# YEARLY STATUS REPORT - 2021-2022

| Part A | |
|---|---|
| **Data of the Institution** | |
| 1.Name of the Institution | GOVT. NEMICHAND JAIN COLLEGE DALLIRAJHARA |
| • Name of the Head of the institution | MR. ARUN KUMAR V. |
| • Designation | Principal in-Charge |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 07748286692 |
| • Mobile no | 9425562272 |
| • Registered e-mail | gncjcollege.dalli@gmail.com |
| • Alternate e-mail | arunkumarv320@gmail.com |
| • Address | GOVT. NEMICHAND JAIN COLLEGE DALLIRAJHARA |
| • City/Town | DALLIRAJHARA |
| • State/UT | Chhattisgarh |
| • Pin Code | 491228 |
| 2.Institutional status | |
| • Affiliated /Constituent | Affilliated |
| • Type of Institution | Co-education |
| • Location | Urban |

| | |
|---|---|
| • Financial Status | **UGC 2f and 12(B)** |
| • Name of the Affiliating University | **Affilliated** |
| • Name of the IQAC Coordinator | **Dr. Smt. A John** |
| • Phone No. | **07748286692** |
| • Alternate phone No. | **07748286692** |
| • Mobile | **9993338901** |
| • IQAC e-mail address | **gncjcollege.dalli@gmail.com** |
| • Alternate Email address | |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://www.govtncjcollege.in/iqac/aqar/ |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://www.govtncjcollege.in/PDF/academic_calender_2021-22.pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B** | **2.02** | **2016** | **04/11/2016** | **04/11/2021** |
| **Cycle 2** | **B** | **2.43** | **2022** | **12/07/2022** | **11/07/2027** |

| **6.Date of Establishment of IQAC** | **16/11/2013** |
|---|---|

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **0** | **0** | **0** | **0** | **0** |

| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** |
|---|---|
| • Upload latest notification of formation of IQAC | View File |

| | |
|---|---|
| **9.No. of IQAC meetings held during the year** | **2** |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | **Yes** |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |
| • If yes, mention the amount | |

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

**1. Organized a quiz competition on Covid-19 on 30.6.2020 2.Organized a webinar on Digital Finance Awareness by the Department of Commerce. 3. Repairing of Boys' and Girls's Toilet work done.**

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
|---|---|
| **1. Organize programs to make awareness on the Pandemic Covid-19. 2. Organize Seminars on different topics. 3. Repairing of Rest Place of Students and Toilets** | **1. Organized a quiz competition on Covid-19 on 30.6.2020 2. Organized a webinar on Digital Finance Awareness by the Department of Commerce.. 3. Repairing work done.** |

| | |
|---|---|
| **13.Whether the AQAR was placed before statutory body?** | **No** |
| • Name of the statutory body | |

| Name | Date of meeting(s) |
|---|---|
| **Nil** | **Nil** |

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

| Year | Date of Submission |
|------|--------------------|
| **2020-21** | **13/01/2022** |

## 15.Multidisciplinary / interdisciplinary

**Multidisciplinary skill is the demand of today's Multi-National Companies. Hence to meet their demand the college can start the following courses. Environmental studies, Computer Courses, Journalism and Advertising courses, and Interdisciplinary courses. The following courses are some of the interdisciplinary skills that can be incorporated into the programs. Software Courses like computer-aided design viz., AutoCAD++**

## 16.Academic bank of credits (ABC):

1. **The affiliating university viz.,. Hemchand Yadav University, Durg will decide on this.**

## 17.Skill development:

**To build self-esteem and, confidence and to prepare the students to face the challenges of everyday life, the following skill development programs can be initiated in addition to B.Voc. To create employment opportunities, a start-up policy will have to be prepared for those students who are studying conventional degree programs. Graphic Designing Courses (Computer-based) Marketing.**

## 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

**Knowledge from ancient India to modern India will have to be incorporated scientifically throughout the curriculum. specific courses like tribal medicinal practices, forest management, traditional (organic) crop cultivation, natural farming, etc. will have to be incorporated into the curriculum. The local masters can contribute to the attainment of this.**

## 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

**Outcome-based education helps the students to prepare themselves for the competitiveness of the companies and in this, the college will student-centric teaching and learning methodology in which the course delivery and, assessment is planned to achieve stated objectives and outcomes and will also focus on measuring the student performance at different levels. The college will define each course objective and will integrate it with the learning outcome and the student's performance will be recorded. The faculties will be motivated by the pedagogy and assessment practices to reflect the**

achievement of high-order learning and will focus on a student-centric model that mixes knowledge, and skills A traditional education system relies heavily on a teacher. After the completion of a lecture, learners interact with teachers or clear doubts. The effectiveness of the education system largely depends upon the efficacy of the teachers. But the college will focus on an outcome-based education system built on specific outcomes and will focus on the skills the students acquire following the completion of their studies. Activities in or outside the classroom are designed in a manner to help students achieve these outcomes.

**20.Distance education/online education:**

Distance education programs can act as a catalyst for institutional innovation. Distance education has been a more cost-effective form of learning, and can sometimes save students a significant amount of money. The Open University or distance education revolutionized the scope of the correspondence program and helped to create a respectable learning alternative to the traditional form of education. The COVID-19 pandemic resulted in moving to online remote learning through platforms including—but not limited to—Zoom, Cisco WebEx, Google Classroom, and Google Meet. The programs are offered through online classes and their flexible scheduling structure lessens the effects of the many time constraints imposed by personal responsibilities and commitments. And this also lessens the institutional capacity constraints arising from the traditional demand on institutional buildings and infrastructure. So, the institution will try to offer a distance education facility with the approval of the Higher Education Department.

# Extended Profile

## 1.Programme

1.1                                                                                        **206**

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

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 2.Student

2.1                                                                                        **1186**

Number of students during the year

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | View File |

2.2                                                                                       **899**

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

| File Description | Documents |
|---|---|
| Data Template | View File |

2.3                                                                                       **438**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

**3.Academic**

3.1                                                                                       **21**

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

3.2                                                                                       **21**

Number of sanctioned posts during the year

# Extended Profile

## 1.Programme

| 1.1 <br><br> Number of courses offered by the institution across all programs during the year | **206** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <span>View File</span> |

## 2.Student

| 2.1 <br><br> Number of students during the year | **1186** |
|---|---|

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | <span>View File</span> |

| 2.2 <br><br> Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **899** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <span>View File</span> |

| 2.3 <br><br> Number of outgoing/ final year students during the year | **438** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <span>View File</span> |

## 3.Academic

| 3.1 <br><br> Number of full time teachers during the year | **21** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <span>View File</span> |

| 3.2 Number of sanctioned posts during the year | 21 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| **4.Institution** | |
|---|---|
| 4.1 Total number of Classrooms and Seminar halls | 14 |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 4.64 |
| 4.3 Total number of computers on campus for academic purposes | 17 |

# Part B

**CURRICULAR ASPECTS**

## 1.1 - Curricular Planning and Implementation

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

**The college follows the curriculum prepared and approved by the affiliating university since it is an affiliated college. Two faculty members of this college, who arenominated as members of the Board of Studies of Hemchand Yadav University, Durg presenttheir views. They put forward their contributions as members of the Board of Studies while preparing/updating the syllabus. One faculty member is nominated by the University to the affiliation committee for the affiliation of a new course of a college. At the beginning of the session, the Principal conducts a meeting with the faculty to discuss matters relating to academic and non-academic activities. To attain the program outcome, the college completes the curriculum within the stipulated time, and to complete the curriculum in time, the college plans and delivers the curriculum effectively through a structured and transparent process. By preparing an academic calendar, the college sets the goal of curriculum completion. The periods are organized by an effective timetable to complete the teaching-learning system.**

**Because of the shortage of classrooms, the college operates in two shifts. The 1st shift starts with Commerce and PG classes at 7.50 am and the second shift start with the remaining classes at 10.30. The curriculum is delivered through lectures, some through ICT-based lectures, short-term projects, and industrial visits, Project works are also modes of imparting quality education. In PG classes, the students are trained on how to present papers in seminars (College seminars).**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | https://www.govtncjcollege.in/PDF/1.1.1_curriculam_planning_2021_22.pdf |

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

**This is a government college, affiliated with Hem Chand Yadav University, Durg, hence it follows the academic calendars of the government and university. The college also prepares an academic calendar which is displayed on the college notice board for easy accession. The college conducts eight types of internal assessment tests during the academic year, which include monthly, quarterly, half-yearly, and pre-university tests. Timely completion of the syllabus and the assessment are carried out in compliance with the academic calendar. The teachers maintain teaching diaries in which the information regarding the syllabus covered is entered which are monitored by the Principal. The half-yearly test is conducted just like the annual examination wherein question papers are printed and answer copies are distributed to students and the valuation of these copies is carried out by the subject teachers. 10 % of marks obtained in the half-yearly test are submitted to the University for inclusion of these marks in the student's final examination. The results are declared by the University by adding 90% of the marks obtained in the annual examination conducted by the University with the 10% sent by the college.**

**The academic calendar contains the dates of the following activities.**

**1. Commencement of classes.**

**2. Extracurricular and co-curricular activities.**

**3. Dates of continuous evaluation tests.**

**4. Possible dates of commencement of annual examinations/semester**

**examinations.**

**5. Commemorative events, and holidays. etc.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | https://www.govtncjcollege.in/PDF/academic_calender_2021-22.pdf |

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

**A. All of the above**

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [View File](#) |
| Any additional information | [View File](#) |

**1.2 - Academic Flexibility**

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

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

**4**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

**3**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**74**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

## 1.3 - Curriculum Enrichment

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

**The college aims at integrating various issues like environmental studies, gender sensitization, human values, and professional ethics in its curriculum and teaching pedagogy and keeps focusing on issues related to marginalized sections of society while following the curriculum approved by the university. In the first year of all the programs, Environmental Studies is taught as a**

compulsory paper in which environmental sustainability, gender issues, human values, and professional ethics are taught in detail. The subject includes chapters like uses and over-exploitation of the forest, water and mineral resources, concept, structure, and functions of the ecosystem, biodiversity, and its conservation, various types of pollution, etc. The concept, meaning, and definition of Human Rights, along with their classification and protection are also included in this compulsory subject. As a part of their study, these students submit a separate project on the Environment that is evaluated, and the marks are added to their mark sheet. The results of the final year students are not declared unless they clear this subject.

'Women Empowerment is in the curriculum of M.A Semester III Paper –V Demography and is taught in detail while the study of Indian tribes and Women is taught in B.A. II Sociology Paper-II.-Contemporary Indian Society.

