



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**SHASKIYA MATAKARMA GIRLS COLLEGE
MAHASAMUND**

SHASKIYA MATAKARMAGIRLS COLLEGE MAHSAMUND
493445

www.gmkgclgmsmd.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

INTRODUCTION

Govt. Mata Karma Girls' College was established on 16 July 2005 by Government of Chattisgarh. The college was named after Indian religious figure Bhakt Mata Karma (1615-1634) and run by the Department of Higher Education, Govt. of Chhattisgarh. It is the only Girls' College in entire Mahasamund district. The institution offers Under Graduate Degree Courses in Science, Commerce and Arts streams. The college is included under Section 2(f) and 12(B) by U.G.C. and it is affiliated to Pt. Ravishankar Shukla University, Raipur (C.G.). This College is well known for its signature study and discipline.

The college is located in village Machewa which is 5 kms. away from Mahasamund Bus Stand and 6 kms. from Railway Station. The college is spread over an area of 2.85 hectare. The institute has a well-organized, magnificent building symbolizing grandeur of the institute. This building covers a total area of 1992 sq. m. It is a double storied planned structure along with a central tower standing up to the height of 23 meters. There are 09 lecture halls and 04 laboratories. The other amenities comprise of Central library, playground (proposed), Girls' Common Room, Cycle Stand, N.S.S. & YRC Room and Student Activity Room.

The college has dedicated and efficient staff along with necessary facilities for student's learning and training to make them confident and well prepared for the modern career opportunities. The co-curricular and sports activities are organized to stimulate the creativity and to maintain physical fitness of the students. The units of NSS and Youth Red Cross Society are also functioning in the college to develop a sense of social responsibility among the students. Career counseling and free coaching classes for recruitment in services have also been organized regularly. We also organize short term courses like yoga & meditation, karate for self-defense and computer literacy course for skill development.

Vision

The vision of the college is to be a pre-eminent center of excellence, generating and imparting knowledge. Empower girls through quality education and meaningful learning process.

Mission

- To provide sufficient opportunity for women in higher education.
- To assure all round development of our students.
- To provide social awareness among girls.
- To make them understand the actual meaning of life.
- To be a bridge between the rural-urban communities of students.
- CORE VALUES OF THE INSTITUTION

- To educate and empower girls of rural background to make them self reliant.
- To develop qualities of social, moral and creativity in student.
- To make student good and a responsible citizen.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

INSTITUTIONAL STRENGTH: -

1. It is the only Government girl's college in Mahsamund District with Microbiology and Geography as elite subjects.
2. The college has its own double story building and a sprawling campus. (Clean & Green Campus)
3. Spacious ventilated classrooms and labs.
4. About 80% of the permanent staff is well qualified (with Ph.D.)
5. Well disciplined student.
6. Peaceful and conducive environment for academic activity.
7. Library is equipped with adequate books and reference books.

Institutional Weakness

INSTITUTIONAL WEAKNESS:-

1. Sanctioned post of office (75%) and faculty (50%) are vacant and supporting staff (lab technician, , data entry operator, lab attendant, book lifter, watchman, sweeper and gardener) posts are not sanctioned.
2. Lack of funds to enhance teaching learning, skill development, ICT enables Library facility.
3. Lack of hostel for girl's student and Govt. quarters for staff.
4. Transport facility for students. (approx 5KM. from city)

Institutional Opportunity

INSTITUTIONAL OPPORTUNITES:-

1. Opportunity to start PG Courses in all streams as per growing demand.
2. Opportunity to educate and empower girls of rural background.
3. Opportunity to launch skill development program and personality development program.
4. Opportunity to increase interactions with industries, banking and social welfare program.
5. Opportunity to organize National conference, seminar and workshops in collaboration with Government agencies and NGOs.

Institutional Challenge

INSTITUTIONAL CHALLENGES:-

1. To motivate student for higher studies and advance career opportunities.
2. The institution needs strategy to raise fund through vocational self Finance courses.
3. Utilizing the limited resources and sanctioned grants at our best.
4. To help girls of rural and backward areas to become self reliant by providing financial assistance and benefits of government welfare scheme.
5. Utilization and management of the available resources efficiently to achieve the objectives.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to Pt. Ravishankar Shukla University Raipur and follows the rules and regulations in accordance with Department of Higher Education Chhattisgarh. The college is destined for all round development of girl students by a planned schedule for learning as well sports and extension activities like NSS, NCC and YRC. Internal examination cell timely issue time table and monitor for unit test, quality and pre-final exams. All the checked answer sheets are shown to students to discuss their performance and short comings.

Extension lecture and study tour has been regularly planed to enrich curriculum content. The institute regularly monitors the quality of education and faculty inputs by monitoring feedback collected from students. The points raised are discussed and resolve by feedback committee.

Teaching-learning and Evaluation

This institute is the only girl's college in Mahsamund district with all three streams running. Majority of girl students belong to the poor financial and rural background. Almost 94% seats on an average are filled by ST/SC/OBC candidates.

The institute appoints guest lecture to compensate studies in subjects where the post is vacant. All the full time and part time faculty are engaged in upliftment of education culture of the college. The teacher engage students with advance teaching learning methods involving group discussion, seminars, quiz competition, use of ICT, and motivated to participated in extracurricular activities like debate, slogan, writing, poster & sports events. They are also encouraged to participate in extension activities through NSS/YRC/NCC. Attendance of student in classes monitored. Result analysis of University examination was done by every department to identify the learning level of student and attainment of program outcome. The faculty monitors the performance of each and every student and provides academic guidance and psychological counseling. "Pranayam and Meditation" session is organized daily to mental peace and increase the concentration toward studies.

Research, Innovations and Extension

The college run degree program (Under Graduate) for Arts, Commerce and Science. The faculty members and administration staff are motivated for participation in trainings, seminars, and workshop and faculty development programs. The college at present does not have research facility due to lack of post graduate

classes and fully furnished laboratories but few faculty members have good publications record in refereed journals and books. A short survey or practical assignment has been given to students to increase research aptitude in them.

The institute motivate their students to engage in social responsibilities by organizing awareness rallies, free health checkup camps, invited talks under initiatives like Swachh Bharat Internship, Digital transaction, plantation, social Awareness camps in nearby localities (Village-Machewa, Barondabazar, Mahasamund city) to address local issues.

Infrastructure and Learning Resources

The college has its own building since 2010 with ground floor and first floor available infrastructure facilities such as 10 Class room (Seating Capacity of 60), 4 laboratories, Girls common Room, NCC/YRC and Sports room. The college has one central library with approx. 4606 books along with reading facility. In 2019 activity room was redesigned into E-classroom with LCD projector and wifi facility to serve multiple purposes.

The furniture and other physical facility (lab equipment, books are purchased annually to meet growing demand of college. The institution provides opportunities for sport by arranging part time coach for deserving teams for training. The college organizes cultural and literally event regularly

Student Support and Progression

The institute publishes its detailed prospectus and makes it available to all student at the time of admission. Now a day these details are available on college website. All the notices, admission fee, scholarship, code of conduct feedback formats can be accessed by the students easily. The admission process is now online by the university and is based on the merit of obtained marks and in accordance with reservation policy of state government.

The institute is developing its infrastructure to makes its friendly for differently abled by developing Ramp, Restrooms, toilet facility and providing scribe faculty during examination for physically handicaps. Vigilant inspection is done by discipline committee members to avoid any kind of nuisance /ragging activities in college. Various motivations & skill development program are arranged for betterment of students which include

- Skill development training (Computer Training/Embroidery/ Rangoli Training) self defence and health care (like Marshal Arts / yoga camp) and Motivational speeches.
- College faculty provides free Coaching for Competitive Exams and spoken english under Career guidance.
- Training camps for students participating in inter college and regional sports.

These initiatives are now showing their effect by gradual increase in outgoing students which are progressing towards Higher Education (M.A./M.sc./M.Com.) as well as to other applied field of study (B.Ed./D.Ed./Pathology.)

Governance, Leadership and Management

The college administration involves all the stake holders (students, parents, alumni and Janbhagidari committee,) to participate in orderly management of college. Various committees like IQAC, Staff Council, and NAAC , purchase committee, SC/ST/ Minority committee, CASH, Internal compliance cell, Antiragging cell, internal exam committee, etc for

proper functioning of college.

The college administration ensures proper documentation and maintenance of records. Staff and faculty members are motivated to participate in academic advancement program like orientation, refresher, winter school, PFMS training, CPS training, advance account training.

The college adopts e-governance for Admission & Examination, Scholarship, Payment of Vender (preferred), Staff salary, Communication with Department of Higher Education, Biometric attendance of staff and Website updation.

Institute regularly conducts internal audit of physical facilities such as furniture, sports, Library, Labs and office record at the end of academic session . The discrepancies are recorded for verification. The items found worn off/not suitable for use are presented in front of **“write off committee”** for clearance. **Purchase committee** maintains complete transparency in financial matter and utilize fund in justified manner for maximum utilization. The college administration ensures its proper coordination and peaceful atmosphere among faculty, staff and students.

Institutional Values and Best Practices

There is a green audit committee which ensures **“CLEAN & GREEN CAMPUS”**, motto with involvement of NSS and YRC volunteers by planting and maintaining plant saplings inside the campus.

Majority of girl students come by bicycles and college staff also prefer car pooling. All the staff and students are work honestly to achieve polyethene free, Tobacco free campus. All the students are encouraged not to waste water & electricity within campus by watering the dry plant pots and switching off lights and fans when not in use.

