YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution   GOVERNMENT REWATI RAMAN MISHRA P.G. COLLEGE, SURAJPUR

- Name of the Head of the institution   Dr H N DUBEY

- Designation   PRINCIPAL

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   8823066695

- Mobile no   8823066695

- Registered e-mail   pri.gdc.surajpur@gmail.com

- Alternate e-mail   rrmpgcollegenaac@gmail.com

- Address   Government Rewati Raman Mishra P.G. College, Navapara, Post-Surajpur, District- Surajpur, StateChhattisgarh, PIN-497229

- City/Town   SURAJPUR

- State/UT   CHHATISGARH

- Pin Code   497229

2.Institutional status

- Affiliated /Constituent   AFFILIATED

- Type of Institution   Co-education

- Location   Semi-Urban

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **SANT GAHIRA GURU**

- Name of the IQAC Coordinator   **DR VIKESH KUMAR JHA**

- Phone No.   **7903847720**

- Alternate phone No.

- Mobile

- IQAC e-mail address   **rrmpgcollegenaac@gmail.com**

- Alternate Email address   **pri.gdc.surajpur@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.govtcollegesurajpur.ac.in/newsData/Report252.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.govtcollegesurajpur.ac.in/Content/10_237_Academic%20calendar%202022-23%20College.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B+**	**2.69**	**2023**	**20/02/2023**	**19/02/2028**
Cycle 1	**B**	**2.01**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC   **06/11/2022**

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
Institutional	Books & Stationery-ST	State Government	2022-23	32700
Institutional	Books & Stationery-SC	State Government	2022-23	238200
Institutional	Stationery	State Government	2022-23	9980
Institutional	Furniture	State Government	2022-23	300000
Institutional	Travelling allowances	State Government	2022-23	69846
Institutional	Electricity and water charges	State Government	2022-23	140000

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   **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

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)

Opening of new programme as MSc Zoology, MSc Microbiology, and MSc Comp.Sci.

Installation of Botanical garden at college campus with the name of great personalities from Chhattisgarh

Insatallation of Solar Light at Main college entrance

To perchase good quality of chemicals to carry out practical in the chemistry lab

Extension of CCTV camera in the college campus

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
To introduce new PG prrogramme for Science students to strenghten Scientific temperament	New programme like MSc Zoology, MSc Microbiology, and MSc Comp.Sci. have been introduced in the college
To promote green energy intiative in the college campus	Insatallation of Solar Light at Main college entrance
To Strenghten Lab facilities	Chemical and other essential items have purchaged
To promote greenery in the college campus	Botanical gardens wtih many medicinal plants are introduced and more plantation done
To construct more class rooms for smooth conduction of class	3 class rooms and 2 toilets have been constructed at first floor of RUSA Building
To Perchase books for New intoduced programme and also for NEP	Books have been purchased to strenghthen teaching activities
To hire computer operator for smooth official operation	one computer operator has been hired from Janbhagidari Fund
To arrange first aid and sanitary pad	first aid and sanitary pads are available
To install notice board outside each department	Notice board outside each department has been installed

13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
HH	Nil

14.Whether institutional data submitted to AISHE

Part A	
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Name	Date of meeting(s)
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Year	Date of Submission
2022-2023	07/02/2024

15.Multidisciplinary / interdisciplinary

Govt. RRM PG College surajpur provides a holistic multidisciplinary curriculum with the goal of providing students with an overall knowledge of allied fields in addition to their primary studies. Institution has made tremendous efforts through beyond classroom activities to acquaint students with necessary skills such as Critical thinking, problem solving, team work, communication skills, career readiness and leadership abilities, intercultural and ethical competency, self-awareness and emotional intelligence throgh various program time to time.The college library hosts a huge collection of books on Multidisciplinary / interdisciplinary areas.The intradepartmental faculty and lab facilities exchange also takes place to strengthen interdisciplinary work. The multidisciplinary or interdisciplinary approach in education is fundamental to our pedagogical philosophy. By integrating various disciplines, we aim to offer students a comprehensive understanding of themes, concepts, and issues. This approach fosters critical thinking and creativity as students engage with topics from multiple viewpoints. It also provides students with the flexibility to choose subjects aligned with their interests, encouraging them to pursue their passions alongside their mainstream education.