Truthfulness is none of the most important ethical values that we need to inculcate in the students and this is done through 'Theft and atonement' by Mahatma Gandhiji. B.A. II Paper- I Essay in the Hindi Language, a compulsory paper.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | [View File](#) |

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

8

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

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

**406**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <u>View File</u> |

## 1.4 - Feedback System

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

**A. All of the above**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | <u>https://www.govtncjcollege.in/feedback/#</u> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**1.4.2 - Feedback process of the Institution may be classified as follows**   **B. Feedback collected, analyzed and action has been taken**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | https://www.govtncjcollege.in/feedback/# |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

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

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

**1186**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

**1004**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

**2.2 - Catering to Student Diversity**

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

**Due to the pandemic Covid-19, all academic activities were conducted online, the college could not organize any special program either for advanced learners or for slow learners. More than half of the classes were held virtually using the online**

**platform.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

| Number of Students | Number of Teachers |
|---|---|
| **1186** | **21** |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 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

**The college takes sufficient measures to make the learning student-centric and the students are given opportunities and facilities to undergo participative learning and enabling them to become independent. Due to the pandemic Covid-19, half of the academic activities were conducted online. Even though, the college conducted the following student-centric methods.**

**The teaching-learning method adopted by the college includes the Lecture Method, Project Based Learning, PowerPoint Presentations, Video Lectures, and Question-Answer session based on the syllabus.**

**Participative Methods include Seminar presentations, Assignment works. Seminars for the students are organized by the Post Graduate Department where papers are presented by the students on syllabus-based topics to enrich their learning experience.**

**Individual learning: The college provides facilities for self-study like SWAYAM wherein the students can access course contents online and can get diplomas and degrees along with the present degrees.**

**Academic Visit. On 12.3.22, the Post Graduate ( Economics Departments) of the college conducted an academic visit to make an**

**environmental on-the-spot study**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | https://www.govtncjcollege.in/PDF/2.3.2 Academic_tour_2021-22.pdf |

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

**This academic year also witnessed the spread of the Pandemic Covid-19, and therefore, half of the academic activities were conducted virtually using online google platforms and all the teachers used ICT-enabled tools for their lectures.**

**Mr. Arun Kumar. V of the department of English has developed a website,**

**www. akumarv. in based on the syllabus of the English Language of Chattisgarh state Universities. The English Language is a compulsory II paper for Undergraduate students. With the help of this website, the students pursuing BA., BSc, and B.Com from Chattisgarh can learn and complete the course material prescribed for the English Language anytime anywhere. The use of computers, the internet, and various online platforms became a common practice not only for teachers but also for students. The IQAC of the college coordinated all these efforts of teachers to make e-content and e-resources during the year. The Higher Education Department, Government of Chattisgarh also started an app "HECG ONLINE" for the UG students of the state which contained video classes both offline and online. Facilitated by these programs, the teachers are effectively using ICT-enabled tools like laptops, headphones, the internet, video lectures, audio lectures, PPT presentations, and YouTube links. The teachers of this institution have made 32 videos and then which were uploaded to the college's website, https://www.govtncjcollege.in/. Moreover, many PPTs were also prepared by different departments and it is in the college library.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | [View File](#) |

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

### 2.3.3.1 - Number of mentors

**21**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | [View File](#) |
| Circulars pertaining to assigning mentors to mentees | [View File](#) |
| Mentor/mentee ratio | [View File](#) |

## 2.4 - Teacher Profile and Quality

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

**21**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | [View File](#) |
| Any additional information | **No File Uploaded** |
| List of the faculty members authenticated by the Head of HEI | [View File](#) |

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

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

8

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

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

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

196

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

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

Only the half-yearly examination was carried out during the academic year 2021-22 due to the pandemic covid-19. The classes were held both online and offline as per the directions of the Department. The half-yearly examination was held as per the academic calendar 2021-22 allowing the students the facility of an open book. The timetable for conducting the half-yearly examination was informed to the students well in advance through Whatsapp. The evaluation of the answer copies was carried out and the outcome was also informed to the students. No complaints were received before the committee which monitors these activities. The University examination was also conducted in the same way. The assignments and Project Work were organized for the UG and PG students in this academic year 2021-22. This year also the annual examination was started late in April 2021 as the third wave of Covid-19 had affected partially.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | https://www.govtncjcollege.in/PDF/2.5.1_2. 5.2_Internal_Assessment.pdf |

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

**All the internal examinations for undergraduate and postgraduate are conducted by the college and internal examination-related grievances are redressed by the Internal examination committee of the college. The students can lodge their complaints either orally to the committee or by using the link provided on the college website, and their complaints are redressed within the time period.**

**And complaints related to external or university examinations, if a student is not satisfied with his result then the provision of revaluation is applicable to all internal, external, and practical examinations. Students will have to apply within the given time for revaluation. The revaluation process is transparent and all such papers are evaluated. If the marks difference is more, a second revaluation is done. The results of revaluation are declared by the university as early as possible. For Unfair Means Copy cases, students are given chance to explain their side before an unfair means committee before an order is issued.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | https://www.govtncjcollege.in/grievance/ |

## 2.6 - Student Performance and Learning Outcomes

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

**A well-structured syllabus and clear specifications for each course are essential for imparting knowledge effectively. The syllabus is prepared by the University in consultation with BOS after taking into consideration the suggestion put forward by the teachers. The Program Outcomes (PO) are identified after a detailed discussion with the faculty.**

The University specifies the semester-wise syllabus for the Post-Graduate program. The Course Outcomes ( CO) of some of the courses are given by the university in the syllabus. The university does not specify the CO, the subject teacher defines and identifies the CO.

The POs, PSOs, and COs are disseminated to the students through the website of the institute.

The mentors also make aware of the students during the orientation program organized for the first years students.

Through the half-yearly and the University examinations, the college evaluated the attainment of Programme Outcomes, Programme Specific Outcomes, and Course Outcomes.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | https://www.govtncjcollege.in/PO/2.6.1_program_outcome.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded |

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

The attainment level for CO is set based on students' participatory levels of curricular, and extracurricular activities, and marks scored in the Continuous Internal Examinations. At the Post-Graduate level, this is set based on the student's participation in seminars, their ability to handle the assignment topics, and their performance in the final year examination. Here the Grade Point (GP) is also taken as a benchmark to measure whether the Course Outcome (CO) has been achieved or not.

1. Students with an SGPA( Semester Grade Point Average ) of 9 or above are considered to have achieved all the Out Comes of the Course.
2. Students with SGPA between 8-9, 7-8, and 6-7 are deemed to have achieved 90 %, 80%, and 70% respectively of the Outcomes.
3. Students with SGPA between 5-6 and 4-5 are deemed to have achieved 60 % and 48% of the course outcomes.

**4. Students below SGPA 4 do not pass the course.**

**If a student passes with a CGPA of 9 and above, he has achieved all the Program Outcome.**

**The CGPA (Cumulative Grade Point Average) is also taken as a benchmark to measure whether the student has achieved the Program Outcome or not.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.govtncjcollege.in/academic/program-outcome/ |

## 2.6.3 - Pass percentage of Students during the year

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

**438**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | **Nil** |

## 2.7 - Student Satisfaction Survey

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

Nil

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

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

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

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | **No File Uploaded** |
| List of endowments / projects with details of grants(Data Template) | View File |

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

## 3.1.2.1 - Number of teachers recognized as research guides

1

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | **No File Uploaded** |

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

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

0

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | **Nil** |

## 3.2 - Innovation Ecosystem

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

**Some teaching work is done voluntarily by the senior students to the junior students. Time table is made for them, and this is done as an extra class. By doing this, senior students increase their knowledge and junior students get additional information. The Department of Commerce has started this initiative in innovation. The department also started another initiative to think positively and to increase the students' self-confidence by way introducing I Can.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

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

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

**0**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | [View File](#) |

**3.3 - Research Publications and Awards**

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

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

**0**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | **Nil** |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | [View File](#) |
| Any additional information | [View File](#) |

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

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of research papers by title, author, department, name and year of publication (Data Template) | [View File](#) |

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

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | [View File](#) |

## 3.4 - Extension Activities

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

**The college promotes extension activities in the neighborhood community for sensitizing the students to social issues and their holistic development. It undertakes this under the banner of NSS**

**and Youth Red Cross Society. It also provides the students an opportunity to extend their classroom knowledge into practical experience This academic year also witnessed a partial attack of the terrible pandemic Covid-19 and its dance of fury hence the attendances of the students were limited. Many activities could not be held, yet keeping the covid protocol the college conducted some of the activities, viz., Cleaning and awareness under Swatch Bharat Abhiyan, Aids awarenss and women awareness program under Youth Red Cross Soceity.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.govtncjcollege.in/department-detail/NSS/NSS_2021-22.pdf |
| Upload any additional information | View File |

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

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

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

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

**31**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

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

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

**499**

| File Description | Documents |
|---|---|
| Report of the event | No File Uploaded |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

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

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

**1**

| File Description | Documents |
|---|---|
| e-copies of related Document | View File |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

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

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

1

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

The college has only 12 classrooms and is conducting 22 classes, and hence there is a shortage of classrooms. And to overcome this, the college is conducting classes in two shifts, the morning shift starts at 7.30 and the day shift starts at 10.30 and thereby filling the shortage of room. Teaching facilities like smart classrooms, laboratories, and computers are sufficient for the smooth conducting of classes. And to support the student facilities like library, projectors, printers, photocopy machines, internet facilities with wifi are provided.

A. Classrooms:

There are 14 spacious classrooms with sufficient lighting, ventilators, and furniture.

B. Laboratories:

There are 3 well-equipped laboratories and sufficient equipment for Undergraduate students to carry out experiments and other practical works.

**C. Smart Classroom: 40 ' x 20 '**

**The college has one smart classroom with LED Projector, Sound boxes, a Camera, and a whiteboard. This room is also used for teaching purposes.**

**D. Other facilities:**

**Purified drinking water facility, limited WiFi facility. Sports facility ( Multi-purpose sports ground, materials required to play cricket)**

**E. Other rooms:**

**Principal room, Office room, Staffroom, Library.Departments rooms, NSS, Sports Store, Computer room.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://www.govtncjcollege.in/gallery/ |

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

**Facilities for Sports & Cultural Activities.**

**The college is proactive in supporting the students. It has a huge and spacious multipurpose sports ground, materials required to play cricket. Enough facility is provided to the students to play volleyball, Khabbadi, and Kho-kho. Indoor games like Carom, Chess, and limited facilities for Weight Lifting and Power Lifting, because equipment for these two events are shared with Bhilai Steel Plant. Yoga activities are conducted on open ground. The students regularly participate in the Inter-collegiate, Inter-Unviersity, District, State, and National level sports activities. Some of the sports students who have represented the college in the National Level Sports Competition come out with flying colors.**

**The college has the facility to organize the following (a) Outdoor games and (b) Indoor games.**

**(a) Outdoor games.**

1. Cricket.

2. Badminton.

3. Volley-ball

4. Football.

5. Discuss-throw.

(b) Indoor games.