The institution gives importance to safety of the students. No outsiders are allowed inside premises without prior permission from principal. All visitors need to duly report in visitors registers Purchasing of CCTV camera for campus is on top priority for coming session.

Rainwater harvesting system is installed in campus under Govt. initiatives in 2017 for recharging water table in nearby locality. Fire extinguisher is also mounted to prevent any fire outbreak.

We have opted some of our best practices done by the institute like.

1. Regular Yoga & Meditation Practice.
2. Use of social media for digital library service and social values.
3. Arranging part time workers for repairing, painting, gardening from Machewa village to support employment in adopted village.
4. Offering a sapling in place of floral bouquet for welcoming guests.
5. Donating books of competitive exam preparation in library.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHASKIYA MATAKARMA GIRLS COLLEGE MAHASAMUND
Address	SHASKIYA MATAKARMAGIRLS COLLEGE MAHSAMUND
City	Mahasamund
State	Chhattisgarh
Pin	493445
Website	www.gmkgclgmsmd.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	SARITA SINHA	7723-297144	9685262438	-	govtmatakarmagirlscollege@gmail.com
IQAC / CIQA coordinator	RAMESH KUMAR DEWANGA N	-	9926158044	-	dewa.rk3013@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details				
Date of establishment of the college		16-07-2005		
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Chhattisgarh	Pt. Ravishankar Shukla University		View Document	
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	13-06-2014	View Document		
12B of UGC	17-01-2018	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SHASKIYA MATAKARMAGIRLS COLLEGE MAHSAMUND	Rural	7.125	1992

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	Secondary Pass Out	Hindi,English + Hindi	210	148
UG	BSc,Science	36	Secondary Pass Out	English + Hindi	180	122
UG	BCom,Commerce	36	Secondary Pass Out	English + Hindi	180	54

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				9			
Recruited	0	0	0	0	0	0	0	0	2	3	0	5
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				2			
Recruited	0	0	0	0	0	0	0	0	0	2	0	2
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	3	2	0	5
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

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

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	2	0	4

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	324	0	0	0	324
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	60	57	46	47
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	55	51	47	45
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	191	162	178	139
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	12	11	7	8
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	6	4	3	6
	Others	0	0	0	0
Total		324	285	281	245

3. Extended Profile

3.1 Program

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

Response: 3

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	3	3

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
324	285	281	245	253

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
570	560	550	540	540

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
64	52	54	28	38

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	4	6	6

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	9	9	9	9

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 10

Number of computers

Response: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
8.33	6.40	3.01	2.58	3.09

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution follows the syllabus as approved by the affiliating university Pt Ravishankar University, Raipur. The College ensures its effective implementation through advance teaching plan and internal evaluation program.

Beside these traditional evaluation patterns, students have also given individual and group assignments and seminar and oral presentation tasks to enhance individual and collaborative learning and presentation skill. As per the directions of the principal all the faculty members have also prepared and downloaded course material and modules for the topics on which there is available matter is insufficient. The principal assess the quality of teaching through a vigilant inspection of class during lectures and verification of attendance and daily diary monthly and regulator interaction with students.

The college also regularly organizes guest lecture for enhancement of knowledge. The IQAC committee monitors and evaluates teaching learning process through academic audit.

All the checked answer books of internal exams are shown to students and were preserved and documented.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Details of the certificate/Diploma programs

[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 96.15

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

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

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-

wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

At present college do not run any special courses that address issues like *GenderEquity, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum*. The curriculum designed by the university Pt. R.S.U, Raipur for core courses include some of the aspects (Table 1.3.1a). In addition to that course structure of all three streams has **Environmental studies and Human Rights** in the first year of UG level (B.A., B.Com. and B.Sc.) as compulsory paper. Along with that a number of intra-college activities are arranged involving the students under NSS and YRC to address such issues table 1.3.1 (b).

Table 1.3.1b: Major Activities organized by NSS and YRC addressing cross cutting issues in 2018-19

YEAR	ISSUES	ACTIVITIES ORGANISED/PARTICIPATED
2018	<i>Gender Equity</i>	<ul style="list-style-type: none"> • Mahila Shashaktikaran program at district level • Participation in state level campaign for ending violence against women
	<i>Environment and Sustainability,</i>	<ul style="list-style-type: none"> • Annual plantation program at college level. • participation in District level plantation program • Gardening event under Swachh Bharat campaign • summer internship program Swachh Bharat Mission
	<i>Human Values</i>	<ul style="list-style-type: none"> • To enhance voting SVEEP Plan under NSS. • Solid waste Management by composting under YRC

Note- - Included under Any Additional Information file

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0	
1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 0	
1.3.3.1 Number of students undertaking field projects or internships	
File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: A.Any 4 of the above</p>	
File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p>

D. Feedback collected

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

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 50.21

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
324	285	281	245	253

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
570	560	550	540	540

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 47.53

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

2018-19	2017-18	2016-17	2015-16	2014-15
306	270	271	231	236

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The faculty conducts test as per academic calendar and evaluate and discuss about the shortcoming of individual student. The marks of these internal assesment serve as first criteria for screening the fast and slow learners from the class. The slow learners are helped by motivating them to prepare answers from unified books as per previous year questions banks (5 year questions papers) so that they can achieve minimum learning level and perform better in exams.

While on other hands fast learner students are motivated to prepare notes from advance reference books available in library/ in soft copies they have also been assigned with advance topics in their field to enhance their command on subject. beside these all the students are welcomed to ask their queries and doubt in free time.

2.2.2 Student - Full time teacher ratio

Response: 64.8

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.62

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.3 Teaching- Learning Process

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

Response:

The learning is made more **student centric** by the use of both languages (English& Hindi) during teaching as the students are more from Hindi medium background. However students are encouraged to write key terminologies and definition in English.

The learning is again made student centric by teaching them with help of teaching aids, charts demonstration and performing practicals relevant to the topic in the same pace of time.

Students are allocated in groups to perform certain field practicals and preparation of models. Students of finals year are taken to study tour relevant to their subjects.

and since 2016 it has been regular practice to invite guest speakers. Through IQAC Cell, College conduct many activities and program such as seminars/ Quiz competition, Cultural/ Sports/ NCC/ NSS activities to develop participatory learning of students.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 5

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 64.8

2.3.3.1 Number of mentors

Response: 5

2.3.4 Innovation and creativity in teaching-learning

Response:

The college administration persistently encourages faculty for adopting innovation and creativity in teaching and learning methods. All the faculty members hence encourages students for brain storming sessions, model and learning module designing, onsite inspection of various subject related places like mushroom training centre, water treatment plants, rice bran oil factory, energy park visit, archeological park muktangan etc.

Extension lectures are organized every year so that student get chance to interact with subject experts. Project work and extracurricular activities are emphasized to enhance confidence, interest and aesthetic perception of student.

Seminar/topic presentation boost their confidence level also allows to excel in public speaking skills.

WhatsApp group was created in each class to circulate important information and share learning videos, animations and carrier opportunities for students. Creation of library blog was also a initiative to enhance their learning levels.

The participation of students in NSS and YRC provides a lot of opportunities to develop social values and democratic values in young generation.

Following are important innovation adopted by the faculty member with motives for success and improvement in result.

Innovative teaching methods adopted by the faculty during last four years	motives behind adoption of such innovation of student learning
Interactive learning	
Group Presentations	To inculcate the spirit of team work and greater p
Group Discussions	To builds leadership capabilities and, enable the opinion of others
Oral Presentations	To enhance their communication skills
Educational/ field trips	To help them realize the interaction between th of study to rest of the world
Individual Presentations	
On individual and emerging topics	Boosts student's confidence level.
Activity based learning	
Quiz competition	To foster the spirit of self-learning
Finding synonyms (in language)	To improve vocabulary and explore language
Brain storming	
Problem solving	To develop critical and analytical abilities
Paper Presentation	To develop planning, drafting, literature sur skills.
Creative thinking	Painting, extempore competitions and articles in
Innovations	
Mainly in Science laboratories	Blending class room teaching with practical k develop Scientific temper
Teaching tools	
Power point presentation through LCD	Learning becomes more intriguing and interactiv
Showing videos/ animations/ documentaries	To understand certain concepts through complementing to textual readings

Online resources	Exposure to a plenty of knowledge and research beyond the classroom	to ta
File Description	Document	
Any additional information	View Document	

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years		
Response: 57.78		
File Description	Document	
Year wise full time teachers and sanctioned posts for 5 years	View Document	
Any additional information	View Document	

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years				
Response: 72				
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years				
2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	3	3
File Description	Document			
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document			

2.4.3 Teaching experience per full time teacher in number of years		
Response: 1		
2.4.3.1 Total experience of full-time teachers		
Response: 5		
File Description	Document	
Any additional information	View Document	

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 96.15

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 11.11

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	01	01

File Description**Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

The College follows the academic calendar given by the affiliating university (Pt. Ravishankar Shukla University) for CIE and normally the curriculum is completed in the planned time frame. Following steps are taken for timely completion of curriculum

1. The details related to internal examination are clearly mentioned at the college website (academic

calendar). It is mandatory for every teacher of the college to participate in the evaluation process and hence they are well aware of the system

2. The evaluation methods are communicated to the fresher and new faculty at the beginning of the academic session by the respective Head of the department. Students are also informed about the rules and regulations of examinations and course contents by the respective course teachers.
3. Losses of teaching hours are compensated by organizing extra classes in the same month.
4. In case faculty members wish to go for research work, attend seminars, workshops, FDP, other training programme they are encouraged to do so but they have to cover the course by making alternate arrangements with alumni.
5. When teachers take long leave (maternity leave), then institution call / appoint visiting faculty, ad-hoc / guest basis, as replacement from janbhagidari fund, well in time.
6. To balance academic between co-curricular & extracurricular activities, institute plans and organizes many activities in afternoon session (Preferably after 2oclock) to minimize the impact on teaching time.

