE 6. SYSTEM ANALYSIS AND DESIGN

5. Annual/ semester/choice based credit system

Sn	Courses offered	Annual/semester
1	BCA	ANNUAL
2	PGDCA	ANNUAL

6. Faculty profile

Name	Qualification	Designation	Specialization	No. of years of expe.
Mr . Gopendra kumar ratrey	BCA, Mcs IT	Ass. Prof	Computer application	3
Miss jyoti kamal	BCA, Mca	Ass. Prof	Computer application	1
Miss anju rai	BCA. Msc IT	Ass. Prof	Computer app	
Mr. vijay kumar	Mca	Ass. Prof	Computer app.	

7. Student profile program/ course wise



Name of the course program	Year	Total student	Passed
BCA	2013-2014	11	8
PGDCA		17	15
BCA	2014-15	30	21
PGDCA		10	10
BCA	2015-16	46	appearing
PGDCA		37	appearing

इंदिरा गांधी कला एवं विज्ञान महाविद्यालय राहौद

Feedback Form for Teacher Evolution by Students

Name of the Department/Institute Department of Mathematics
 Class B.Sc. III Session 2016-17 Semester
 Name of teacher L. Derangan subject taught & Course No.
 Total number of lectures delivered by teacher in the session/semester 55
 Number of classes attended by the student filling the form with percentage
 (if the student filling the form has less than 75% attendance he/she is requested not to fill the form))

IN THE FOLLOWING TABLE TICK (✓) THE APPROPRIATE CHOICE FOR EACH POINT.

Rating 	निम्न	औसत	अच्छा	बहुत अच्छा	उत्कृष्ट
Subject 					
A. समय पाबंदी					
1 कक्षा में समय बद्धता			✓		
2 कक्षा लेने में नियमितता				✓	
3 समय पर पाठ्यक्रम की पूर्णता				✓	
4 समय सारणी के अनुरूप कक्षा जांच परीक्षा और सेमिनार का आयोजन		✓			
B. विषय पर नियंत्रण					
1 पाठ्यक्रम पर विशेष ध्यान			✓		
2 आत्म विश्वास				✓	
3 संप्रेषण			✓		
4 कक्षा कक्ष में परिचर्चा का अवसर		✓			
5 विषय वस्तु जीवन के अनुभव से संबंधित करना तथा विषय वस्तु को रोचक बनाना			✓		

C. शिक्षण विधि एवं शिक्षण सामग्री का उपयोग			✓		
1	OHP/श्यामपट्ट एवं Power point का उपयोग		✓		
2	श्यामपट्ट का सही उपयोग (अक्षर की बनावट, सुपाठ्यता, दृश्यता के संदर्भ में)		✓		
3	नवप्रवर्तनकारी शिक्षण विधि का उपयोग	✓			
4	जांच परीक्षा के उपरांत कक्षा में उत्तरों पर चर्चा करना।		✓		
D. सहायतार्थ अभिवृत्ति / दृष्टिकोण:-					
1	छात्रों के विभिन्न शैक्षणिक रुचि के प्रति सहायतार्थ में अभिवृत्ति		✓		
2	विद्यार्थियों को शिक्षण सामग्री उपलब्ध कराना जो कि पुस्तक में उपलब्ध नहीं है जैसे E-Jurnal संदर्भ पुस्तक Internet			✓	
3	विद्यार्थियों में व्यावसायिक दक्षता का विकास करना।	✓			
4	विद्यार्थियों को उनके उर्जा और विस्तृत आवश्यकता के प्रति जागरूक करना।		✓		
E. कक्षा नियंत्रण					
1	विद्यार्थियों की कक्षा में भागीदारी			✓	
2	विद्यार्थियों को अपेक्षित व्यवहार को संबोधित करने की दक्षता।		✓		
3	विद्यार्थियों से विषय-वस्तु पर उनके विचार और, प्रश्न नियंत्रित करने की प्रवृत्ति।		✓		
4	विद्यार्थियों को नैतिक व्यवहार हेतु प्रोत्साहित करना		✓		
5	Roll Model की भूमिका अदा करना	✓			
6	न्यायपूर्ण पुनर्वर्तन प्रक्रिया के द्वारा विद्यार्थियों की अधिगम को बढ़ाना।		✓		


Signature of Anurag