1. Chess.

2. Carrom.

For Cultural Activities.

There is an open stage of size 20' x 25' in the lounge of the green campus where cultural activities are conducted. To inculcate the cultural values in students, the students of this college participate in various cultural activities organized by other colleges and also in Youth festivals. And small cultural programs are organized in the smart classroom because it is fitted with the audio system.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

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

1

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.govtncjcollege.in/gallery/#next |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**1.6**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template | **No File Uploaded** |

## 4.2 - Library as a Learning Resource

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

**The library of the college is partially computerized with Integrated Library Automation with RS Library Software where accession and issuance of books are maintained.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://www.govtncjcollege.com/Lib_Dashboard.aspx |

**4.2.2 - The institution has subscription for the** **E. None of the above**

**following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

**.54**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Audited statements of accounts | **No File Uploaded** |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

**3**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | View File |

**4.3 - IT Infrastructure**

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

**The college updates its IT infrastructure facilities constantly**

with limited funds and due to lack of sufficient funds, the updates are not happening as they should. New courses in Computer Science have been started in 2021-22 and a considerable number of computers have been added with wifi facilities. The plan for the coming year is to acquire further software of the most modern nature keeping in mind the ever-expanding nature of the IT industry. More academic programs like CCA, and Tally are going to start by the departments in the coming years.

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.govtncjcollege.in/gallery/#next |

## 4.3.2 - Number of Computers

24

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| List of Computers | View File |

## 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | View File |

## 4.4 - Maintenance of Campus Infrastructure

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

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

4.64

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts | [View File](#) |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | [View File](#) |

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.

**The college tries the maximum utilization of the physical and academic support facilities available for the development of the students. The library advisory committee supervises the need of the library and meets as and when required to make library purchases. New purchases of books and new equipment/chemicals for the laboratory are made with the consultation of the concerned departments. Before making any purchase, the purchase rule of the state government is followed.**

**All sports facilities are supervised by an Assistant Professor, who is given additional charge of sports. There is a cricket ground on the campus which is open to students and they used to play after class. Students of athletics and weightlifting sports events practice sharing the sports facility of Bhilai Steel Plant ( SAIL), Bhilai. Because of the biggest iron ore plant, SAIL has provided sufficient sports facilities at Dalli Rajhara, and the students of this institute are free to utilize these facilities. Hence the college has a shared sports facility for athletics and weightlifting.**

**The general maintenance and upkeep of infrastrucre facilities are the responsibilities of the institution subject to the availability/allotment of funds from the government. Minor maintenance of the building and equipment is done by Jan Bhagidari Samiti with approval.**

**Various committees have been formed by the Principal for Purchasing and the maintenance of equipment, books, etc.,**

**1. Purchase Committee.**

**2. Library Committee.**

**3. Sports Committee.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

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

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

**798**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | [View File](#) |

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

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

**0**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

**E. none of the above**

| File Description | Documents |
|---|---|
| Link to Institutional website | **Nil** |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**0**

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

**A. All of the above**

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

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

## 5.2 - Student Progression

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

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

0

| File Description | Documents |
|---|---|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

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

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

111

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | [View File](#) |

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

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

**0**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | [View File](#) |

## 5.3 - Student Participation and Activities

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

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

**12**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template) | View File |

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

**As per the Chhattisgarh government's order, this academic year also the election of the Students' Union did not take place. But the Principal has nominated a number of students to various committees and worked for the students throughout this year, though many academic and non-academic activities were suspended due to the covid-19 and partial closure of academic institutions.**

**The members of the committee persuade their fellow students to participate in a cleanliness drive in and around the college with the active involvement of the NSS unit of this college. Some students are also nominated to the Anti-ragging committee under the chairmanship of the Principal.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

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

**12**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 5.4 - Alumni Engagement

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

The alumni association has been established in 2020 and registered with Registration No 122202176408 as per Societies Registration Act CG 1973. The college organizes meetings of the association to discuss matters related to the development of the students and the college and to share their ideas and expectations from the college administration. The alumni association has enrolled 56 members and they have contributed significantly the record of the money received is kept in the office.

The college with the association will conduct the following activities for development.

1. Health awareness activities.

2. Motivation to Juniors.

3. Guidance for the students.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.govtncjcollege.in/alumni/ |
| Upload any additional information | No File Uploaded |

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

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**The college is located in a Tribal area, and it provides higher education to the SC/ST/OBC and economically weaker sections of society as is evident from the admitted student's details. In the year 2021-22, 1004 students belong to this section of the society which contributes to 85 % of the total admission.**

**Fulfilling social responsibilities, the regional requirements are addressed through the enrolment of students in the societies like NSS and the Youth Red Cross Society. With the help of these societies, the students are also motivated to serve the nation with excellence and dedication. The objective of the weeklong camps organized by the NSS in a village away from the institute is to inculcate the spirit of selfless service and dedication in the students. The college aims to achieve the holistic development of students and strives to inculcate good moral values in them through the various lectures that are being organized by different departments. The service provided to the hospital by the students during the Pandemic Covid-19 is an example of the activities conducted by the college.The teachers, employees, and students get representation in the decision-making process All the academic and administrative issues like budget, purchases, and admissions are discussed at various meetings of the committees, in which teachers are involved, approved, and implemented after discussions. By putting the names of the students on various committees, their participation in management is ensured.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.govtncjcollege.in/vision-mission-objectives/ |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization

and participative management.

To ensure the effective and smooth functioning of the college, a shift from top to bottom has been replaced by the bottom to top. The planning and decisions are taken by various committees formed by the Principal. All the academic decisions are taken in the Staff Council meetings and through the faculty members and other office staff of the college showing an example of making governance decentralized. The Principal forms several committees and the function of these committees is to assist the Principal. The college has a Jan Bhagidari Samiti which has representatives from teachers, farmers, industrialists, former students, and parents.

Students are also part of various college committees. The process of decentralization and participative management is realized through the inclusion of students and faculty as members. An example of the participative management system is visible in the activities of YRC and NSS. Because of the Pandemic Covid-19 and the partial closure of educational institutions, much of the activities of YRC and NSS could not be conducted.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The recommendations of the NAAC peer team were seriously discussed after the 2nd cycle and sent the recommendations to the higher authorities for implementation. A proposal to enhance and improve the physical infrastructure was sent for approval. With the help and suggestions from all stakeholders, the college has prepared its strategic plan to fulfill the academic requirements, extracurricular activities, sports, and the utilization of infrastructure facilities. These plans were designed after extensive consultation with faculty, staff, and members of Jan Bhagidar Samiti during its meeting.

A help desk is made available for parents and students seeking admission to ease the process.

**The College's Perspective Plans are :**

1. Organize seminars/workshops and encourage the faculties to publish research papers.
2. Increase the number of ICT e-class rooms and train the faculties to use ICT-based pedagogy.
3. To start new Value-Added, Skill Oriented, and need-based certificate courses.
4. Enhance the library facility and purchase more research Journals.
5. Strengthen the Community-based services to address the socio-economic issues through NSS and Youth Red Cross Society.
6. Enhance the functioning of various clubs.
7. Celebration of National & International Days.
8. Depute the teachers for Orientation and Refresher Courses to enhance the quality of teaching.
9. Need-based training program for Teaching and Non-Teaching staff.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File]() |
| Paste link for additional information | https://www.govtncjcollege.in/PDF/perspective_plan_new.pdf |
| Upload any additional information | No File Uploaded |

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

**The Principal as the head of the institution pays attention to the smooth functioning of the administrative and academic activities besides implementing the directives of the Higher Authorities. All the teachers and the office staff help him to discharge his duties efficiently. The Staff Council, is a statutory body, consists of all faculty members, and the different committees the Principal constitutes during the year. The committees work under the guidance of the Principal to achieve the planned goal of the session and the work of each committee is defined. The coordinator of the admission committee supervises and conducts the admission to various programs and the purchase committee looks after the purchases. The Principal at the beginning of the academic year**

**convenes a meeting of all staff and discusses and finalizes the academic administrative plans for the year. The faculty is responsible for the day-to-day academic activities and the IQAC ensures the quality of teaching and learning.**

**Faculty:**

**They implement the policies designed by the state government involving the students if they are needed.**

**Service Rule:**

**The institution strictly follows the Service Rule of Chattisgarh State.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | https://www.govtncjcollege.in/admission/organization-set-up/ |
| Upload any additional information | **No File Uploaded** |

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

**A. All of the above**

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | **No File Uploaded** |
| Screen shots of user inter faces | View File |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

The employees are provided facilities and amenities for their betterment. Traditionally, most benefits fall under one of the two major types of employee benefits,insurance, and retirement plans. Hence, the institute effectively implements welfare schemes for its teaching and non-teaching staff and believes that one can give one's best when one is happy with work.

The teaching staffs are eligible for all those schemes which are meant for government servants. Some of the available facilities are the General Provident Fund for those teachers.

1. General Insurance facility.

2. Medical Leave.

3. Study Leave.

4. Loan facility.

5. Maternity leave for women teaching staff.

6. Medical Reimbursement as per the provisions of the state government.

7. Insurance coverage facility,

8. Ex- gratia.

9. Compassionate appointment to the next kin of the deceased employee.

Leaves: The Institute provides various leaves to facilitate all its employees.

Gratuity: All employees are eligible for Gratuity after completion of continuous service of a minimum of 5 years.


General Welfare Schemes for Non-teaching staff.

1. General Provident Fund fund

2. General Insurance facility.

3. Medical Leave.

4. Uniforms for Class IV, Laboratory attendants.

5. 6 months Maternity leave for women staff.

6. Medical Reimbursement as per the provisions of the state government.

7. General/Contributional Provident.

8. Insurance coverage.

9. Computer allowance for Grades II, and III.

10. Uniform and washing allowance for Grade IV employees. Advances like 11. Food grain advance.

12. Festival advance.

13. Exemption of tuition fees of wards of in-service staff of this category.

14. Compassionate appointment to the next kin of the deceased employee.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

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

0

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

0

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

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

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

3

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

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

**At the end of each financial year i.e. 31 March, both the teaching and non-teaching staff are to fill up the performance appraisal form, designed by the Higher Education Department, CG. The format consists the following activities conducted by the faculty member throughout the academic year.**

**1. Teaching- Number of periods allotted and taken.**

**2. Report on the responsibilities given.**

**3. Involvement in research activities & Number of research paperspublished.**

**4. Number of Seminars/Conferences/ Workshops attended.**

**5. Information on guiding Ph.D/M.Phil scholars.**

**6. Participation in college activities.**

**7. Curricular designing, Examination duties, Valuation works.**

**8. Number and nature of leaves taken.**

**The filled annual appraisal formats of the faculty members are assessed by the Principal and with his remarks sent to the Higher Education Department for final assessment along with the PBAS (Performance Based Appraisal System) and API ( Academic Performance Indicator) Score. While assessing the performance appraisal of teaching and non-teaching staff, the feedback**

obtained from the various stakeholders is considered. To maintain the quality in Higher Education, API has been introduced by the UGC in 2010 and is a quantitative approach to measure the quality of teaching staff. These

For Non-Teaching Staff.