16.Academic bank of credits (ABC):

The college follows the statutes and guidelines of HED, Raipur (C.G) and adopts instructions of Sant Gahira Guru Vishwavidyalaya, Ambikapur, Surguja (C.G.) for various programs such as student admission, teaching-learning instructions, examination and evaluation processes. The college administration welcomes and appreciates the concept of academic bank of credits as proposed in NEP 2020 and shall adopt the same later whenever introduced by the HED and university in forthcoming academic sessions. The vision and mission of the college fulfills the motto by providing best education and learning methods for the holistic development of the students. The participation of students, teaching and nonteaching staff in extension activities, social outreach, skill development programs, national and international conferences, workshops, seminars, webinars, social meetings, physical fitness practices, discussions and debates on social, ethical issues and soft skills. To meet the challenges of 21st century, a well-rounded individual with critical capacities such as intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. The college provides an effective learning platform for students by broadening the horizons of education beyond their subject knowledge by offering CBCS courses

at all PG programmes. The CBCS allows students to choose their subjects from fundamental to advanced level including performing course and curriculum projects in interdisciplinary and applied subjects for example project work by all PG and BCA students. The PG students perform dissertation/project work and are engaged with laboratory training and community services in the adjoining villages. The students visit and disseminate knowledge and information about women education, empowerment, health, personal hygiene, caring and educating of old people, water conservation, energy conservation and Swachhta Abhiyan. The above practice provides an equal opportunity for students to enhance knowledge, develop skills, build self-confidence so as to create a positive temperament and develop a deep impact on their life. The college faculty is engaged in interdisciplinary/multidisciplinary research projects on thrust areas of social economic issues such as innovative technological solutions for control of termites by formulation of termiticide besides carrying forward the research in fundamental and applied science in academic collaboration with other departments. The college has initiated skill development activities in multidisciplinary subjects encompassing Physics, Chemistry, Mathematics, Botany, Zoology and Computer applications where students from any stream can acquire extra skills in the interdisciplinary subjects of their choice. The college started Interdisciplinary Study and Research Form (ISRF) in science, commerce, arts and computer faculties.

17.Skill development:

The college has planned to start VAC (Value aided course) to develop additional opportunities for the skill development of their stockholders. The college faculty tries their level best for imparting the right values in students by adopting the practices that promote women's empowerment, ensure eco friendly and environmentally sustainable campus and inculcate social responsibility through several outreach programs. Offering an inclusive environment promoting tolerance and reverence towards diversities, sensitization of students towards constitutional obligations as responsible citizens, undertaking green initiatives including vigorous plantation drives, management of the green gold of the campus and effective facilities for the management of degradable and non-degradable waste are an integral component of the College. To shape the students as ambassadors of community welfare, the college undertakes various extension programs like NSS, Red Ribbon club and SWEEP. The students play an active role in creating awareness among the local population about COVID, environment awareness, HIV-AIDS, other dreadful

diseases, road safety, conservation and management of natural resources in addition to cleanliness and blood donation drives. The college follows the university syllabus in which paper-IV (Social outreach and skill development) is compulsory for all PG courses.

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

Chhattisgarh is identified as a herbal state surrounded by several dams, valleys, hills and dense forest. The languages spoken by the inhabitants of this state are Chhattisgarhi, Halbi, Gondi, Kurukh and Hindi. Though the language of "Chhattisgarhi" is used by natives, which is easily plausible by other residents of Chhattisgarh. The common language of communication used for instructions in offline and online teaching is Hindi followed by English. All the faculties, irrespective of their linguistic background, use Hindi and English to impart teaching and mentoring processes. The college organizes several events like world Hindi day, Kabir Jayanti etc. to promote the spread of literature and languages. Moreover, the college library has a collection of a good number of books which are the products of national and international writers on allied subjects. There is a huge repository of books on languages, religion, art, and culture. However, the college faculties will be motivated and encouraged to adopt the methods positively if such initiatives are undertaken by the college. Furthermore, subjects like Indian Constitution, Ethics, Indian Cultural Values, and Environmental Ecosystem are integrated into the curriculum. These subjects are designed to instill a sense of national integration, cultural awareness, and civic responsibility among the student community, thereby contributing to their holistic development.