File Description	Document
Any additional information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal Assessment marks submitted by the teachers are analyzed by IQAC coordinator and internal exam committee which is constituted by the principal. The Exam committee meets at the end of the every month to report the timely submission of marks and evaluate student performance. Internal Assessment marks with attendance are available to the every student during teacher guardian-student meetings (monthly once). If a student finds discrepancy in marks or attendance, he/ she can approach the concerned teachers.

For theory papers, quiz, power point presentations and assignments are given for continuous assessment. The faculty members continuously review assignments which help students to enhance their knowledge. The Principal continuously interacts with staff members through Staff councils and Departmental meetings to discuss upon any matter regarding Internal assessment, evaluation process etc., concerned with departments. The faculty continuously monitors the performance of the students and provides academic guidance and psychological counseling. The process of remedial coaching and tutorial offers additional assistance to students. College also constitutes the committee to conduct the internal exam. After evaluation, answer copy are available to students. Results of each and every subject are collected & maintained by the committee

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and

efficient

Response:

The mechanisms for redressal of grievances with reference to evaluation process both at the college and University level are as follows:

At College Level: Students having grievances with the internal evaluation process can directly approach the concerned faculty member, who in turn will discuss the performance of the student. Students may convey their grievances to the HOD or the Head of the Institution as well if not satisfied.

At University Level : If a student is dissatisfied with his/her result in the university exam there is a provision for reevaluation of the answer scripts as well as supplying photo copies of the evaluated answer scripts. A committee of senior faculty members in the concerned subjects is constituted to carry out the re-evaluation of theory papers. Withheld result cases due to mistake in attendance are taken care on first preference to help the students

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college prepares its own academic schedule in compliance with the academic calendar of CG higher education department. The evaluation system is fixed in advance and communicated to the students at the beginning of the session. The college administration is very much concerned about the attendance a minimum of 75% attendance in all subjects is compulsory for appearing in final exams. All the checked answer books of internal exams are shown to students and were preserved and documented. Remedial measures are taken for students showing poor performance in internal exams by arranging extra class.

The internal examination time schedule as per academic calendar for the session 2018-19 was as follows:

1. First unit test: 05 August 2018
2. Second unit test: 31 August 2018
3. First term test: 24 -28 September 2018
4. Third unit test: 03 November 2018
5. Second term/half yearly test: 27-30 November 2018
6. Fourth unit test: 19 December 2018
7. Pre-final examination: 28 January- 02 February 2019
8. Annual practical exam: 16 -28 February 2019
9. Annual university exam: from 5 March 2019 onwards

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The College has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

- Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students
- Learning Outcomes of the Programs and Courses are displayed on the class notice board.
- Soft Copy of Curriculum and Learning Outcomes of Programs and Courses are also uploaded to the Institution website for reference.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and College Committee Meeting.
- The students are also made aware of the same during Tutorial Meetings.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Program Outcomes of all the programs are identified at the university Level. The course outcomes help the stakeholders (faculty) to manage the resources effectively to the maximum extent. This creates path to improve the result and overall performance of student continuously.

The attainment of course outcomes are measured by asking spontaneous questions in the next lecture and conducting class test after the completion of each unit. The faculty also assigns students home assignments and presentations (in accordance with course outcome) to provide an opportunity to achieve the goal.

Invited lecture and field trips provides a deeper insight of practical outcome of different program.

Regular orientation and encouragement has increased the gross enrollment of outgoing students in higher education in last few years. The university result measures the final attainment of CO, PSO and PO by the students

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 92.75

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 64

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 69

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:



Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

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

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 5

File Description

Document

Any additional information

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The college has developed an ecosystem where different activities are being conducted for creation and transfer of knowledge as well as to inculcate research attitude in their students. These activities are aimed

at training soft skill and the promotion of Research attitude. Science faculties motivate students to learn through small research based experiments from samples collected from environment in place of ready to use kits. They have also given group tasks to enhance their collaboration skills and taken to study tour. Similarly art stream students' visit nearby geographical region to study topological variations as well as socioeconomic studies.

Career Counselling committee is involved in organising lectures for preparing students for competitive examination and imparting knowledge of career opportunities in different fields. One day carrier orientation workshop was also organised under RUSA to address carrier opportunities after graduation in 2016. Similarly one day workshop in English department was also organised by IQAC committee.

Extension lectures are arranged in each department every year to give students a opportunity to interact with subject experts. Vocational Training programme for soft skill development (computer course) was organised for the students of the college in collaboration with Govt. MVPG College, Mahasamund. Carrier Guidance and Placement cell organised a lecture in which the students were given guidance for career opportunities in the Banking sector by NIBF.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 37

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	10	6	5	1

File Description	Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No**3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.17**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	2	1	0

File Description**Document**

List of research papers by title, author, department, name and year of publication

[View Document](#)

Any additional information

[View Document](#)**3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

List books and chapters in edited volumes / books published

[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising**

students to social issues and holistic development during the last five years**Response:**

The college administration and faculty motivates their all the student for active participation in extension activities in the neighbourhood community (machewa village) and city (Mahasamund).

The significant work done under NSS and YRC are as follows:

- Participation in annual plantation program at college and district level.
- Free health checkups were organised for sickle cell anaemia, eye care, TB awareness camp in machewa village under swach bharat and unnat bharat campaign.
- vidhik saksharta karyakarm
- to aware rural people for effective voting/voting rights by skit, slogan writing competition
- organising lecture for rural people for their legal rights and how to approach law benefits in case of emergency
- Organizing Cleanliness campaign in village and college campus.
- Awareness campaign for importance of voting by skit presentation, Dance, Rallies under sweep plan
- organising expert lecture for management of agriculture wastes by composting and govt subsidy provision for such activity for villagers.
- Awareness campaign for Blood donation , AIDS, and Cancer Awareness , etc.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 8

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	1	2

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry,

Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years**Response:** 25

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	7	4	4	1

File Description**Document**

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years****Response:** 1.38

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	4	2	6

File Description**Document**

Average percentage of students participating in extension activities with Govt. or NGO etc.

[View Document](#)**3.5 Collaboration****3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years****Response:** 10

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	1	1	2	1

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college is located in village Machewa which is located 5 km away from Mahasamund Bus Stand and 6 km From Railway Station. The college is spread over an area of 2.85 hectare. The institute has a well-organized, magnificent building symbolizing grandeur of the institute. This building covers a total area of 1992 sq. m. It is a double storied planned structure along with a central tower standing up to the height of 23 meters. There are 09 lecture halls and 04 laboratories. The other amenities comprise of Central library, playground (proposed), Girls' Common Room, Cycle Stand, N.S.S. & YRC Room and Student Activity Room. Physical facility as per PWD layout plan was attached separately.

S.N	ROOMS	NUMBER	SIZE	REMARK
1.	College Land area		7.125 acre	
1.	College building area		1992 m ²	
1.	Principal chamber	1	24.94 m ²	
1.	Office	1	37.7 m ²	
1.	Account section	1	24.94 m ²	
1.	Classrooms	6+2+1	51.04 m ²	
			50.46 m ²	
			49.88 m ²	
1.	Tutorial	1	50.46 m ²	E-classroom
1.	Laboratories	3+1	51.04 m ²	
			50.46 m ²	
1.	Girls common room	1	51.04 m ²	
1.	Toilets	4+1+1	24.36 m ²	
			6.0 m ²	
			4.4 m ²	
1.	Library with reading room	1	134.54 m ²	
1.	librarian room	1	11.76 m ²	
1.	Sports	1	40.5m ²	
1.	store room	1	18.92 m ²	
1.	NSS/YRC Room	1	28.6 m ²	
1.	Staff Room	1	52.2 m ²	

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Fully developed sports ground and auditorium is presently unavailable for the college however a proposal for construction of Auditorium and development of sports ground was collected from PWD department and sent for approval to higher education department. Cultural activities like singing dance skit debates are conducted in open court yard in building premises covered with acrylic sheet from top (364.42m²). Similarly the same courtyard is used for badminton throwball, bollyball kabbadi practice. Rangoli, Alpana, poster exhibitions are conducted in 300m wide varandah available in college premises. Indoor games like carrom, table tennis are conducted in sports room, while the athletics are conducted on open ground available on front side. Yoga dhyana and pranayama as a part of best practice are conducted DAILY in the class rooms.

File Description	Document
Link for Additional Information	View Document

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

Response: 10

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 58.95

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five

years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
7.5	3.5	1.7	.994	1.7

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

Majority of our students are from rural and low economic background thus the college library plays a central role in providing books for learning. 99% of our students regularly use book issuing and reading room facility. The average usage of library varies from 50- 70 visitors per day. A time table was designed to facilitate smooth issuing of books for every class in a week.

The records of issued and returned books are manually maintained in issuing register. In the beginning of session the library management committee invites list of books and journals from each department which are then passed for purchasing as per grant received under various heads like BPL/SC/ST/ reference and magazine.