Non-teaching staff like librarians, Office Staff, Laboratory staff, and other supporting staff are also required to fill up the Annual Confidential Report, designed for them, assessed by the Principal, and with his remarks sent to the Higher Education Department for final assessment.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 6.4 - Financial Management and Resource Mobilization

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

The accounts of the institute are internally and externally audited regularly. The college conducts an internal audit of accounts at the end of every financial year by an internal auditor and it is an ongoing continuous process one of the faculty members of the department of commerce is given the responsibility of conducting the internal audit of all the accounts.

The external audit is carried out in two ways. One with the help of CA and the other by the Higher Education Departmental Audit and CAG.

The account of Janbhagidari Samiti (Public Participation Committee) is audited every year by a renowned CA who is appointed by the Principal for conducting its financial audit. Before the audit of CA, the income and expenditure are submitted to Samiti for approval. This brings financial transparency to the financial issues of Samiti.

Another external audit of the government account of this college is conducted by the Department of Higher Education. And the last departmental audit was done in the financial year 2020-21 and the

objection raised by them is solved and a compliance report is sent to the Department of Higher Education for the final removal of the audit objections. The auditors both internal and external vouch for the payments with the supporting documents.

Besides, the Principal constitutes Physical verification committees which include teaching and non-teaching staff as members. At the end of every year, the committee physically verifies and checks the consumable and non-consumable stocks of every department.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

0

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

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

The institution has a well-defined and systematic approach to ensure the maximum utilization of the fund received. Funds received from the state government other than for salary are utilized strictly as per the instruction and conditions laid down in the allotment letter. The salary expenditure is met by the state government besides providing funds for the purchase of books in the library, science laboratory equipment, purchase of furniture, etc., During the month of July-August, the college prepares a budget which includes the expenditure of last year and

proposed amount for the coming year, for the college and submits it to the Department of Higher Education.

The Jan Bhadigadri Samiti fund is used for enhancing IT, student amenities, and securities.

Optimal utilization of resources.

The college has prepared its policies for the effective and optimal utilization of resources. The funds from Jan Bhagidari Samiti are also utilized for the academic and infrastructural development of the college with the approval of the Samiti. Because of the shortage of classrooms, the college operates in two shifts. The 1st shift starts with Commerce and PG classes at 7.50 am and the second shift start with the remaining classes at 10.30 and this way maximum utilization of the building is done.

Therefore, in a nutshell, it is mentioned that all the funds available and received are utilized keeping in view to enhance the quality of education and the infrastructure of the college.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

## 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

The Internal Quality Assurance Cell (IQAC) was constituted in the college to enhance and monitor the quality of academic activities. The IQAC has been given the responsibility of planning, executing, and monitoring quality-related activities. The cell supports the teaching and learning goals stipulated in the college's perspective plan besides creating an academic environment on the college campus. With the support of the cell, the college has introduced new practices like feedback from students, employees, parents, and alumni. The IQAC holds two meetings in a year, one in July and another at the end of the session. Because of the positive motivation of the cell, one of the teachers has been recognized as a Ph.D. supervisor.

The IQAC works with the following goals.

1. Obtaining and analyzing the feedback of students, employees, parents, and alumni on the quality-related process of the institute.
2. Submission of AQARs.
3. Coordinating the extension activities of the institute for community development.
4. Coordinates the alumni meetings.
5. Develops a quality culture among the faculty.

**Documenting the quality initiatives taken by the college**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.govtncjcollege.in/IQAC/IQAC_Report_2021-22.pdf |
| Upload any additional information | No File Uploaded |

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

The IQAC has been formed in this institution as per the guidelines of NAAC and the main responsibility of the cell is to monitor the academic and administrative activities and ensure quality. Effective teaching-learning procedure plays a major role in quality assurance. Therefore, through the IQAC, the college reviews the teaching-learning process, structures, and methodologies of operations and learning outcomes at its meeting.

Since the Principal is head of academic activities of the institution, he reviews the teaching-learning process with the help of departments and IQAC.

Continuous Internal Evaluation of students is a practice of this institute and is done through class tests, assignments, and the progress of the students is recorded by the departments. The Principal inspects the daily dairies of the faculty keeping the given academic calendar.

The following are two examples to enhance the teaching-learning process.

1. The Use of ICT in classrooms is encouraged.

**2. The IQAC has initiated preparing and submitting the AQAR to NAAC.**

**3. The IQAC has initiated to constitute the Alumni Association.**

**4. Obtained and analyzed the feedback from students, parents, employees, and alumni.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | **Nil** |
| Upload e-copies of the accreditations and certifications | **No File Uploaded** |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**The college is committed to providing safety and security to all students and has more responsibility to take care of the safety and security of girl students and female faculty members. At the**

beginning of the academic session, the parent-teachers organize orientation/induction lectures for the newcomers, where the students are advised to follow the No Discrimination Policy hence the students enjoy the warmth of co-education on the college campus. The college has a Committee Against Sexual Harassment (CASH) to take necessary action against the sensitive issues of girls' students. The college has zero tolerance for any such violation of the law. The college campus is under the surveillance of CCTV cameras and the footage is often seen by the Principal and or / members of the committee. The college also has an Anti-ragging Committee which consists of senior faculty members and a weekly vigilance report is submitted to the Principal. An online affidavit is taken from the students after they are admitted to the program about their non-involvement in ragging activities. The college caters to the needs of society and ensures and promotes gender sensitization, and socialization of men and women with the help of the following committees. 1. CASH 2. Grievance Redressal Cell. 3. Anti-ragging Committee. 4. Parent-teacher. 5. A Complaint Box. These committees also function to promote gender equity and also deal with the related issues of girl students and female faculty members, and suitably redress the grievances in a time-bound manner.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://www.govtncjcollege.in/PDF/7.1.1_21-22.pdf |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

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

B. Any 3 of the above

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

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

**Solid Waste Management.**

To make a healthy campus the college takes waste management as an integral part of maintenance. The institute is located away from the congested city environment and the students and staff enjoy the natural beauty of the campus. Above all those who come to this college for the first time will be fascinated by the natural beauty. All possibilities to enrich the environment are explored and implemented in a planned way. Two separate waste disposal dust bins are kept at different places on the campus for solid waste.

**Liquid waste management.**

Two separate green-colored disposal bins are kept for liquid waste collection at different places on the campus.

In addition:

1. Acid and acidic chemicals from the laboratories are neutralized by adding

water by the chemistry department staff.

2. Expired liquid wastes are treated by dumping at designated places.

3. All wastewater from toilets, bathrooms, etc. is connected to the septic tank

and the waste from the septic is discharged to the underground sewage

system of the college.

**E-waste management.**

The college has adopted a policy of repairing the non-working laboratory equipment, computers, monitors, and printers as far as possible, and if not, then these are considered scrap materials

**and are stored in a separate room and will be disposed of as and when the college gets permission to dispose those items from higher authorities.**

**In addition:**

**1. The cartridges of laser printers are reused through refilling to avoid wastage.**

**2. E wastes are kept in a separate room.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | <u>View File</u> |

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

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | <u>View File</u> |
| Any other relevant information | **No File Uploaded** |

**7.1.5 - Green campus initiatives include**

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

**B. Any 3 of the above**

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

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | **No File Uploaded** |
| Any other relevant documents | View File |

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

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

**E. None of the above**

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | **No File Uploaded** |
| Certification by the auditing agency | **No File Uploaded** |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

This is the only college in the town and most of the students taking admissions in the college belong to the nearby villages. After a lot of care and scrutiny, the admission process is completed, and also takes care filling the seat which has been earmarked for reservation of different categories. The committees which are formed by the Principal are well-balanced with the representation of each category.

The Jan Bhagidari Samiti (Public Participation Committee) formed by the college, according to the instruction of the government is a unique example of inclusiveness.

The members of this committee represent farmers, industrialists, alumni, parents, members from SC/ST /Women category, and nominees/representatives from MLA, MP, and the government.

Despite the college being located in an urban area, the majority of its students come from nearby villages. Hence, the college believes that the activities which the college conducts to inculcate and promote values of tolerance and harmony will have a very positive impact on society's culture and communal thoughts directly. Activities like awareness rallies and dissemination of the government program meant for villagers are organized. One of the aims of the NSS annual camps that are organized in the villages is to inculcate/promote values of tolerance and harmony among the villagers.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](#) |
| Any other relevant information | **No File Uploaded** |

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

**The college is fully aware of the fact that it has a role to play to shape and influence the students to make them next-generation students. A large flex on the main entrance of the college is displayed depicting the Preamble of the Constitution of India and everyday students and members of staff get the opportunity to read and understand the very essence of the Constitution of India before they enter. On Constitution Day, the staff and students renew their pledge to the Constitution by repeating the Preamble of the constitution aloud word by word. Some Specific instances:**

**1. On Republic Day and Independence Day all teachers and students gather**

**on the playground and the Principal hoists the National Flag after which the**

**Independence Day/Republic Day message is given to all and reminds**

**them of their fundamental duties. 2. Organizes Pledge to Vote on National Voters' Day. 3. Surgical Strike Day is celebrated on 28 September every year. 4. Unity Day is celebrated. 5. A flex is displayed at the main entrance of the college depicting the 11 fundamental duties of citizens. 6. Another big flex is displayed at the entrance depicting the Preamble of the Indian Constitution. 7.The photos of Param Veer Chakra awardees, the highest heroism award given to those officers of the highest degree of bravery, are displayed at the entrance of the institution to remind the employees and students of the sacrifices made by our soldiers in the post-independence era.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://www.govtncjcollege.in/PDF/7_1_9.pdf |
| Any other relevant information | **Nil** |

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

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | **No File Uploaded** |

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

**The college habitually organizes many days which are of social, international, or festive importance and also organizes programs on birth/death anniversaries of great Indian personalities to enlighten the students as well as to motivate them to contribute to the nation-building process. The institute also pays tribute to all those national heroes on their birth/death anniversaries and organizes competitions like elocution, and poster writing, etc., Events are organized during the following important commemorative days.**

**International Women s Day**

**International Human Rights Day.**

**World Aids Day.**

**National Yoga Day.**

**National Voters' Day.**

**Republic Day.**

**Independence Day.**

**Hindi Day.**

**National Unity Day.**

**Birthday of Mahatma Gandhiji.**

**Azadi ka Amrit Mahotsav .**

**Constitution Day.**

**UNO Day.**

**Environment Day**

**These are some of the important days observed every year.**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | [View File](#) |
| Geo tagged photographs of some of the events | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## 7.2 - Best Practices

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

**Best Practice 1**

**Title of the practice: I Can**

Thoughts of the day refresh one's mind and we need a daily input of new ideas, wisdom, and wise experience of others. One positive thought for the day brings motivation and inspiration. To advance the qualities of student life teachers need to provide them with positive thoughts.