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

Currently, the mode of education adopted by the college is the conventional system in which students are given grades and rankings compared to each other. Content and performance expectations are based primarily on what has been taught in the class during the academic session. Time and again, it has been realised that the conventional methods beyond the classroom teacher have paid little attention to know whether or not students learn any of the material. Nevertheless, it is again the prerogative of college to adopt an OBE system that is distinguished from the traditional methods by the way it incorporates three elements: theory of education, a systematic structure for education, and a specific approach to instructional

practice whenever, decisions are taken by the HED, Raipur and University administration, the college would contribute, in alignment with its vision and mission, in organising the educational system towards what is considered essential for the learners to successfully do at the end of their learning experiences. The primary focus of the proposed OBE system will be on the following skills such as life skills, basic skills, professional, intellectual skills and interpersonal and personal skills with the potential benefits to create a clear expectation of what needs to be accomplished by the end of the course; structure their lessons around the student's needs; determine what credits to award the student; feel responsible for their own learning, and learn more through this individual learning. The Outcomes analysis will involve the analytical reports rigorously based on student performances and satisfaction feedback and employability index. Outcome analysis requires a huge amount of data to be churned and made available at any time, anywhere. It is believed that outcome analysis will help to find gaps and carry out continuous improvement to align with the mission of NEP 2020.

20.Distance education/online education:

The college currently run distance education center for Pandit Sundarlal Sharma (Open) University. Earlier during COVID-19 time online classes with the help of ICT were conducted regularly. A plethora of online platforms was floated from the tech world to provide education through online mode along with setting-up of virtual labs to continue theoretical as well as practical education of the students and the college faculty fully utilized the online teaching platforms and kept performing their academic duties whilst delivering online lectures through modules such as Googlemeet, Teachmint, Zoom etc. Classes through video conferencing, online meetings, mentoring, and creating e-content have been a tremendous experience for all the stakeholders (students, faculty, administrative officers, and non-teaching staff) in the college. The college faculty used resources (Internet services, Power point presentations, Projectors, Smart boards, Smart writing pads etc. at a personal level as well as from the college support to develop their skills for online teaching. This experience obviously is potentially enough to offer vocational courses through open and distance learning (ODL) and Distance education/online education in view of NEP 2020.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**467**

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

2.Student

2.1 Number of students during the year	**2111**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**685**

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

2.3 Number of outgoing/ final year students during the year	**625**

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

3.Academic

3.1 Number of full time teachers during the year	**26**

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

3.2 Number of sanctioned posts during the year	**26**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**31**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**88.45**
4.3 Total number of computers on campus for academic purposes	**58**

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 Institution ensures effective curriculum delivery through a well planned and documented process. The college is under the Department of Higher Education, Government of Chhattisgarh and is affiliated to Sant Gahira Guru Vishwavidyalaya, Ambikapur (Formerly Sarguja Vishwavidyalaya, Ambikapur) and follows the prescribed curriculum and syllabus of the same. For undergraduate programs like B.A., B.Sc., B.Com. and B.C.A. the syllabus is designed by Central Board of Studies, Department of Higher Education, Government of Chhattisgarh which is forwarded by the university to the college and for all PG programs (CBCS mode), the syllabus is provided by the university and followed by the college.Faculty members teach according to the proposed curriculum and they do signature after mentioning the status of prescribed curriculum whether completed/incomplete and the principal certifies it in a monthly report or daily diary.Faculty members teach according to the proposed curriculum and they do signature after mentioning the status of prescribed curriculum whether completed/incomplete and the principal certifies it in a monthly report or daily diary. Each PG department organizes departmental seminars, group discussions, and educational tour/field trips for effective delivery of curriculum in a well-planned manner.College

has a sufficient number of classrooms and a well-equipped laboratories, ICT rooms with internet facility, LAN & Wi-Fi connectivity.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=87&PageName=Syllabus