The college lacks automation in library due to lack of funds but in 2019, Department of Higher Education has allotted an amount of 6 lacs for NAAC accreditation processing. The college committee has passed proposal for library automation and e-journal and books accession facilities to enrich existing library infrastructure.

R.S. Solution library Management software was purchased from Ravi Solutions, Raipur which include book entry module, book issue return module, library member register module, book searching module stock verification system, pending book register module, defaulter student list, subject wise book report, author publisher wise book report facility. N-List membership was subscribed in August 2019.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college library carries approx 4606 books which include 4297 text books of various subjects and 309 reference books. The college library also includes books for competitive examination, biographies, administrative books dictionaries language and grammar books. Some books of competitive exams and specimen copies of text books (total 53) are also donated by faculty members of our college. Besides these library has subscription of two news papers for and research journals for enrichment of knowledge resources. The list of above mentioned resources are as follows:

Competitive examination: Pratiyogita Darpan, Bank clerk selection exam, railway recruitment examination , Bhartya state ankavum sahayak bank grade exam pre BEd, DLED enterance exam, chaattisgarh general knowledge etc.

Biographies: Shahid Veer Narayan Singh , Dr. Khubchand Baghel,

Madhav Rav Sapry, Shrikant Vermapt Ravishankar Shukla, Dr Baldev Prasad Mishra etc.

Administrative books: RTI, GPF, House Allotment Rule, pay Revision rules, TA, rule, MEDical rembursemnt policy, civil service code of conduct, and treasury guidelines for principal

Dictionaries: Oxford Hindi To English, Oxford Eng To English, Dictionry Of Microbiology, Dictionry Of Botany

Language and grammar books: verbal non verbal reasoning, english grammar , luents hindi

Research journals

- International Journal Of Applied Research ISSN 2394-7500
- International Journal Of Multidisciplinary Education And Research ISSN 2455-4588
- Journal of Biosciences ISSN 0250-599
- Current Science ISSN 0011-3891

Newspaper:

- Hitavada English Newspaper
- Deshbandhu Hindi Newspaper

Created library blog and Social platform (facebook and whatsapp) for knowledge sharing described under best practices.

<http://www.matakarmalibrarian.blogspot.in/> <https://www.facebook.com/Govt-Mata-Karma-Girls-College-Mahasamund-494180280944884/>

File Description	Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.87

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.85	1.60	0.56	0.60	0.726

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students**Response:** 15.2**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 50**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The college has 3 computers with printer, scanner, external hard disc Pen drives and Bluetooth device to fulfill our needs. Wifi facility has been installed in July 2016 by Chattisgarh Infotech Promotion Society CHIPS which includes 5 wireless AP 8 port AccessL2POE switch UPS, 24 Port Cat6 Jack Panel and Cable manager and Accessories. which covers first floor and ground floor area.

A WLL Broadband connection Go Green Plan FTTH_ONT_Type A with Phone Number 07723-297144 was allotted from BSNL in which Bharat 750 GB monthly plan is used under NMEICT to provide Internet Connection.

Service engineer on call are available if network/wifi is not working.

The college is committed to upgrade its IT infrastructure and associated facilities like new hardware and software for office, library. The college has a plan to open an e-library.

Under the scheme of **Chhattisgarh Yuva Sanchar Kranti Yojna**, Tablets were distributed to the students of final year of all the UG classes.

Year	Scheme	No. of pc distributed	Class benefitted
2017-18	Sanchar Kranti Yojna	240 smart phones	All students of UG classes
2016-17	Sanchar Kranti Yojna	56 tablets	Final year students
2014-15	Sanchar Kranti Yojna	48 tablets	Final year students
2012-13	Sanchar Kranti Yojna	43 Tablets	Final year students

4.3.2 Student - Computer ratio**Response:** 324**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)****>=50 MBPS****35-50 MBPS**

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 99.9

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

2018-19	2017-18	2016-17	2015-16	2014-15
8.33	6.39	3.01	2.58	3.08

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

Yes, there is a established system and procedure for maintaining and utilizing physical, academic and support facilities at college. The instructions are clearly marked on wall of laboratory, labs and sports room. All the instructions are compiled in form of rule book for students and kept in library and website for reference. Few of them are listed below:

Maintaince of College Building:

- A Building construction and maintenance Committee has been constituted in the college under the supervision of the Principal to look after the maintenance of buildings and other infrastructure facilities.
- Being a government college, the maintenance of infrastructure and electric fitting is done by the CG Public Works Department (PWD).
- The maintenance and new construction proposals are forwarded to the PWD for the preparation of detailed estimate. After receiving detailed estimate it is forwarded to the. Department of Higher Education for funding and execution. Construction proposals for cycle stand and guard quater was also executed through the PWD is same manner.
- Minor maintenance works are done with funds from the Jan Bhagidari Samiti.
- The college has appointed part time sweeper for maintaining cleanliness and dusting in our college premises including classes, laboratories, library, warandha, toilets NSS/YRC room, etc.
- The college has also appointed part time Guard (post was sanctioned) to ensure security of the campus. He was also designated work of gardener during day time

Maintenance of class rooms:

- There are exclusively 9 class rooms, in which classes are held from 11:10 to 4:30 pm. Regular cleanliness is done by sweeper. The students are motivated to throw refuses in dustbins and keep their classes clean for which we have initiated **Best Class Competition** to inculcate habit of cleanliness in them. All the maintenance and repair works of building was done by PWD.

Maintenance of Laboratories:

- There are 4 laboratories whic are equipped with the basic equipment facilities. The laboratory equipments are maintained by the concerning Head of the department due to lack of supporting staff. The students perform various experiments everyday under the supervision of concerning faculty.

Maintenance of IT Facility:

- The computers and their accessories are maintained by the supplier during the warranty period. Routine Maintenance is done by the concerning office staff.

Maintenance of Sports facility:

- Facilities for Chess, Carom, table tennis, Ball Badminton and Badminton are available in sports room and open courtyard from 2:00-4:00 pm after proper entry in register.

Maintenance of Library facility:

- The Library is comprised of issuing section and reading room facility. Librarian ensures the maintenance and functioning of library services through support of peon. An Advisory Committee suggests measures to improve the functioning of the Library and also allocate funds for the purchase of books and journals.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 72.58

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

2018-19	2017-18	2016-17	2015-16	2014-15
193	208	217	196	185

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.27

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	2	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0.22

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	1	1

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 0.13

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	0

File Description

Document

Details of the students benefitted by VET

[View Document](#)

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

Response: No

File Description

Document

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

5.2 Student Progression

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Details of student placement during the last five years

[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 100

5.2.2.1 Number of outgoing students progressing to higher education

Response: 64

File Description**Document**

Details of student progression to higher education

[View Document](#)**5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)****Response:** 43.71

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	2	2	2

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	7	4	3

File Description**Document**

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)**5.3 Student Participation and Activities****5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.****Response:** 4

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The College has an active Student Council which is constituted through election/nomination of the students union. From the session 2014-15 to 2015-16, the Student Council was constituted through election as per recommendation of Lyngdoh Committee. Before 2014-15 and after 2017, the Student Council was formed through the nomination procedure. Under this, the student scoring the highest percentage of marks from the

UG programme is nominated as the President and Vice President. The post of Secretary and Joint Secretary are occupied by the students of second and first years on merit basis. The Student Council comprises of:

1. President
2. Vice President
3. Secretary
4. Joint Secretary

Apart from this, the class representative nominated/elected are also the part of the Student Council. Only the regular students are nominated to the council or allowed to fight the election. The term of the Student Council shall commence on the date of its Constitution and end on 30th April of the academic session.

Objective of Student Council:

The Student Council is constituted to promote and reinforce the democratic values and principle amongst the students and to educate them about their duties and rights in democracy.

- To give the students an opportunity to develop leadership qualities.

- To inculcate a spirit of discipline and also to foster brother hood.
- To promote respect for human rights and dignity for the individuals.
- To promote intellectual, social and cultural activities in the campus.
- To encourage participation in literary, cultural activities in the campus to bring out their leadership and creative talents.
- To nurture a congenial atmosphere of learning and teaching for the development of the institution.

The members of student union and alumnus have active representation in the academic bodies of the institution like Janbhagidari samiti, IQAC committee, cleanliness committee energy audit committee etc.

Apart from this, the Student Council actively participates in the planning of the Cultural,

Literary and Sports activities of the college and encourages the students to participate in the same. The Student Council also participates in the extension activities conducted by the NSS unit, NCC unit, Red Cross unit etc. which include Plantation Programme, NSS Camp, Health Awareness Campaign, Cleanliness drive etc. Thus the Student Council plays a key role in the academic, administrative, cultural activities of the college.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 15

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	20	15	10	10

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Alumni record was maintained by the college from 2010 but the association came into existence on 11 may

2018 when 1st Alumni Meet was organized. The students were informed by phone and newspaper but due to very low attendance (only 12 participants) selection of alumni association Chairman Secretary Treasurer etc was postponed till next meet. To connect more people alumni whtsap group was created on 17/06/17 which now has almost 63 participants. 2nd Alumni Meet was organized 25/06/2019 in which 08 Students participated.

Few ex students are now placed in respected jobs.