**Objective:**

- The main objective of starting this process of speaking the thoughts of the students is to increase confidence and to develop the students' speaking ability.
- To motivate the students to achieve their future goals by promoting moral values in them.

And to welcome each day with a warm smile and a new strong positive thought, the students of the Department of Commerce started presenting this new idea. The thoughts presented by the students are truly best in nature as they teach how to be confident and happy in the most difficult situations of life. So far, 200 ideas have been submitted by the students which have been uploaded on social media Instagram. With the boom of social networks, sharing the thoughts presented by the students become an activity and it is a proven fact that daily sharing can be a source of inspiration and empowerment.

**Problem encountered:**

It is a problem for students coming from rural areas to speak pure Hindi. Because they generally communicate through the dialect of Chhattisgarhi.

**Evidence of success:**

This practice has helped them to develop positive thinking and this is the certification of their parents.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.govtncjcollege.in/PDF/Best_Practices_2021-22.pdf |
| Any other relevant information | https://instagram.com/govt.ncj.college_commerce_dept?igshid=YmMyMTA2M2Y= |

## 7.3 - Institutional Distinctiveness

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

**A2 ("Any Time Anywhere") Teaching-Learning**

**"Anytime Anywhere" also means the expression of dedication, and endurance for achieving a goal, viz., the goal of outreaching the students. This new concept is to teach and learn the English Language to UG students of Chattisgarh.Mr. Arun Kumar. V of the department of English has developed a website,www. akumarv. in based on the syllabus of the English Language of Chattisgarh state Universities. With the help of this website, the students pursuing BA., BSc, and B. Com from Chattisgarh can learn and complete the course material prescribed for the English Language anytime anywhere. The website offers the chapter's grammar exercises and its answers along with questions and answers of the chapter.www.akumarv.in is a student guidance portal that offers English Language study materials, notes, and more for the undergraduate students of Chattisgarh. As of this date, as many as 505880 have logged on to this site www.akumarv.in, and taken advantage of this facility.**

**Such an academic site useful to the entire students of Chhattisgarh is nowhere in the state. So, the college stands alone providing such a big service to the state shows institutional distinctiveness.**

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

**The college follows the curriculum prepared and approved by the affiliating university since it is an affiliated college. Two faculty members of this college, who arenominated as members of the Board of Studies of Hemchand Yadav University, Durg presenttheir views. They put forward their contributions as members of the Board of Studies while preparing/updating the syllabus. One faculty member is nominated by the University to the affiliation committee for the affiliation of a new course of a college. At the beginning of the session, the Principal conducts a meeting with the faculty to discuss matters relating to academic and non-academic activities. To attain the program outcome, the college completes the curriculum within the stipulated time, and to complete the curriculum in time, the college plans and delivers the curriculum effectively through a structured and transparent process. By preparing an academic calendar, the college sets the goal of curriculum completion. The periods are organized by an effective timetable to complete the teaching-learning system. Because of the shortage of classrooms, the college operates in two shifts. The 1st shift starts with Commerce and PG classes at 7.50 am and the second shift start with the remaining classes at 10.30. The curriculum is delivered through lectures, some through ICT-based lectures, short-term projects, and industrial visits, Project works are also modes of imparting quality education. In PG classes, the students are trained on how to present papers in seminars (College seminars).**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File]() |
| Link for Additional information | https://www.govtncjcollege.in/PDF/1.1.1_curriculam_planning_2021_22.pdf |

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

| Continuous Internal Evaluation (CIE) |
|---|

This is a government college, affiliated with Hem Chand Yadav University, Durg, hence it follows the academic calendars of the government and university. The college also prepares an academic calendar which is displayed on the college notice board for easy accession. The college conducts eight types of internal assessment tests during the academic year, which include monthly, quarterly, half-yearly, and pre-university tests. Timely completion of the syllabus and the assessment are carried out in compliance with the academic calendar. The teachers maintain teaching diaries in which the information regarding the syllabus covered is entered which are monitored by the Principal. The half-yearly test is conducted just like the annual examination wherein question papers are printed and answer copies are distributed to students and the valuation of these copies is carried out by the subject teachers. 10 % of marks obtained in the half-yearly test are submitted to the University for inclusion of these marks in the student's final examination. The results are declared by the University by adding 90% of the marks obtained in the annual examination conducted by the University with the 10% sent by the college.

The academic calendar contains the dates of the following activities.

1. Commencement of classes.

2. Extracurricular and co-curricular activities.

3. Dates of continuous evaluation tests.

4. Possible dates of commencement of annual examinations/semester

examinations.

5. Commemorative events, and holidays. etc.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.govtncjcollege.in/PDF/academic_calender_2021-22.pdf |

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

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

## 1.2 - Academic Flexibility

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

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

4

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

3

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**74**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

## 1.3 - Curriculum Enrichment

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

**The college aims at integrating various issues like environmental studies, gender sensitization, human values, and professional ethics in its curriculum and teaching pedagogy and keeps focusing on issues related to marginalized sections of society while following the curriculum approved by the university. In the first year of all the programs, Environmental Studies is taught as a compulsory paper in which environmental sustainability, gender issues, human values, and professional ethics are taught in detail. The subject includes chapters like uses and over-exploitation of the forest, water and mineral resources, concept, structure, and functions of the ecosystem, biodiversity, and its conservation, various types of pollution, etc. The concept, meaning, and definition of Human Rights, along with their classification and protection are also included in this compulsory subject. As a part of their study, these students submit a separate project on the Environment that is evaluated, and the marks are added to their mark sheet. The results of the final year students are not declared unless they clear this subject.**

**'Women Empowerment is in the curriculum of M.A Semester III**

Paper -V Demography and is taught in detail while the study of Indian tribes and Women is taught in B.A. II Sociology Paper- II.-Contemporary Indian Society.

Truthfulness is none of the most important ethical values that we need to inculcate in the students and this is done through 'Theft and atonement' by Mahatma Gandhiji. B.A. II Paper- I Essay in the Hindi Language, a compulsory paper.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

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

8

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

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

406

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | [View File](#) |

## 1.4 - Feedback System

| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://www.govtncjcollege.in/feedback/# |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

| 1.4.2 - Feedback process of the Institution may be classified as follows | **B. Feedback collected, analyzed and action has been taken** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | https://www.govtncjcollege.in/feedback/# |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

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

## 2.1.1.1 - Number of students admitted during the year

**1186**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Institutional data in prescribed format | [View File](#) |

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

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

**1004**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

## 2.2 - Catering to Student Diversity

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

**Due to the pandemic Covid-19, all academic activities were conducted online, the college could not organize any special program either for advanced learners or for slow learners. More than half of the classes were held virtually using the online platform.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

| Number of Students | Number of Teachers |
|---|---|
| **1186** | **21** |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

**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

The college takes sufficient measures to make the learning student-centric and the students are given opportunities and facilities to undergo participative learning and enabling them to become independent. Due to the pandemic Covid-19, half of the academic activities were conducted online. Even though, the college conducted the following student-centric methods.

The teaching-learning method adopted by the college includes the Lecture Method, Project Based Learning, PowerPoint Presentations, Video Lectures, and Question-Answer session based on the syllabus.

Participative Methods include Seminar presentations, Assignment works. Seminars for the students are organized by the Post Graduate Department where papers are presented by the students on syllabus-based topics to enrich their learning experience.

Individual learning: The college provides facilities for self-study like SWAYAM wherein the students can access course contents online and can get diplomas and degrees along with the present degrees.

Academic Visit. On 12.3.22, the Post Graduate ( Economics Departments) of the college conducted an academic visit to make an environmental on-the-spot study

| File Description | Documents |
| --- | --- |
| Upload any additional information | [View File](#) |
| Link for additional information | [https://www.govtncjcollege.in/PDF/2.3.2_Academic_tour_2021-22.pdf](https://www.govtncjcollege.in/PDF/2.3.2_Academic_tour_2021-22.pdf) |

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

This academic year also witnessed the spread of the Pandemic Covid-19, and therefore, half of the academic activities were conducted virtually using online google platforms and all the teachers used ICT-enabled tools for their lectures.

Mr. Arun Kumar. V of the department of English has developed a website,

www. akumarv. in based on the syllabus of the English Language of Chattisgarh state Universities. The English Language is a compulsory II paper for Undergraduate students. With the help of this website, the students pursuing BA., BSc, and B.Com from Chattisgarh can learn and complete the course material prescribed for the English Language anytime anywhere. The use of computers, the internet, and various online platforms became a common practice not only for teachers but also for students. The IQAC of the college coordinated all these efforts of teachers to make e-content and e-resources during the year. The Higher Education Department, Government of Chattisgarh also started an app "HECG ONLINE" for the UG students of the state which contained video classes both offline and online. Facilitated by these programs, the teachers are effectively using ICT-enabled tools like laptops, headphones, the internet, video lectures, audio lectures, PPT presentations, and YouTube links. The teachers of this institution have made 32 videos and then which were uploaded to the college's website, https://www.govtncjcollege.in/. Moreover, many PPTs were also prepared by different departments and it is in the college library.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

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

**2.3.3.1 - Number of mentors**

21

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

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

**21**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

**8**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

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

## 2.4.3.1 - Total experience of full-time teachers

**196**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

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

Only the half-yearly examination was carried out during the academic year 2021-22 due to the pandemic covid-19. The classes were held both online and offline as per the directions of the Department. The half-yearly examination was held as per the academic calendar 2021-22 allowing the students the facility of an open book. The timetable for conducting the half-yearly examination was informed to the students well in advance through Whatsapp. The evaluation of the answer copies was carried out and the outcome was also informed to the students. No complaints were received before the committee which monitors these activities. The University examination was also conducted in the same way. The assignments and Project Work were organized for the UG and PG students in this academic year 2021-22. This year also the annual examination was started late in April 2021 as the third wave of Covid-19 had affected partially.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | https://www.govtncjcollege.in/PDF/2.5.1_2.5.2_Internal_Assessment.pdf |

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

All the internal examinations for undergraduate and postgraduate are conducted by the college and internal examination-related grievances are redressed by the Internal examination committee of the college. The students can lodge their complaints either orally to the committee or by using the

link provided on the college website, and their complaints are redressed within the time period.