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

The college is permanently affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja, Ambikapur. Academic calendar is provided by the Higher Education Department of Chhattisgarh Government and is applicable to the entire state. College adopts the academic calendar as it is published by the higher education department of Chhattisgarh government. Before the commencement of every academic year, the IQAC prepares the internal academic calendar of the college in accordance with the academic calendar of the higher education department of Chhattisgarh government. In every academic year an Internal Evaluation Committee is formed. Which works for the better conduction of CIE. The IQAC prepares the academic calendar and it is displayed on the website and notice board of the college. A copy of the academic calendar is provided to every faculty for proper implementation. The academic calendar specifies the teaching learning schedule of every academic year and continuous internal evaluation.Extra classes are organized for slow learners to give them extra academic attention. With a view to give an academic platform to advance learners in different subjects all science departments of the college have constituted KECs (Knowledge Enrichment Circle).This KEC meets on a quarterly basis to discuss and share advanced level knowledge in the subject area concerned. The regular faculties of college complete their orientation/ induction program, Refresher course and faculty Development Programs as per UGC, New Delhi and HED, Chhattisgarh norms for skill upgradation/updating knowledge.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.govtcollegesurajpur.ac.in/Content/40_237_Aca%20Cal%20hed%202223.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   **B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	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

10

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

0

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 follows the curriculum prescribed by the Sant Gahira Guru university, Ambikapur and HED, Government of Chhattisgarh. The university integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum. According to the syllabus of UG and PG programs, issues relevant to Environment and sustainability are taught.Subjects such as Chemistry,Botany and Physics allude to environment and human values as they provide their students with the knowledge regarding the core principles of our natural existence.The college also has conducted various activities/programs on crosscutting issues to supplement the university curriculum, some of these are as follows

Environmental Sustainability: The college has an NSS unit which promotes environmental awareness through tree plantation, water conservation, college campus and village cleanliness, plastic-free

drives etc. The college has different diversified plant species.

Gender sensitivity: The college organizes various gender sensitivity programs such as Women's Health and hygiene, Personality Development, Self-protection, Yoga training etc. For girl's empowerment the district administration prepared 'Team Rakshak' which is for security and safety of college and other females.

Human values and Professional Ethics: The college organizes various extension activities through NSS, Ek Bharat Shreshtha Bharat and Red Ribbon club human values and professional Ethics

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

14

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	View File
Institutional Data in Prescribed Format	View File

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

828

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=93&PageName=Feedback%20Analysis
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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.govtcollegesurajpur.ac.in/Content/45_245_Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance%202022-2023.pdf

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

825

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

498

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

The institution assesses the learning levels of the students through unit tests, quarterly exam, half-yearly exam, CCA, end-of-semester exam, assignment, presentation, viva-voce exam. Etc. On regular basis. The college has given clear instruction to all faculty to organized online classes separately for both advanced learners and slow learners during holidays and vacations. This practice initiated as part of blended learning system for the students having different learning capabilities. Moreover, tutorial classes are held by the departments for the slow learners.The departments conduct regular class tests. Study materials are also provided by the teachers. All students are allowed to borrow books from departmental library. Advanced learners are encouraged to read additional reference books and e-books in addition to the text books. Advanced learners are also encouraged to participate in various seminars, webinars and workshops so that they can listen to talks from the resource persons and can enhance their knowledge. They are also encouraged

to participate in various academic events like Science Fairs/ Essay competition/quiz competition organized by the college and other Institutions.