S.N	NAME OF STUDENT	CLASS	PRESENT PROFESSION
1	Ms. Mitisha bedh	B.Sc	Assistant Professor Chemistry Nagarjun PGScience College, Raipur
2	Ms Heena Dhalen	B.Sc	Assistant Block Officer, Mahasamund
3	Ms Sadhana Chandrakar	B.Sc	Food Inspector Durg
4	Ms. Manisha Paddamwar	B.Sc	lecturer, Shanti Bai College Mahasamund
5	Ms. Pooja Patel	B.Sc	Surveyer, Department of Agriculture, Durg
6	Ms. Supriya Chandrakar	B.Sc	Lecturer Botany IBM University, Churra, Mahasamund
7	Mrs Indu Rani Sahu	B.Sc	Guest Lecturer Botany Govt Mata Karma Girls College Mahasamund
8	Ms Neha Idwani	B.Sc	PGT chemistry, Maharishi Vidya Mandir Ma
9.	Ms Lokeshwari Sahu	B.Sc.	Aarakshak, BSF, Lucknow
10.	Ms Kaushilya Patel	B.A.	Arakshak CAF, Mahasamund

Although Alumini of this college havent contributed financially but they helped the college by providing helping hands as invigilators for university exams, working as guest faculty in the same college. providing guidance and notes for needy girls in college.

File Description	Document
Any additional information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision

The vision of the college is to be a pre-eminent centre of excellence, generating and imparting knowledge. Empower girls through quality education and meaningful learning process.

Mission

- To provide sufficient opportunity for women in higher education.
- To assure all round development of our students.
- To provide social awareness among girls.
- To make them understand the actual meaning of life.
- To be a bridge between the rural-urban communities of students.

Core Values of the Institution

- To educate and empower girls of rural background to make them self reliant.
- To develop qualities of social, moral and creativity in student.
- To make student good and a responsible citizen.

The governance of the institution is reflective of an effective leadership in tune with the vision of the institution. The Principal involves all the teachers in the academic and administrative duties activities of the college. All the permanent faculty are members of the Staff council and IQAC and various other committees. All the members actively participate in the staff council meetings and suggest measure for teaching and learning which plays key role in policy making of our college. The recommendations are then passed on to the Principal for final decision and implementation.

The college promotes a culture of participative management by constituting various committees which also includes student representatives. These committees work independently, take decisions and are responsible for effective implementation throughout the year.

6.1.2 The institution practices decentralization and participative management

Response:

Govt Mata Karma Girls College has an active involvement of each and every staff member in smooth conduction of overall academic and administrative responsibilities. The College administration has formed number of committees which include permanent staff, Guest faculties, office staff and students depend on the nature of committees. **Staff council/ IQAC/NAAC /Grievance Readdressal/Internal Compliance and Planning and Implementation committee/** are responsible for monitoring of academic and administrative responsibilities

Examination Cell is one of the example of decentralization and participative management. It follows the manual of examination system which has been prepared as per the guidelines of UGC and Ordinance and Regulations of Pt Ravi Shankar Shukla University.

The Principal of the college is the Chief Controller, Examinations. There are three centers Superintendent for each shift (Including Principal in one shift).The Cell is also staffed by atleast two Clerical Staff and two class IV employees. Its major role are summarised below:

- Preparation of consolidated time table and seating capacity for college.
- Preparation and smooth Conduction of University Theory and Practical examination.
- Dispatching of Answer sheets for theory exams for Valuation.
- Tabulation and Record Keeping of attendance record /UFM/ Invigilators remuneration/ question paper record/ lists through computer.
- Declaration of results on website
- Certifying the attendance in case of result held due to faulty attendance marking at university level.

The major contribution of these are summarized below:

Purchase committee involves faculty members from commerce and all the department Heads. The committee works for efficient management of fund received from state government for purchasing furniture chemicals equipments, office equipments etc as per the guidelines of cg purchase rule.

Sports committee regularly notify the student for upcoming sports event and also to train the potential students for intercollegiate and other activity hence students from college are regularly getting awards at inter college events and also on higher levels.

Admission committee revise the prospectus of the college for offline/online admission and prepare merit list as per reservation and instruction received from dept of hieghre education and check the documents submitted by the student for admission.

Anti ragging squad, discipline committee, sexual harassment committee members regularly keeps an eye to check any such nuisense in college. Also students were instructed at the beginning of session (induction program) for code of conduct for students while in campus. Also sudden inspection of classes to check the descipline cleaniliness of the class.

Amalgated fund committee includes faculty members as well as members of student union recommends the proper management of the fund collected from the students as non government fees. These funds are

utilized for providing scholarship benefit for poor students who are not receiving any other post metric scholarship, purchase of certificates and prizes for college activities Newspaper etc.

obc/sc/st/minority cells scholarship/ verify forms and certificate received for Post Metric scholarship program.

website updation committee works for collection of data , news updates and monitoring and uploading of information on website.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Keeping in view the mission and vision of the institution the faculty and students of the college devote themselves in various activities. Being the only girl's college of the district it is the duty of the institution to excel in girl education and set an example before the society. Majority of our girl students are coming from rural and low economic profiles who are often the first person to avail higher education in their families. Hence college feels a need for their all round development by incorporating extracurricular activities, sports, extension activities to make them confident and responsible citizens.

As a result of constant motivation the students of our college are now actively and voluntarily participating in voter awareness program (under sweep), women empowerment program, child right protection, program, disaster management training, health awareness rallies and programs on AIDS and Prohibition of drugs, tobacco and liquor as well as skill development (computer course) program.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The organizational structure of college includes the Principal as Administrative Head of the Institution. Academic staff includes 9 sanctioned posts for Assistant Professor (5 Filled). Non teaching Staff includes One Librarian, One Sanctioned post for Sport Officer, 2 sanctioned post for Assistant grade II (1 filled) , one sanctioned post for Assistant Grade III one sanctioned post for Lab Attendant. And 2 Peon as Class IV employee .

The Directorate of Higher Education is the principal authority as it is a Government Institution and all the academic and administrative decisions are taken by the Principal. The college follows the guidelines and ordinances of its Affiliating University, Pt. Ravishankar Shukla University and UGC, New Delhi. The staff council, Finance committee, Internal Compliance committee, Grievance Reddressal committee and Internal Quality Assurance Cell (IQAC), help the Principal in managing academic and administrative responsibilities of the institution.

To fulfill academic needs of the students every year guest faculty are appointed in the departments where sanctioned posts are vacant. Two part time contractual teachers are appointed in commerce from Janbhagidari fund as sufficient number of posts is not sanctioned. A number of committees including SC/ST/ Minority Cell, Scholarship committee, Anti-Ragging and Discipline committee, grievance redressal and internal compliance committee were formed on IQAC initiative for proper management of Administrative responsibilities. The college has an Internal Examination Committee that monitors regular conduction of internal examinations evaluation and related data management. The University Exam Cell is headed by The Principal as Senior Centre Superintendent and two permanent faculty as centre suprintendent for other two shift (morning/noon/evening). He is assisted by one office staff and supporting staff.

At its beginning of session the staff council meeting is held to discuss and inform academic calendar, syllabus, change in curriculum (if any), and methods of evaluation new introduction of teaching learning methods. The purchase committee deals with the budget estimates relating to the grants received/receivable from Department of Higher Education and income from fees collected, etc to undertake purchasing as per CG purchase rules and regular internal examination of the accounts.

Sports Committee, Admission Committees, , Anti sexual harassment Committee, Career Counseling and Placement Cell, Anti- Ragging Committee, , Student Union Committee, NSS and Youth Red Cross unit take care of other auxiliary responsibilities. The whole set up is for the welfare of the students who can approach anyone and anytime for help.

The service rules for teachers and non-teaching staff are as per UGC and the State Government. Recruitment of teachers in college is made through Chhattisgarh Public Services Commission. Guest faculties are selected on the merit basis as per rules of UGC and Director of higher Education. Teachers are promoted as per UGC regulations through Directorate of Higher Education. The staffs submit their grievances, if any, to the Principal. The grievances of students are redressed through the Grievance Redressal Cell and the Principal.

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

All the committees constituted by the administration are fully functional each committee arranges a meeting of its member atleast twice in year but can be organised more frequently if needed. The major contributions of few committees are given below:

Staff council includes principal as chairman and the entire permanent faculty as members this committee usually organise meeting at the beginning of academic session and at the time of final exams. To discuss syllabus, teaching learning methods, new rules and activities introduced in college curriculum

IQAC include few external members and alumnus of college. The meetings are organised quarterly for discussing and reporting the quality initiatives introduced and response coming from student's side.

NAAC Committee was formed with an objective for preparation of SSR and suggesting quality initiatives to IQAC committee for NAAC accreditation. Also for judical utilisation of fund received for NAAC Accredation process in coordination with purchase committee.

Purchase committee worked efficiently in management of fund received from state government for purchasing furniture chemicals equipments, office equipments etc and meeting the guidelines of cg purchase rule.

sports committee regularly notify the student for upcoming sports event and also to train the potential students for intercollegiate and other activity hence students from college are regularly getting awards at inter college , regional, state and National level.

Guest lecturer selection committee was revised annually and the members prepare the list of all the application received department wise and prepares merit according to rules and regulations received from registrar office, CG dept of higher education in accordance with UGC.

Admission committee revise the prospectus of the college for offline/online admission and prepare merit list as per reservation and instruction received from dept of hieghre education and check the documents submitted by the student for admission.

Anti ragging squad, discipline committee, sexual harassment members together keeps an eye to maintain discipline and check any nuisance in college. They are also helping girl students to inform about

the laws and legal provisions for women safety.