And complaints related to external or university examinations, if a student is not satisfied with his result then the provision of revaluation is applicable to all internal, external, and practical examinations. Students will have to apply within the given time for revaluation. The revaluation process is transparent and all such papers are evaluated. If the marks difference is more, a second revaluation is done. The results of revaluation are declared by the university as early as possible. For Unfair Means Copy cases, students are given chance to explain their side before an unfair means committee before an order is issued.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | https://www.govtncjcollege.in/grievance/ |

## 2.6 - Student Performance and Learning Outcomes

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

A well-structured syllabus and clear specifications for each course are essential for imparting knowledge effectively. The syllabus is prepared by the University in consultation with BOS after taking into consideration the suggestion put forward by the teachers. The Program Outcomes (PO) are identified after a detailed discussion with the faculty.

The University specifies the semester-wise syllabus for the Post-Graduate program. The Course Outcomes ( CO) of some of the courses are given by the university in the syllabus. The university does not specify the CO, the subject teacher defines and identifies the CO.

The POs, PSOs, and COs are disseminated to the students through the website of the institute.

The mentors also make aware of the students during the orientation program organized for the first years students.

Through the half-yearly and the University examinations, the

college evaluated the attainment of Programme Outcomes,
Programme Specific Outcomes, and Course Outcomes.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.govtncjcollege.in/PO/2.6.1_program_outcome.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded |

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

The attainment level for CO is set based on students'
participatory levels of curricular, and extracurricular
activities, and marks scored in the Continuous Internal
Examinations. At the Post-Graduate level, this is set based on
the student's participation in seminars, their ability to
handle the assignment topics, and their performance in the
final year examination. Here the Grade Point (GP) is also taken
as a benchmark to measure whether the Course Outcome (CO) has
been achieved or not.

1. Students with an SGPA( Semester Grade Point Average ) of
   9 or above are considered to have achieved all the Out
   Comes of the Course.
2. Students with SGPA between 8-9, 7-8, and 6-7 are deemed
   to have achieved 90 %, 80%, and 70% respectively of the
   Outcomes.
3. Students with SGPA between 5-6 and 4-5 are deemed to have
   achieved 60 % and 48% of the course outcomes.
4. Students below SGPA 4 do not pass the course.

If a student passes with a CGPA of 9 and above, he has achieved
all the Program Outcome.

The CGPA (Cumulative Grade Point Average) is also taken as a
benchmark to measure whether the student has achieved the
Program Outcome or not.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | [https://www.govtncjcollege.in/academic/program-outcome/](https://www.govtncjcollege.in/academic/program-outcome/) |

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

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

438

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | [View File](#) |
| Paste link for the annual report | Nil |

**2.7 - Student Satisfaction Survey**

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

[Nil](#)

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

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

0

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

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

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

1

| File Description | Documents |
|---|---|
| Any additional information | <u>View File</u> |
| Institutional data in prescribed format | **No File Uploaded** |

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

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

0

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | <u>View File</u> |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | **Nil** |

**3.2 - Innovation Ecosystem**

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

Some teaching work is done voluntarily by the senior students to the junior students. Time table is made for them, and this is done as an extra class. By doing this, senior students increase their knowledge and junior students get additional information. The Department of Commerce has started this initiative in innovation. The department also started another initiative to think positively and to increase the students' self-confidence by way introducing I Can.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

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

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

0

| File Description | Documents |
|---|---|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | [View File](#) |

### 3.3 - Research Publications and Awards

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

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

0

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | **Nil** |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | [View File]() |
| Any additional information | [View File]() |

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

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of research papers by title, author, department, name and year of publication (Data Template) | [View File]() |

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

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | [View File]() |

**3.4 - Extension Activities**

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

**The college promotes extension activities in the neighborhood community for sensitizing the students to social issues and**

their holistic development. It undertakes this under the banner of NSS and Youth Red Cross Society. It also provides the students an opportunity to extend their classroom knowledge into practical experience This academic year also witnessed a partial attack of the terrible pandemic Covid-19 and its dance of fury hence the attendances of the students were limited. Many activities could not be held, yet keeping the covid protocol the college conducted some of the activities, viz., Cleaning and awareness under Swatch Bharat Abhiyan, Aids awarenss and women awareness program under Youth Red Cross Soceity.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.govtncjcollege.in/department-detail/NSS/NSS_2021-22.pdf |
| Upload any additional information | View File |

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

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

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

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

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

31

| File Description | Documents |
|---|---|
| Reports of the event organized | *View File* |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | *View File* |

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

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

**499**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | *View File* |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | *View File* |

**3.5 - Collaboration**

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

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

**1**

| File Description | Documents |
|---|---|
| e-copies of related Document | *View File* |
| Any additional information | **No File Uploaded** |
| Details of Collaborative activities with institutions/industries for research, Faculty | *View File* |

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

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

1

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | **No File Uploaded** |
| Any additional information | <u>View File</u> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | **No File Uploaded** |

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

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

**The college has only 12 classrooms and is conducting 22 classes, and hence there is a shortage of classrooms. And to overcome this, the college is conducting classes in two shifts, the morning shift starts at 7.30 and the day shift starts at 10.30 and thereby filling the shortage of room. Teaching facilities like smart classrooms, laboratories, and computers are sufficient for the smooth conducting of classes. And to support the student facilities like library, projectors, printers, photocopy machines, internet facilities with wifi are provided.**

**A. Classrooms:**

**There are 14 spacious classrooms with sufficient lighting, ventilators, and furniture.**

**B. Laboratories:**

**There are 3 well-equipped laboratories and sufficient equipment for Undergraduate students to carry out experiments and other practical works.**

```
C. Smart Classroom: 40 ' x 20 '
```

The college has one smart classroom with LED Projector, Sound boxes, a Camera, and a whiteboard. This room is also used for teaching purposes.

```
D. Other facilities:
```

Purified drinking water facility, limited WiFi facility. Sports facility ( Multi-purpose sports ground, materials required to play cricket)

```
E. Other rooms:
```

Principal room, Office room, Staffroom, Library.Departments rooms, NSS, Sports Store, Computer room.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://www.govtncjcollege.in/gallery/ |

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

**Facilities for Sports & Cultural Activities.**

The college is proactive in supporting the students. It has a huge and spacious multipurpose sports ground, materials required to play cricket. Enough facility is provided to the students to play volleyball, Khabbadi, and Kho-kho. Indoor games like Carom, Chess, and limited facilities for Weight Lifting and Power Lifting, because equipment for these two events are shared with Bhilai Steel Plant. Yoga activities are conducted on open ground. The students regularly participate in the Inter-collegiate, Inter-Unviersity, District, State, and National level sports activities. Some of the sports students who have represented the college in the National Level Sports Competition come out with flying colors.

The college has the facility to organize the following (a) Outdoor games and (b) Indoor games.

(a) Outdoor games.

1. Cricket.

2. Badminton.

3. Volley-ball

4. Football.

5. Discuss-throw.

(b) Indoor games.

1. Chess.

2. Carrom.

For Cultural Activities.

There is an open stage of size 20' x 25' in the lounge of the green campus where cultural activities are conducted. To inculcate the cultural values in students, the students of this college participate in various cultural activities organized by other colleges and also in Youth festivals. And small cultural programs are organized in the smart classroom because it is fitted with the audio system.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

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

1

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.govtncjcollege.in/gallery/#next |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**1.6**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template | **No File Uploaded** |

**4.2 - Library as a Learning Resource**

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

**The library of the college is partially computerized with Integrated Library Automation with RS Library Software where accession and issuance of books are maintained.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://www.govtncjcollege.com/Lib_Dashboard.aspx |
| **4.2.2 - The institution has subscription for** | **E. None of the above** |

**the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | [View File](#) |

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

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

**.54**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Audited statements of accounts | **No File Uploaded** |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | [View File](#) |

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

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

**3**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | [View File](#) |

**4.3 - IT Infrastructure**

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

**The college updates its IT infrastructure facilities constantly with limited funds and due to lack of sufficient funds, the updates are not happening as they should. New courses in Computer Science have been started in 2021-22 and a considerable number of computers have been added with wifi facilities. The plan for the coming year is to acquire further software of the most modern nature keeping in mind the ever-expanding nature of the IT industry. More academic programs like CCA, and Tally are going to start by the departments in the coming years.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.govtncjcollege.in/gallery/#next |

## 4.3.2 - Number of Computers

**24**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| List of Computers | View File |

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

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | View File |

## 4.4 - Maintenance of Campus Infrastructure

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

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

## 4.64

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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.

**The college tries the maximum utilization of the physical and academic support facilities available for the development of the students. The library advisory committee supervises the need of the library and meets as and when required to make library purchases. New purchases of books and new equipment/chemicals for the laboratory are made with the consultation of the concerned departments. Before making any purchase, the purchase rule of the state government is followed.**

**All sports facilities are supervised by an Assistant Professor, who is given additional charge of sports. There is a cricket ground on the campus which is open to students and they used to play after class. Students of athletics and weightlifting sports events practice sharing the sports facility of Bhilai Steel Plant ( SAIL), Bhilai. Because of the biggest iron ore plant, SAIL has provided sufficient sports facilities at Dalli Rajhara, and the students of this institute are free to utilize these facilities. Hence the college has a shared sports facility for athletics and weightlifting.**

**The general maintenance and upkeep of infrastrucre facilities are the responsibilities of the institution subject to the availability/allotment of funds from the government. Minor maintenance of the building and equipment is done by Jan Bhagidari Samiti with approval.**

**Various committees have been formed by the Principal for Purchasing and the maintenance of equipment, books, etc.,**

**1. Purchase Committee.**

**2. Library Committee.**

**3. Sports Committee.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

## STUDENT SUPPORT AND PROGRESSION

**5.1 - Student Support**

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

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

**798**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | [View File](#) |

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

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

**0**

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

| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **E. none of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Link to Institutional website | **Nil** |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | <u>View File</u> |

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

**0**

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | <u>View File</u> |

| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student** | **A. All of the above** |
|---|---|

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

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

## 5.2 - Student Progression

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

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

0

| File Description | Documents |
|---|---|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

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

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

111

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | View File |

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

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

**0**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

**5.3 - Student Participation and Activities**

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

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

**12**

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

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

**As per the Chhattisgarh government's order, this academic year also the election of the Students' Union did not take place. But the Principal has nominated a number of students to various committees and worked for the students throughout this year, though many academic and non-academic activities were suspended due to the covid-19 and partial closure of academic institutions.**

**The members of the committee persuade their fellow students to participate in a cleanliness drive in and around the college with the active involvement of the NSS unit of this college. Some students are also nominated to the Anti-ragging committee under the chairmanship of the Principal.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