File Description	Documents
Paste link for additional information	https://govtcollegesurajpur.ac.in/events_details.aspx?eid=89
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
2111	26

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

Government Rewati Raman Mishra Post Graduate College Surajpur (C.G.) practices various student centric method, such as experiential learning, participative learning and problem-solving methodologies for enriching learning experiences for students to inculcate latest skills,knowledge, attitude, values that mould their character in the proper manner. All the science programs integrate practical courses with adequate experiential practice for the student. They also provide platform for participative learning to the students. Moreover, projects, field-work, seminars, excursions, NSS, Red-ribbon club etc. Include among the students the practice and habit of participative learning and problem-solving methodologies. In all U.G. and P.G. programs, there is a compulsory project/dissertation course that provides adequate opportunity to the students for incorporating and practicing problem solving methodology. All departments undertake various innovative teaching strategies that arosecreative ability, problem solving skills among the students. Teachers follow experiential learning process in which students learn by doing on their own. Faculties of this Institution organize various activities such as laboratory work, model design, workshop,student

exhibition, field work, study visit etc in which students learn by experience and acquire desired skills.Faculties also undertake programs like group discussion, debate, brainstorming, mind game, role play, student seminar, student exhibition etc in which students activity participate and enhance their knowledge and skills. Subject related problem based various project works are assigned to the students that boost problem solving spirit among the students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://govtcollegesurajpur.ac.in/photo_gallery.aspx?page=NSS

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

The academic year 2020-2021 was completely affected by the COVID-19 pandemic.After thattherefore it was not only the choice but also the compulsion of the teachers to learn, adopt, and practice the ICT-enabled tools. The use of laptops and the Internet has become a common practice for teachers and students. Facilitated by these programs, the teachers effectively use ICT-enabled tools like laptops, headphones, writing pads, internet, video-lectures, audio-lectures, PPT presentations, virtual labs, YouTube links, e-contents, etc.The college has very good infrastructure and updated ICT tools for effective teaching learning process. Each department of the college has one ICT enabled classroom.During the pandemic situation, teachers started taking online lectures through Google classrooms, Google Meet, Zoom, Skype and other online platforms. So students are familiar with the virtual platform. To make learning more interesting YouTube video lectures are also shared during pandemic time. Students are also encouraged to give seminars using power point presentations.The college is an active member of INFLIBNET services by which faculties and students of the college are highly benefitted in acquiring updated knowledge by a good number of e-books, e-journals, e-magazines and e-contents. The college is equipped with 45 computers for academic purpose and 6 for non-academic purposes.

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

26

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

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

7

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

112

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.

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

with students. The marks obtained by the students in internal assessment tests are recorded periodically in the register by the concerned department. In order to analyse the skill of the students, the day-to-day performance is assessed by the concerned faculty members in the laboratory. At the end of each academic session all the faculty members conduct doubt clearing classes for the students. On the basis of internal assessment, slow and advanced learners are identified and further necessary initiatives are taken accordingly.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://govtcollegesurajpur.ac.in/Content/43_252_HALF%20YEARLY%20EXAM%20%2022-2023%20(1)%20-%20converted.pdf

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

The college exhibits an efficient mechanism so as to ensure transparent and efficient assessment process. The internal assessment includes unit test, half yearly, terminal exam for UG students and unit test, CCA tests, seminars and social outreach report evaluation for PG students under CBCS pattern. The respective subject teachers set the question paper as per syllabus in accordance with the annual and CBCS semester examination. Internal examination helps subject teachers to analyse the performance of students. All records related to internal examination such as attendance sheet, question paper, valued answer books, summary of marksheets are properly maintained by the concerned department and committee of the institute. Model answer and marking scheme is prepared by every subject teacher before evaluation. Answer scripts of internal assessment and assignments are discussed with students after evaluation and grievances if any is sorted within the department only, and in case grievances are not addressed satisfactorily, the students are free to approach the head of the college also. Concession in attendance can be claimed by students on medical ground and for participation in extracurricular activities as per the statues of the college. As per the afliating university rule following set of mechanisms is inplace to deal with grivances of students related with annual/semester and university examination. 1. Revaluation of answersheet 2. Retotalling of marks 3. Revision of photcopy of evaluated marksheet

File Description	Documents
Any additional information	[View File]
Link for additional information	https://govtcollegesurajpur.ac.in/Content/43_252_HALF%20YEARLY%20EXAM%20%2022-2023%20(1)%20-%20converted.pdf

2.6 - Student Performance and Learning Outcomes

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

There are a total of 18 UG and PG programs in the college under the faculty of science, arts, commerce and computer application. Our college focuses on the outcome of the students by nurturing their values to become a responsible citizen.