Also students were instructed at the beginning of session (induction program) for code of conduct for students while in campus.

Timetable committee members are revised annually and follows the instruction of UGC and cg dept of higher education. At the commencement of classes the committee reviews old time table and prepare new timetable for B.Sc, BA, BCom for managemnet of time with special emphasis for overall development of student personality.

Youth Redcross and disaster management committee regularly oranises various health day celebrations like cancer awarness, eye donation fortnight diabetes day, aids day, also organises various competitions like essay writing slogan writing, poster and rangoli to spread awareness and training program for providing first aid in case of injury and accidents.

Plantation and Green auditing committee take care of garden development and preserving plants and trees. It organises shramdaan from NSS/ YRC volunteers and students for support

6.3 Faculty Empowerment Strategies

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

Response:

As the College is Government institution, only government welfare schemes are applicable for the teaching and non-teaching staff of the institution. The State Government has framed many acts/rules & regulation for effective welfare measures for their employees and these rules are amended/updated time to time. All the employees of state Government are covered under Chhattisgarh Civil Services rules. The rules which govern welfare measures include: Civil Service Conduct rules, Anukampa Niyukti, Chhattisgarh Pay Revision Rules, Rules for Various Allowances, Chhattisgarh Civil Service Medical Reimbursement Rule, Travelling Allowances, Family Benefit Rules Chhattisgarh Civil Service (Leave) Rule 2010, Chhattisgarh Civil Service (Promotion) Rule 2003, Chhattisgarh State (Retirement) Act 2012, Chhattisgarh State (Pension) Rules and Contributor Pension scheme (CPS) for employees appointed after 2004 .

Allowances: Dearness Allowance, House Rent Allowance, Washing Allowance (Only For Class IV), Medical Allowance (Only for Class III & IV Optional), Medical Reimbursement, Festival Advances for Class III & IV Employees, Pension & Family Pension

Leaves: Casual Leave (13 Days), Half Pay Leave on Medical Ground (20 Days) Earn Leave (10 Days per

year for Teaching staff and 30 days per year for non teaching staff), Maternity Leave(6 Months) Paternity Leave(15 Days), Study Leave (max 2 Years),Teacher Fellowship (for Teaching Staff) and Summer/Winter Vacation (for Teaching Staff)

Remuneration: Honorarium for centre superintendent, Invigilation, evaluation, paper setting and as external examiner and supporting office staff have given as per university rules.

Salary: The teaching staff and administration staff (Principal, Librarian and Sport Officer) receives salary from the CG State Government, according to the seventh pay scale of the University Grant Commission. The Teaching staff can also avail Teacher Fellowship of UGC to pursue research and the CG State Government and the college authorities give them full support. The non-teaching is also receiving seventh pay scale and promotion benefits as per the CG State Government employees of the other departments.

Pension and Family Pension schemes are there for the employees appointed before 2004 and Contributory Pension Scheme (CPS) are given for employees appointed after 2004. Anukampa Niyukti is given to a member of the family of an employee who dies in harness as per CG State Government Rules. Salary advances are given to the needy staff. Free uniforms / allowance are provided for Class IV employees.

Other effective Welfare measures: Child Care leaves (730 days) under special condition as per CG State Government Rules, Allotment of Government Quarter on request and availability, and Gratuity (only for employee appointed before 2004).

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

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

Response: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	5	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 47

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	3	4	2

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Yes, Annual Self Assessment Proforma based on the directives of UGC has been prepared by the Department of Higher Education of Chhattisgarh Government. Thus Performance based Appraisal System has formally been introduced as per the orders of the Commissioner. The College has Performance Based

Appraisal System (PBAS) for teaching and non-teaching staff. They fill up a self assessment form that has the details of their performance during a session every year. The committee of few senior assistant professors then assesses the performance of the faculty member and report to the Principal. The Principal himself also monitor day to day working of the staff and then evaluate each of them at the end of each academic session on the basis of their efficiency.

The Principal takes steps to improve the faculty on the basis of his review and evaluation. Based on the performance of the professors and the staff the Principal constitutes committees for the efficient working of the administrative staff and increase the efficiency of the teachers for the smooth running of the college.

The Confidential Report along with PBAS form on the year-wise forms are then forwarded by the Principal with his report to the Directorate of Higher Education. The Higher authorities enter their own observations which are helpful at the time of promotion and career advancements. and If there is any adverse comment against any teacher, it is communicated to him/her. The outcome of such a system is quite encouraging. The teachers have become aware of the significance of their work like teaching, learning, extension activities, research and academic contribution. This system helped in motivating faculty and staff for conscious efforts to improve their performance and maintaining a healthy competitive atmosphere in the institution

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Yes, the institution conducts internal and external financial audits regularly. The internal financial accounting is done every month and is completed before 10th of every month considering all the previous month transactions. After completion of the monthly accounts the same accounts are audited by the internal auditors from departmental staff (senior commerce faculty) appointed by the Principal. If any mistake are identified or short coming reported the same are rectified within that month by the concerned departments/officers. A report of the monthly expenditure (MER) is prepared every month and sent to the Directorate of Higher Education

The financial transactions of the College are of several types. Following is the list of various funds and the procedure of their audits.

1. Government and Non-Government Funds: The Audit Section of the Directorate of Higher Education does the audit of these funds. In addition special funds allotted (for ex RUSA grants) for particular work/program are audited by chartered accountant. CG Accountant General Audit is also done time to time.
2. Janbhagidari Funds: The Chartered Accountant appointed for the purpose does the audit of Janbhagidari Funds.
3. Exam Funds are again audited by Audit Section of Pt. R.S. University Raipur.

If any objection is raised by the auditor, they are rectified by the supporting document/ vouchers etc within time frame. No serious objection has been raised so far by the auditors in the previous audit (Departmental Audit 2009 and 2016 by CG Directorate of Higher Education). This year 2019 CG Accountant General Audit is ongoing and Departmental audit is due as per schedule.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

Response:

The college administration ensures optimal utilization of funds in through the following procedure: The establishment expenditure of the college including salary and other expenditures are received from the Department of Higher Education, Government of Chhattisgarh for which an estimated budget is sent in Feburay and November every year. Draft budget is prepared every year taking consideration of the requirements of each department.

Budgetary provisions are made use of for administrative and academic activities. The budget is utilized to meet day-to-day operational and administrative expenses and maintenance of the fixed assets. All financial matters like fee collection and salary are supervised and taken care of by the Principal.

Procurement Process follows CG Purchase Rules and involves quotations enquiry from at least three different suppliers to find out the competitive prices and the lowest price is approved by the Purchase Committee. Vendor Payments are made to the suppliers of only after the checking that the goods , books and equipments are in proper condition

All Payments are done only if authorized by the Principal. Most of the payments are done through cheques, bank drafts NEFT/RTGSand internet Banking. Record of every transaction is maintained in the Stock Registers and cash books by the Assistant grade clerk, the librarian and Heads of the Departments.

The grants received from the external funding agencies like RUSA are effectively utilized by conducting programs for which the fund is allotted.

Janbhagidari Samiti's fund are utilized with Janbhagidari chairman consent in arranging part time faculty for commerce (as sufficient posts are not sanctioned) and Part time sweeper and guard arrangement. Examination funds are also judiciously utilized in remuneration, purchasing of stationary and other subsidiary arrangements for exams.

The construction of the building and other structures and their maintenance is done by the Building construction and Maintenance Committee through PWD under the supervision of the Principal.

6.5 Internal Quality Assurance System

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

Response:

The major contributions of IQAC for quality enhancement in this institution are as follows:

- The institute has started a regular **result analysis** of university exams each year and in internal exams which helped us to identify the points where students of this region are performing less and hence our faculty members have started putting extra inputs for students in form of sharing notes, informative videos, preparing for question bank, guidance on how to write answers in exams etc.
- With initiation of IQAC a **carrier guidance and placement** committee was formed which organizes guidance classes for competitive exams like CGPSC, CG POLICE, Banking, Vyapam exam for BEd, DEd, Laboratory Technician, etc. A Free Coaching for General Awareness for Competitive Exams was also organized this Year and Students Response was quite promising.
- **Collection and Analysis of Feed Back** from students was a practice since 2014 in this college. In 2017 a new system for feedback collection from all the stakeholders i.e., Students, Teaching and Non Teaching Staff and Alumni has started which has been further analyzed and necessary actions have been taken for improvement of academic and overall development of our students.
- On Request of our Students **Proposal for new UG Courses** (Hindi literature, English Literature), New PG Course (In Geography and Microbiology) and Vocational courses PG DCA and DCA has been submitted to CG Department of Higher Education.
- The institute observed computer education was not available for all students which can give the students a better chance to compete Development of New College Website, **Blog and Face book Account** and motivating our students to use their emails and to acquire knowledge through internet facility and learning videos shared by whatsapp was a step to make our **students digitally literate**.
- To give our students an opportunity to interact with expert faculties **oransization extension lecture** in each department was initiated. Also students were taken for study tour for knowledge enrichment.
- Students were motivated for active participation of students in college programs, **extension activities** like NSS, NCC, YRC and **Sports** by giving them benefit of class attendance and felicitating students who performed well in such activities at the time of annual function of our college.