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

**12**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 5.4 - Alumni Engagement

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

**The alumni association has been established in 2020 and registered with Registration No 122202176408 as per Societies Registration Act CG 1973. The college organizes meetings of the association to discuss matters related to the development of the students and the college and to share their ideas and expectations from the college administration. The alumni association has enrolled 56 members and they have contributed significantly the record of the money received is kept in the office.**

**The college with the association will conduct the following activities for development.**

**1. Health awareness activities.**

**2. Motivation to Juniors.**

**3. Guidance for the students.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.govtncjcollege.in/alumni/ |
| Upload any additional information | **No File Uploaded** |

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

| File Description | Documents |
| --- | --- |
| Upload any additional information | **No File Uploaded** |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**The college is located in a Tribal area, and it provides higher education to the SC/ST/OBC and economically weaker sections of society as is evident from the admitted student's details. In the year 2021-22, 1004 students belong to this section of the society which contributes to 85 % of the total admission.**

**Fulfilling social responsibilities, the regional requirements are addressed through the enrolment of students in the societies like NSS and the Youth Red Cross Society. With the help of these societies, the students are also motivated to serve the nation with excellence and dedication. The objective of the weeklong camps organized by the NSS in a village away from the institute is to inculcate the spirit of selfless service and dedication in the students. The college aims to achieve the holistic development of students and strives to inculcate good moral values in them through the various lectures that are being organized by different departments. The service provided to the hospital by the students during the Pandemic Covid-19 is an example of the activities conducted by the college.The teachers, employees, and students get representation in the decision-making process All the academic and administrative issues like budget, purchases, and admissions are discussed at various meetings of the committees, in which teachers are involved, approved, and implemented after discussions. By putting the names of the students on various committees, their participation in management is ensured.**

| File Description | Documents |
| --- | --- |
| Paste link for additional information | https://www.govtncjcollege.in/vision-mission-objectives/ |
| Upload any additional information | View File |

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

To ensure the effective and smooth functioning of the college, a shift from top to bottom has been replaced by the bottom to top. The planning and decisions are taken by various committees formed by the Principal. All the academic decisions are taken in the Staff Council meetings and through the faculty members and other office staff of the college showing an example of making governance decentralized. The Principal forms several committees and the function of these committees is to assist the Principal. The college has a Jan Bhagidari Samiti which has representatives from teachers, farmers, industrialists, former students, and parents.

Students are also part of various college committees. The process of decentralization and participative management is realized through the inclusion of students and faculty as members. An example of the participative management system is visible in the activities of YRC and NSS. Because of the Pandemic Covid-19 and the partial closure of educational institutions, much of the activities of YRC and NSS could not be conducted.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The recommendations of the NAAC peer team were seriously discussed after the 2nd cycle and sent the recommendations to the higher authorities for implementation. A proposal to enhance and improve the physical infrastructure was sent for approval. With the help and suggestions from all stakeholders, the college has prepared its strategic plan to fulfill the academic requirements, extracurricular activities, sports, and the utilization of infrastructure facilities. These plans were designed after extensive consultation with faculty, staff, and members of Jan Bhagidar Samiti during its meeting.

A help desk is made available for parents and students seeking

admission to ease the process.

The College's Perspective Plans are :

1. Organize seminars/workshops and encourage the faculties to publish research papers.
2. Increase the number of ICT e-class rooms and train the faculties to use ICT-based pedagogy.
3. To start new Value-Added, Skill Oriented, and need-based certificate courses.
4. Enhance the library facility and purchase more research Journals.
5. Strengthen the Community-based services to address the socio-economic issues through NSS and Youth Red Cross Society.
6. Enhance the functioning of various clubs.
7. Celebration of National & International Days.
8. Depute the teachers for Orientation and Refresher Courses to enhance the quality of teaching.
9. Need-based training program for Teaching and Non-Teaching staff.

| File Description | Documents |
| --- | --- |
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://www.govtncjcollege.in/PDF/perspective_plan_new.pdf |
| Upload any additional information | No File Uploaded |

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

The Principal as the head of the institution pays attention to the smooth functioning of the administrative and academic activities besides implementing the directives of the Higher Authorities. All the teachers and the office staff help him to discharge his duties efficiently. The Staff Council, is a statutory body, consists of all faculty members, and the different committees the Principal constitutes during the year. The committees work under the guidance of the Principal to achieve the planned goal of the session and the work of each

**committee is defined. The coordinator of the admission committee supervises and conducts the admission to various programs and the purchase committee looks after the purchases. The Principal at the beginning of the academic year convenes a meeting of all staff and discusses and finalizes the academic administrative plans for the year. The faculty is responsible for the day-to-day academic activities and the IQAC ensures the quality of teaching and learning.**

**Faculty:**

**They implement the policies designed by the state government involving the students if they are needed.**

**Service Rule:**

**The institution strictly follows the Service Rule of Chattisgarh State.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | https://www.govtncjcollege.in/admission/organization-set-up/ |
| Upload any additional information | **No File Uploaded** |

| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | **No File Uploaded** |
| Screen shots of user inter faces | View File |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

The employees are provided facilities and amenities for their betterment. Traditionally, most benefits fall under one of the two major types of employee benefits,insurance, and retirement plans. Hence, the institute effectively implements welfare schemes for its teaching and non-teaching staff and believes that one can give one's best when one is happy with work.

The teaching staffs are eligible for all those schemes which are meant for government servants. Some of the available facilities are the General Provident Fund for those teachers.

1. General Insurance facility.

2. Medical Leave.

3. Study Leave.

4. Loan facility.

5. Maternity leave for women teaching staff.

6. Medical Reimbursement as per the provisions of the state government.

7. Insurance coverage facility,

8. Ex- gratia.

9. Compassionate appointment to the next kin of the deceased employee.

Leaves: The Institute provides various leaves to facilitate all its employees.

Gratuity: All employees are eligible for Gratuity after completion of continuous service of a minimum of 5 years.

General Welfare Schemes for Non-teaching staff.

1. General Provident Fund fund

2. General Insurance facility.

3. Medical Leave.

4. Uniforms for Class IV, Laboratory attendants.

5. 6 months Maternity leave for women staff.

6. Medical Reimbursement as per the provisions of the state government.

7. General/Contributional Provident.

8. Insurance coverage.

9. Computer allowance for Grades II, and III.

10. Uniform and washing allowance for Grade IV employees. Advances like 11. Food grain advance.

12. Festival advance.

13. Exemption of tuition fees of wards of in-service staff of this category.

14. Compassionate appointment to the next kin of the deceased employee.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

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

0

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

0

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

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

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

3

| File Description | Documents |
|---|---|
| IQAC report summary | **No File Uploaded** |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | [View File](#) |
| Details of teachers attending professional development programmes during the year (Data Template) | [View File](#) |

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

**At the end of each financial year i.e. 31 March, both the teaching and non-teaching staff are to fill up the performance appraisal form, designed by the Higher Education Department, CG. The format consists the following activities conducted by the faculty member throughout the academic year.**

**1. Teaching- Number of periods allotted and taken.**

**2. Report on the responsibilities given.**

**3. Involvement in research activities & Number of research paperspublished.**

**4. Number of Seminars/Conferences/ Workshops attended.**

**5. Information on guiding Ph.D/M.Phil scholars.**

**6. Participation in college activities.**

**7. Curricular designing, Examination duties, Valuation works.**

**8. Number and nature of leaves taken.**

**The filled annual appraisal formats of the faculty members are assessed by the Principal and with his remarks sent to the Higher Education Department for final assessment along with the PBAS (Performance Based Appraisal System) and API ( Academic Performance Indicator) Score. While assessing the performance appraisal of teaching and non-teaching staff, the feedback**

obtained from the various stakeholders is considered. To maintain the quality in Higher Education, API has been introduced by the UGC in 2010 and is a quantitative approach to measure the quality of teaching staff. These

For Non-Teaching Staff.

Non-teaching staff like librarians, Office Staff, Laboratory staff, and other supporting staff are also required to fill up the Annual Confidential Report, designed for them, assessed by the Principal, and with his remarks sent to the Higher Education Department for final assessment.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 6.4 - Financial Management and Resource Mobilization

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

The accounts of the institute are internally and externally audited regularly. The college conducts an internal audit of accounts at the end of every financial year by an internal auditor and it is an ongoing continuous process one of the faculty members of the department of commerce is given the responsibility of conducting the internal audit of all the accounts.

The external audit is carried out in two ways. One with the help of CA and the other by the Higher Education Departmental Audit and CAG.

The account of Janbhagidari Samiti (Public Participation Committee) is audited every year by a renowned CA who is appointed by the Principal for conducting its financial audit. Before the audit of CA, the income and expenditure are submitted to Samiti for approval. This brings financial transparency to the financial issues of Samiti.

Another external audit of the government account of this college is conducted by the Department of Higher Education. And

the last departmental audit was done in the financial year 2020-21 and the objection raised by them is solved and a compliance report is sent to the Department of Higher Education for the final removal of the audit objections. The auditors both internal and external vouch for the payments with the supporting documents.

Besides, the Principal constitutes Physical verification committees which include teaching and non-teaching staff as members. At the end of every year, the committee physically verifies and checks the consumable and non-consumable stocks of every department.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

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

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

0

| File Description | Documents |
|---|---|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | [View File](#) |

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

The institution has a well-defined and systematic approach to ensure the maximum utilization of the fund received. Funds received from the state government other than for salary are utilized strictly as per the instruction and conditions laid down in the allotment letter. The salary expenditure is met by the state government besides providing funds for the purchase

of books in the library, science laboratory equipment, purchase of furniture, etc., During the month of July-August, the college prepares a budget which includes the expenditure of last year and proposed amount for the coming year, for the college and submits it to the Department of Higher Education.

The Jan Bhadigadri Samiti fund is used for enhancing IT, student amenities, and securities.

Optimal utilization of resources.

The college has prepared its policies for the effective and optimal utilization of resources. The funds from Jan Bhagidari Samiti are also utilized for the academic and infrastructural development of the college with the approval of the Samiti. Because of the shortage of classrooms, the college operates in two shifts. The 1st shift starts with Commerce and PG classes at 7.50 am and the second shift start with the remaining classes at 10.30 and this way maximum utilization of the building is done.

Therefore, in a nutshell, it is mentioned that all the funds available and received are utilized keeping in view to enhance the quality of education and the infrastructure of the college.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

## 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

The Internal Quality Assurance Cell (IQAC) was constituted in the college to enhance and monitor the quality of academic activities. The IQAC has been given the responsibility of planning, executing, and monitoring quality-related activities. The cell supports the teaching and learning goals stipulated in the college's perspective plan besides creating an academic environment on the college campus. With the support of the cell, the college has introduced new practices like feedback from students, employees, parents, and alumni. The IQAC holds two meetings in a year, one in July and another at the end of

the session. Because of the positive motivation of the cell, one of the teachers has been recognized as a Ph.D. supervisor.