From the day of commencement of classes, the teachers explain the course structure and CO, PO of the courses forwhich they have enrolled. The courses are so designed that the students can learn and understand the basic concepts and skills related to the subject. The Career Counselling cell of the college organizes seminars and workshops for job opportunities.

In brief program outcomes of some of the UG and PG program is given below:

Bachelor of Arts:

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

Bachelor of Science:

To understand science and the importance of scientific knowledge.

To solve the problems including planning and execution of a significant project or investigation by appropriate methods.

Bachelor of Commerce:

To apply basic mathematical and statistical skills to analysis a range of problems in economics actuarial studies, Accounting, Marketing, Management and Finance.

Master of Arts in Sociology:

The ability to demonstrate sociological understandings.

Master of Science in Botany:

To understand and apply knowledge of Botany to collect data, analyse and prepare necessary documentation by using instrumental approach.

Master of Science in Chemistry:

To orient the students for minor projects and research in different areas of chemistry.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.govtcollegesurajpur.ac.in/newsData/Report41.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college evaluates the attainment of program outcomes, program specific outcomes and course outcomes during the year through annual exam, mid-semester exam, end-semester exam, assignment, presentation and viva-voce exam. These are regularly monitored by the feedback received from the students, parents, teachers, employees and alumni. The program specific outcomes are analysed through both curricular and co-curricular performances of the students. There are a total of 18 UG and PG programs in the college under the faculty of Science, Arts, Commerce and computer application in which UG is in annual system and PG is under CBCS semester system. Since first year of college, the academic journey of the students is started through principal's address, induction program, expert lectures and classroom interactions. In order to focus on the outcomes, the students are categorized as slow, average and advanced learners on the basis of their entry level marks. The online feedback of students, parents, teachers and alumni assists the college to evaluate whether the students have properly perceived the content of the curriculum. Ultimately, the program outcomes and course outcomes are evaluated on the basis of

final year result of the examination. The annual, CCA and semester examination is the benchmark which helps the college to analyse the program and course outcomes effectively.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://govtcollegesurajpur.ac.in/Content/43_252_HALF%20YEARLY%20EXAM%20%2022-2023%20(1)%20-%20converted.pdf

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

529

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	https://govtcollegesurajpur.ac.in/Content/44_252_Result%202022-23%20-%20converted.pdf

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)

https://www.govtcollegesurajpur.ac.in/Content/45_245_Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance%202022-2023.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

02

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

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

00

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

The college has created an ecosystem for research, innovations and other extension initiatives for creation and transfer of knowledge by developing desirable human resources, taking care for creation and dissemination of knowledge. Despite low funding and human resources, the college encourages research and innovation among students and faculties. Faculty members are encouraged to undergo professional development programs like induction program, refresher course, faculty development program and to organize webinars, guest lectures and participate in conferences, seminars and workshops.The college organizes seminar/ webinar/guest lecture for transfer of knowledge time to time.The college has developed several research laboratories in the respective areas of research. The college has a well-equipped Botany, Chemistry, Zoology and Computer labs for experiential learning and research work. The PG departmental library has about 1200 books for academic and research purposes. The faculty members are also encouraged to guide research activities. All PG departments are recognized as research centers by the affiliating university. Two faculty members of the college currently as research guides by the affiliating university.In all PG programs, students participate in project work/ social outreach and skill development/Dissertation which help them to innovate and create knowledge. For experiential learning, well equipped laboratories are available in Zoology, Botany, Chemistry and computer subjects.The college has also MoU with other institution for transfer of knowledge and skill.The NSS unit perform many activities transfer of knowledge.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=102&PageName=NAAC