- For **development of available infrastructure** Purchase of Biometric Machine for attendance marking, Purchase of audio System, Projector, (ICT enabled), Library software and INFLIBNET-Nlist subscription (ICT enabled library services), wheel chair for differently abled students, Purchase of Sports equipments and lab equipments and teaching aids and office and class furniture was planned and implemented . Also Purchase of CCTV (for security and surveillance) and sanitary pad vending machine and incinerator are also on next priority for the institution.
- **Mediation & Pranayam** session was initiated to encourage healthy lifestyle and its benefits on improving concentration and stress management among youth.
- **Signing of First MoU** between Govt. MKG College and Govt. MVPG college Mahsamund for academic collaboration for computer training , faculty exchange, student exchange and NCC participation has also helped in quality enhancement.

File Description	Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

- Yes, the institution reviews its teaching learning process, structures & methodologies of operations and learning outcome at periodic intervals.
- The IQAC evaluates the teaching and learning process through the Students feedback and with the help of Heads of Departments.
- The Principal conducts meeting of the Staff Council to review the overall performance of the College and presents the perspective Plan. Teaching-Learning is one of the aspects considered in the development of policy and strategy. The Head of the institution visit classrooms and take to ensure proper delivery of lectures and punctuality and regularity of classes All the subject teachers (permanent and guest faculty) conduct the **result analysis** to discuss the performance, the syllabi, strategies for improvement in staff meetings the report has been put in IQAC meeting for analysis and recommendations. Advance teaching plan for every month is prepared for every course and all the members do teaching accordingly so that the courses can be completed in scheduled time.
- The principal assess the quality of teaching through a vigilant inspection of class during lectures and verification of attendance and daily diary monthly and regulator interaction with students. The faculty conducts test as per academic calendar and evaluate and discuss about the shortcoming of individual student. To enhance individual and collaborative learning students have also given individual and group assignments and seminar and oral presentation tasks. As per the directions of the principal all the faculty members have also prepared and downloaded course material and modules for the topics on which there is available matter is insufficient. The college also regularly organizes guest lecture for enhancement of knowledge. The IQAC committee monitors and evaluates teaching learning process through academic audit.
- The teacher's diaries and attendance record of the teachers are reviewed by the Principal before 5th of each month. The Institution Head also takes the feedback of the students regarding the

regularity of the classes, the problems encountered during teaching finding any shortcoming the Head takes measures for removing it by instructing concerned faculty.

- The uses of both languages (English& Hindi) during teaching as the students are more from Hindi medium background. However students are encouraged to write key terminologies and definition in English. The learning is again made student centric by teaching them with help of teaching aids, charts demonstration and performing practicals relevant to the topic in the same pace of time.
- The special emphasis is given to use more ICT to produce techno-savvy students. This practice would help the students to present themselves on a higher platform everywhere.
- . The students are encouraged to come up with their difficulties and their problems are sorted out timely. The students are given assignments, home work to revise the portion covered in the class. Apart from teaching in the class, the students of science faculty have regular practical classes in laboratory. The students are strictly instructed to be present in the practical classes. The students get clearer understanding of the topics taken up in the class through practical practice.
- The College is committed to provide a safe environment of educational experience for all the students by taking steps to address gender equity measures in the campus. Every effort is made by the college administration to ensure zero tolerance in the campus on gender sensitivity issues, ragging and indiscipline.
- To balance academic, institute plans and organizes co-curricular & extracurricular activities in afternoon session (Preferably after 2 o clock) to minimize the effect on studies.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 4.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	5	3	2

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

Response:

Incremental improvement in academic area during last five years-

- The overall college admission has increased in last five year similarly the results of outgoing students is almost 100%.
- The course is timely completed and doubt clearing sessions are organized.
- The library infrastructure has increased also college library is ICT enabled by 2019.
- Regular organization of carrier guidance program, lecture and study tour have motivated our students in positive direction and now more number of students are pursuing Higher Education.
- First memorandum of understanding was signed between Govt. M.K.G. College & Govt. MVPG College Mahasamund for academic collaboration for skill development students, faculty exchange programme.

Incremental improvement in administrative area during last five years-

- The institution is working more effectively in co-ordination with teaching, non teaching staffs and students.
- The staff council is more active and it meets three to four times in a year.
- The IQAC has started functioning in co-ordination with staff members and students.
- Grievances of staff and students are resolved properly and timely.
- Infrastructure capacity of the institution is improving by purchasing audio system, projector, sports and Lab equipment.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 6

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	0	1	0

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

1. Safety and Security – To ensure safety and security of Girls students' outsider are strictly prohibited in college campus. The college building surrounded by 6feet boundary wall for security of Girls. Photo ID card has been issued to each students and no other person is allowed inside campus without proper entry in visitor's registers & prior permission of principal.

Purchase and Installation of CCTV camera is our first priority for coming session. The sexual harassment/anti-ragging committee for gender issues has been framed to provide better safe guards. In case of any emergency the girls can also use the help line numbers which are displayed in campus and institution website.

2. Counseling- All the students are counseled regularly for hygiene, nutrition and psychological issues. Apart from that a personal counseling in form of **teacher guardian** scheme are part of college curriculum to address mental stress management, peer pressure, family and social issues.

3. Common Room- In the institute there is a separate common room with adequate light, fan and other dressing facilities available for Girls Proposal for Sanitary Pad Vending Machine with incinerator

(destroyer) facility to maintain hygiene is sent to public health department & family welfare department.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 6911

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0.22

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 15

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 6911

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Solid Waste Management: To minimize use of paper in office notices and circular are sent in whatsapp

group to avoid wastage of paper. Discarded stationary waste, fused bulb and tube lights collected from various administration office collected in dust bins and sent to municipal collection centre. and rest of the solid waste collected biodegradable wastes like spent matter from lunch boxes banana and fruit refuse and leaves collected in garden were dumped for compost preparation maintained by NSS and youth red cross unit. Plastic polyethene is banned in campus. Newspaper and practical records are sold to the amount is used for student related activities.

Liquid waste management: Water from rain was directly going to rain water harvesting unit installed in back yard of college. Discarded water from water purifier is diverted for watering potted plants.

E waste management: Used CD etc are sorted separately and kept in separate bins which are disposed by calling municipality van. Printers cartages and computer are first in front of write-off committee and then disposed according to guidelines

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college utilises ground water supply for drinking and other purposes. The water level in this community goes down in summer. Roof top rain water harvesting system was installed in May 2018 by PWD Mahasamund as a initiative of CG Government for saving ground water resources. In this system rain water is collected during raining season from roof tops of the building from existing network PVC pipe which are connected to a common header and led to trickle over gravel beds to reduce suspended impurities. The filtered water is then diverted to bore well to recharge ground water supply.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

a) Bicycles More than 80% of student **uses bicycle** to reach college from nearby villages, rented rooms and private or government post metric SC/ST hostels.

b) Public Transport: approx 18% uses public transport including bus auto and rickshaw to reach college from distant villages. Rest 2% are using their 2 wheelers to reach college

c) Pedestrian Friendly Roads: Well cemented approach road for college from main road is constructed by village panchayat and PWD Department.

d) Plastic free campus: **Polyethene** for carrying items like books tiffins and lunch during workshop seminar are completely banned inside campus. Students were encouraged to to put their refuse in dustbins

e) Paperless office practice is maintained by providing circulars and notices by whtsap group and maintaining scan copies for circulations however one or two hard copies are maintained for office filing.

??Green landscaping with trees and plants: The college campus have many shady and fruit bearing trees like tamarind, gulmohar, neem, acacia, jamun, bel, zizhpus, carandus, mulbery, jackfruit jharul and champa, ashoka etc some are planted some are naturally grown in the land and later maintained by collge. a small karma vatika surrounded by boundary wall was developed as oxyzone of the college. the college is preparing a proposal to plant medicinal value plants in the same. The green audit committee is regularly monitoring and maintain green campus with support of NSS and YRC volunteers.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 3

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	2	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 1

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff	
Response: Yes	
File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document
7.1.13 Display of core values in the institution and on its website	
Response: Yes	
7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations	
Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
7.1.15 The institution offers a course on Human Values and professional ethics	
Response: No	
7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document
7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	
Response: 56	
7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct,	

Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	15	12	7	8

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

TheOur institute believes in National Integrity and rich Culture and thus we celebrate our Independence Day (15 august) and Republic Day (26 January) and Samvidhan Divas (26 november) with lots of enthusiasm and patriotism. Birth Anniversary of Mahatma Gandhi and Lt. Prime Minister Lal Bahdur Shastri (2 October), Deputy Prime minister Sardar Vallabhbhai Patel (31 October) as Rastriya Ekat Diwas, Swami Vivekanand jayanti (12 January) as Yuva Divas, and Spiritual figure Bhakt Maa Karma Jayanti were also celebrated and few activities like including motivational lecture, slogan writing speech are also organized . All the students and teacher celebrates birth anniversary of India President Sir Radhakrishan on “Teacher Day” in and College Bhakt Mata Karma and legend.

Youth Red Cross Unit celebrates World AIDS Day (01 December), Volunteer Blood donation day (01 October), Lung Cancer Awareness month (November), International Red Cross Day (08 May), Eye donation fortnight (25 Aug-8 Sep) to spread awareness by arranging various events like slogan writing, rangolicompetition, essay writing, poster presentation and health checkup among students.