The IQAC works with the following goals.

1. Obtaining and analyzing the feedback of students, employees, parents, and alumni on the quality-related process of the institute.
2. Submission of AQARs.
3. Coordinating the extension activities of the institute for community development.
4. Coordinates the alumni meetings.
5. Develops a quality culture among the faculty.

Documenting the quality initiatives taken by the college

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.govtncjcollege.in/IQAC/IQAC_Report_2021-22.pdf |
| Upload any additional information | No File Uploaded |

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

The IQAC has been formed in this institution as per the guidelines of NAAC and the main responsibility of the cell is to monitor the academic and administrative activities and ensure quality. Effective teaching-learning procedure plays a major role in quality assurance. Therefore, through the IQAC, the college reviews the teaching-learning process, structures, and methodologies of operations and learning outcomes at its meeting.

Since the Principal is head of academic activities of the institution, he reviews the teaching-learning process with the help of departments and IQAC.

Continuous Internal Evaluation of students is a practice of this institute and is done through class tests, assignments, and the progress of the students is recorded by the departments. The Principal inspects the daily dairies of the faculty keeping the given academic calendar.

The following are two examples to enhance the teaching-learning process.

1. The Use of ICT in classrooms is encouraged.

2. The IQAC has initiated preparing and submitting the AQAR to NAAC.

3. The IQAC has initiated to constitute the Alumni Association.

4. Obtained and analyzed the feedback from students, parents, employees, and alumni.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | [View File](#) |
| Upload details of Quality assurance initiatives of the institution (Data Template) | [View File](#) |

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

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

The college is committed to providing safety and security to all students and has more responsibility to take care of the safety and security of girl students and female faculty members. At the beginning of the academic session, the parent-teachers organize orientation/induction lectures for the newcomers, where the students are advised to follow the No Discrimination Policy hence the students enjoy the warmth of co-education on the college campus. The college has a Committee Against Sexual Harassment (CASH) to take necessary action against the sensitive issues of girls' students. The college has zero tolerance for any such violation of the law. The college campus is under the surveillance of CCTV cameras and the footage is often seen by the Principal and or / members of the committee. The college also has an Anti-ragging Committee which consists of senior faculty members and a weekly vigilance report is submitted to the Principal. An online affidavit is taken from the students after they are admitted to the program about their non-involvement in ragging activities. The college caters to the needs of society and ensures and promotes gender sensitization, and socialization of men and women with the help of the following committees. 1. CASH 2. Grievance Redressal Cell. 3. Anti-ragging Committee. 4. Parent-teacher. 5. A Complaint Box. These committees also function to promote gender equity and also deal with the related issues of girl students and female faculty members, and suitably redress the grievances in a time-bound manner.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://www.govtncjcollege.in/PDF/7.1.1_21-22.pdf |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar** | B. Any 3 of the above |
|---|---|

| energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | [View File](#) |
| Any other relevant information | **No File Uploaded** |

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

**Solid Waste Management.**

To make a healthy campus the college takes waste management as an integral part of maintenance. The institute is located away from the congested city environment and the students and staff enjoy the natural beauty of the campus. Above all those who come to this college for the first time will be fascinated by the natural beauty. All possibilities to enrich the environment are explored and implemented in a planned way. Two separate waste disposal dust bins are kept at different places on the campus for solid waste.

**Liquid waste management.**

Two separate green-colored disposal bins are kept for liquid waste collection at different places on the campus.

In addition:

1. Acid and acidic chemicals from the laboratories are neutralized by adding

water by the chemistry department staff.

2. Expired liquid wastes are treated by dumping at designated places.

3. All wastewater from toilets, bathrooms, etc. is connected to the septic tank

**and the waste from the septic is discharged to the underground sewage**

**system of the college.**

**E-waste management.**

**The college has adopted a policy of repairing the non-working laboratory equipment, computers, monitors, and printers as far as possible, and if not, then these are considered scrap materials and are stored in a separate room and will be disposed of as and when the college gets permission to dispose those items from higher authorities.**

**In addition:**

**1. The cartridges of laser printers are reused through refilling to avoid wastage.**

**2. E wastes are kept in a separate room.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | View File |

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

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | **No File Uploaded** |

**7.1.5 - Green campus initiatives include**

| 7.1.5.1 - The institutional initiatives for greening the campus are as follows:<br><br>1. Restricted entry of automobiles<br>2. Use of bicycles/ Battery-powered vehicles<br>3. Pedestrian-friendly pathways<br>4. Ban on use of plastic<br>5. Landscaping | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| Any other relevant documents | View File |

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

| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | E. None of the above |
|---|---|

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly | B. Any 3 of the above |
|---|---|

**washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment     5. Provision for enquiry and  information : Human assistance, reader, scribe, soft copies of reading material, screen              reading**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**This is the only college in the town and most of the students taking admissions in the college belong to the nearby villages. After a lot of care and scrutiny, the admission process is completed, and also takes care filling the seat which has been earmarked for reservation of different categories. The committees which are formed by the Principal are well-balanced with the representation of each category.**

**The Jan Bhagidari Samiti (Public Participation Committee) formed by the college, according to the instruction of the government is a unique example of inclusiveness.**

**The members of this committee represent farmers, industrialists, alumni, parents, members from SC/ST /Women category, and nominees/representatives from MLA, MP, and the government.**

**Despite the college being located in an urban area, the majority of its students come from nearby villages. Hence, the college believes that the activities which the college conducts**

to inculcate and promote values of tolerance and harmony will have a very positive impact on society's culture and communal thoughts directly. Activities like awareness rallies and dissemination of the government program meant for villagers are organized. One of the aims of the NSS annual camps that are organized in the villages is to inculcate/promote values of tolerance and harmony among the villagers.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](#) |
| Any other relevant information | No File Uploaded |

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

The college is fully aware of the fact that it has a role to play to shape and influence the students to make them next-generation students. A large flex on the main entrance of the college is displayed depicting the Preamble of the Constitution of India and everyday students and members of staff get the opportunity to read and understand the very essence of the Constitution of India before they enter. On Constitution Day, the staff and students renew their pledge to the Constitution by repeating the Preamble of the constitution aloud word by word. Some Specific instances:

1. On Republic Day and Independence Day all teachers and students gather

on the playground and the Principal hoists the National Flag after which the

Independence Day/Republic Day message is given to all and reminds

them of their fundamental duties. 2. Organizes Pledge to Vote on National Voters' Day. 3. Surgical Strike Day is celebrated on 28 September every year. 4. Unity Day is celebrated. 5. A flex is displayed at the main entrance of the college depicting the 11 fundamental duties of citizens. 6. Another big flex is

displayed at the entrance depicting the Preamble of the Indian Constitution. 7.The photos of Param Veer Chakra awardees, the highest heroism award given to those officers of the highest degree of bravery, are displayed at the entrance of the institution to remind the employees and students of the sacrifices made by our soldiers in the post-independence era.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://www.govtncjcollege.in/PDF/7_1_9.pdf |
| Any other relevant information | Nil |

| | |
|---|---|
| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized** | C. Any 2 of the above |

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | No File Uploaded |

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

The college habitually organizes many days which are of social,

international, or festive importance and also organizes programs on birth/death anniversaries of great Indian personalities to enlighten the students as well as to motivate them to contribute to the nation-building process. The institute also pays tribute to all those national heroes on their birth/death anniversaries and organizes competitions like elocution, and poster writing, etc., Events are organized during the following important commemorative days.

International Women s Day

International Human Rights Day.

World Aids Day.

National Yoga Day.

National Voters' Day.

Republic Day.

Independence Day.

Hindi Day.

National Unity Day.

Birthday of Mahatma Gandhiji.

Azadi ka Amrit Mahotsav .

Constitution Day.

UNO Day.

Environment Day

These are some of the important days observed every year.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | [View File](#) |
| Geo tagged photographs of some of the events | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## 7.2 - Best Practices

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

**Best Practice 1**

**Title of the practice: I Can**

Thoughts of the day refresh one's mind and we need a daily input of new ideas, wisdom, and wise experience of others. One positive thought for the day brings motivation and inspiration. To advance the qualities of student life teachers need to provide them with positive thoughts.

**Objective:**

- The main objective of starting this process of speaking the thoughts of the students is to increase confidence and to develop the students' speaking ability.
- To motivate the students to achieve their future goals by promoting moral values in them.

And to welcome each day with a warm smile and a new strong positive thought, the students of the Department of Commerce started presenting this new idea. The thoughts presented by the students are truly best in nature as they teach how to be confident and happy in the most difficult situations of life. So far, 200 ideas have been submitted by the students which have been uploaded on social media Instagram. With the boom of social networks, sharing the thoughts presented by the students become an activity and it is a proven fact that daily sharing can be a source of inspiration and empowerment.

**Problem encountered:**

It is a problem for students coming from rural areas to speak pure Hindi. Because they generally communicate through the dialect of Chhattisgarhi.

Evidence of success:

This practice has helped them to develop positive thinking and this is the certification of their parents.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.govtncjcollege.in/PDF/Best_Practices_2021-22.pdf |
| Any other relevant information | https://instagram.com/govt.ncj.college_commerce_dept?igshid=YmMyMTA2M2Y= |

## 7.3 - Institutional Distinctiveness

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

A2 ("Any Time Anywhere") Teaching-Learning

"Anytime Anywhere" also means the expression of dedication, and endurance for achieving a goal, viz., the goal of outreaching the students. This new concept is to teach and learn the English Language to UG students of Chattisgarh.Mr. Arun Kumar. V of the department of English has developed a website,www. akumarv. in based on the syllabus of the English Language of Chattisgarh state Universities. With the help of this website, the students pursuing BA., BSc, and B. Com from Chattisgarh can learn and complete the course material prescribed for the English Language anytime anywhere. The website offers the chapter's grammar exercises and its answers along with questions and answers of the chapter.www.akumarv.in is a student guidance portal that offers English Language study materials, notes, and more for the undergraduate students of Chattisgarh. As of this date, as many as 505880 have logged on to this site www.akumarv.in, and taken advantage of this

facility.

Such an academic site useful to the entire students of Chhattisgarh is nowhere in the state. So, the college stands alone providing such a big service to the state shows institutional distinctiveness.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

Start New UG and PG courses

Start new Value-Added Courses.

Organize seminar on current topics.

Fully Computerization of the Library.

Expansion of alumni activities.

Installation of more CCTVs.

Renovation of Old Cycle Stand.

Providing computers to all departments.