NSS Unit celebrates Gandhi Jayanti as Swachata Diwas and NSS Day (24 September), Matadata Diwas (25 January) etc in nearby villages and communities by organizing rallies. On 12 January, 2018 Students of our college has participated in youth festival organized by Pt. Ravishankar Shukla University Raipur.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

A number of committees have been framed for proper management of various academic, administrative and auxiliary functions. The **purchase committee** calls for quotation enquiry as per the requirements of labs, sports and office etc and prepare comparative record and select the item with lowest cost with prescribed quality standard for clearance as per CG Purchase rules. The administration calls for physical verification of infrastructure and record facilities at the end of every session. The departmental audit was done in 2009 and this year AG audit is going on to check the authenticity and validation financial transaction.

The IQAC committee monitors that the faculties are delivering quality education to students and completing the course and evaluating students performance within stipulated time. Also the IQAC support incorporation of innovative approaches, collaboration with other institute for academic excellence

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practices

1. Pranayam & Meditation
2. Library Blog.

Title of the practice: **Daily Meditation and Prayanam Session.**

Objective of the practice – the main motive behind this practice was to educate students about importance of physical and mental well being. College students feel anxious and stress while trying to juggle new college life, new friends, parents, society and peer pressure and some time they bounce back negatively which can be observed as depression in their academic performance and indulgence in bad habits.

The Practice: - The practice was initiated day the college administration for students in November,2017. The college time table was modified to incorporate a 10 min meditation session which include Anolom-Vilom, Kapalbhati, Bhastika Pranayam, Bhramri and Dhyana for 2 min each. The session starts with single bell at 12:00 noon and students perform the activity in their own class under the guidance of teacher and a volunteer (preferably from their own class). Annually small workshop was organized in the beginning of session to train the newcomers of the college and refresh the elder students. From July 2019 central audio facility has been initiated.

Context

Prayanam is not a simple breathing exercise but it is a scientific process of controlling the breath to connect physical and mental aura. It is one of the most important vital components of yoga that directly and indirectly affects the process functioning of different systems of the body. As per the documents

available regular Pranayam shows beneficial impact on respiratory system, circulatory system and endocrine system. It ensures more oxygen to lungs which is good for heart and brain.

Pranayam can be practiced at any place that is well ventilated, clean and free from external disturbances and at least 1 hour after meal. Pranayam is usually practiced while sitting on a mat on clean floor but can also be done while sitting in a chair. The major benefits of exercising Pranayam is

- It controls and makes blood circulation smooth.
- Helps in weight regulation.
- It provide lightness to the body and act as disease destructor by boosting immunity.
- Pranayam helps in lungs expansion there by improves its efficiency and vigor.
- It brings stillness and calmness to the mind increased concentration and stability of mind
- Help to ease stress, anxiety and tension it also helps to ease depression, dullness and lethargy.

Evidence of success: - After the implementation of this practice we noticed that student feel calmness and focuses better in studies.

Problem encountered and resources required

- The first problem encountered with this idea was how to train students for yoga practices.
- Second problem how and when this practice can be incorporate in their daily routine.
- Third and foremost important hurdle was how to motivates students and involve fully in this session.
- As far as resources are concerns the college needs at least a part time yoga instructor and a physical facility like mike, Dari and sound system.

Initiatives taken to address the above problems:

- Training program was organized to train students and faculty to overcome the first problem.
- A ten minute short period was added in time table to practice meditation and Pranayam.
- The student accepted the idea and involve volunatrily in the activity.
- Mike and sound system was purchased from the fund recieved.

1. Title of the second best Practices

Use of social media for **Digital Library Services and Social Value.**

1. Objective of the practices

1. To create college library blog and facebook page <http://www.matakarmalibrarian.blogspot.in/> <https://www.facebook.com/Govt-Mata-Karma-Girls-College-Mahasamund-494180280944884/> for Digital collection
2. To introduce social media among students and readers for knowledge enrichment.
3. To enhance digital collection of books to the college library resource with the help of internet.

4. To acquaint the students for using the digital library service.
5. Sharing social value and general awareness information knowledge by the means of social media and improving social value.
6. To provide link of e-PG Pathshala and NSDL (National Digital Library) and also acquaint the student.

The Context –

It is being observed that present generation is spending more time on social media like facebook, whatsapp, Messenger and instagram rather than spending time on studies interface they keep themselves devoid of knowledge and social awareness and deviate from aim in life. Ironically they are already addicted to social media before they realize their faults which is not less than an addiction in present times, this lead to showing downfall in their grades, carrier goals .

The main purpose to begin this practice by library is to divert students from this fake world of **selfies** and **likes** addiction toward positive addiction where they are motivated to share knowledge, science and general awareness.

Social media has negative effects but on the other hand it can be a powerful resource for knowledge enrichment. The purpose is to use this power to enlighten students and youth so that they can leads to right direction in their life and only the families, our society and country can lead to right direction in future which is the ultimate purpose of an education institution.

4. The practice:

1. The college administration wanted to motivate students toward digital literacy but due to lack of computer lab and internet facility at college this seems almost impossible. The college librarian Mr. Ajay Kumar Shrivastava came with an idea to create and handle college digital platform successfully in form of Blog <http://www.matakarmalibrarian.blogspot.in/> that was created on 5 June 2018 and face book page <https://www.facebook.com/Govt-Mata-Karma-Girls-College-Mahasamund-494180280944884/> for Digital collection was created on 22/07/2017. Every day post related to General knowledge under title **knowledge dos** is being hosted on library blog and facebook account.
2. Social value related post are being hosted which are found from social medicals, newspaper and other success.
3. Students and staff can use this blog 24X7.

Evidence of success –

1. When these accounts have been launched on social platform a number of our students have joined the group and voluntarily started to share good information among them.
2. The college administration for further motivation planned to organize a general awareness exam. This exam was conducted as a MCQ type General knowledge Competition in which 68 students have participated and 10 toppers were awarded on annual function day of the college.
3. This **Free of Cost Blog** has served dual purpose of providing digital library service and also news updates of college activities in time when our old website was crashed due to shortage of fund.

6. Problem Encountered and Resources Required

1. The first major problem was how students which are belonging to poor families can afford smart phones.
2. Second was how to provide internet facilities for students so that they can visit digital platform.
3. And third how to motivate students for using this digital platform for knowledge sharing.

These problems got an answer when the state government has launched Sanchar Kranti Yojna (SKY) to facilitate people with smart phones to remove digital inequality among citizens of rural and low economic urban background, under this program 285 students of our college has also got smart phones. Free Wi-Fi facilities at college were launched under Government NMECIT program has helped to provide internet facility for students. The constant motivation by our faculty and librarian has inspired our students to join the group and use the facility for knowledge sharing.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The college was established in 2005 with an objective to educate the girls of nearby villages and Mahasamund town. The college administration hence works tirelessly to provide them best education and opportunity to choose better career options when leave this college.

Although we have shortage of permanent faculty supporting staff and funds but with smooth coordination and cooperation we all ensure to give our 100% to this institute. In last few years there is gradual increase in percentage of outgoing students opting for higher educations.

Few areas where college has come forth in recent news are-

1. With proper support, motivation and training our students are performing well in sports and few have coined there name at state and National level in ball badminton, kabbadi etc.
2. On request of student are college administration have initiated proposal for entry of our girl students under open category in 27CG NCC Battalion of Govt. MVPG College Mahasamund and one of our student Ms. Megha Tiwari has selected for firing for inter group shooting championship and also appearing in next level tournaments.
3. In last three years of activities for carrier and placement committee has increased and college faculty has also initiated free General knowledge classes for preparation of competitive exams and student response was quit promising.
4. The college administration is planning to increase its infrastructure and academic facility under which proposal for Girls Hostels, Auditorium, Boundary wall are sent to higher education. Also we

are in mind for initiating pg courses and proposal for PG Program in geography and microbiology are sent for approval to Department of Higher Education and college is expecting to get positive response soon.

5. The teachers treat these girls as their own child and ensure their security and safety. They also provide personnel counseling when ever any students in stress and always try to help their students.
6. Students are motivated to participated in various intra college/inter college and social awarness activities through NSS/YRC to strengthen their personality and confidence and to prepare them for tomorrow.
7. The college IQAC has initiated to collaborate with other institution for academic collaboration and skill development. We also organize number of extension lectures for providing an opportunity to interact with subject experts.

NAAC

5. CONCLUSION

Additional Information :

The college Janbhagidari Committee has helped a lot in the development of the institution and betterment of students. Some major contributions are as follows:

- The committee sanctioned the fund for paying the remuneration of the expert faculty that are invited at college for delivering extension lecture.
- The committee sanctioned fund for providing for cool and clean drinking water facility for girls.
- To ensure security and safety of the college and maintenance of cleanliness the committee passed fund for provision of part time Guard and Sweeper arrangement.
- The committee sanctioned fund for payment of two part time lecturer in commerce department as only one post of assistant professor was sanctioned by CG Department of Higher Education to ensure proper studies in commerce.

Concluding Remarks :

Govt. Mata Karma Girls College is the only girl's college in Mahsamund district. It is affiliated to Pt. Ravishankar Shukla University and run by Department of Higher Education, Government of Chattisgarh. The college was established in 2005 and is offering Undergraduate Degree courses in Sciences, Commerce and Arts Stream. The college is included under section 2(f) and 12(b) by UGC, New Delhi.

The college is committed to provide best education despite of limited Human resources and Facilities. The faculties of this college are young and enthusiastic to carry this institution to greater academic heights. They are continuously mentoring students for academic support promoting use of ICT as well as sports and extension activities. The students are well disciplined and Hard working. The college administration is committed to provide these girls a gender equity, ragging free, environmentally friendly and peaceful atmosphere for learning.