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

03

File Description	Documents
Report of the event	View File
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

00

File Description	Documents
URL to the research page on HEI website	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=10&PageName=Research
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

05

File Description	Documents
Any additional information	View File
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

01

File Description	Documents
Any additional information	[View File]()
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 extension and outreach programs are planned and organized by the college in such a way that they supplement the education provided in class room teaching for both UG and PG students.The programs not only teach lessons of life but also provides practical exercise of learning with co-curricular activities and involvement of students in many activities like:

- Ek Bharat Shreshtha Bharat programme
- Swacch-Bharat Summer-internship
- Cleanliness drive
- Voter awareness (SVEEP)
- Fit India movement/ Yoga Social outreach programme etc
- NSS
- Red Ribbon Club

Seven days special N.S.S. camp has been organized in this village. Here students learn mutual cooperation with the villagers. They learn to live in limited resources and learn about rural life. Various activities are organized under camp with active cooperation of village people.Preservation of cultural and ancient knowledge of tribes of nearby villages by our students and faculty is an important activity of outreach programs. They work for leadership and political awareness in the nearby community. NSS campus ambassador of the college visits nearby villages and works for hundred percent voter's participation in elections. They also work for eradication of poverty, illiteracy and AIDS awareness.The college promotes faculty members to organize and conduct different extension activities and workshops at other institutes and nearby villages. For the holistic development of the students sports, games, cultural events, debates and several other activities are also organized by the college time to time.

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/72_244_ncc%20nss%20prativedan%20(2%20files%20merged).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

01

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	View File

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

42

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

2576

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

04

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

04

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is situated at Navapara, Surajpur and acquiring 10.56 Hectare of land area. College has adequate facilities for teaching and learning process. The college has its own campus with two buildings equipped with CCTV cameras.100 seater girls hostel with mess facility is available in the college campus.There are 2 common rooms for girls with all required facilities, separate washrooms for girls, boys and staff members, indoor and outdoor stadiums with an open and indoor gym, yoga cum music room, 4 borewells for water supply, RO water purifiers. The entire campus is covered with greenery all around and is surrounded by a boundary wall. There are a total 58 computer sets available for academic and administrative purposes. The college also has complaint boxes, wheel chair, crutches, fire extinguishers, Divyangjan friendly toilet, notice boards and a board on which "Idea of the Day" is written. Following are the details of the college infrastructure.

1. Main old-building: This building was intially single storey but later converted into double storey with total 26 rooms, lab, toilet, conference room, seminar room

2. New Building (RUSA): This building was intially single storey but later converted into double storey for 23 rooms, 4 labs , toilets, child care room, girls common room. All classrooms are equipped with adequate furniture, blackboards/whiteboards, fans, lights, etc.

3. Library building: The college has a well-furnished library cum reading room .

4. cycle stand shed/ Car stands facility are availabe

5. Canteen facility are availabe

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/78_244_4.1.1%20LINK%20%20ok.pdf

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

The college has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium and stadium. For cultural programs there is a big hall available in the college . Annual sports and cultural event is organized by the college every year . The college organizes cultural activities as "Yuva Mahotsav" to promote cultural values and preservation of the same.

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

2. Cultural PROGRAMS-To conduct cultural activities in the college, there is a cultural committee for this. The committee organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, rangoli, painting, mehandi, quiz, and poster making, essay writing, slogan writing, sangeet and drama preparation etc. There is a separate room for sangeet preparation. The incharge of the cultural committee is Pratibha Kashyap (Asst. Professor, Sociology).The Cultural programmes are organized by the students of the college on special occasions, e.g., Freshers' Welcome ceremony, celebration of Independence Day, Republic Day, Netaji Subhas Chandra Bose's birthday, Teachers' Day, Bhasha divas, Rabindra Jayanti, Saraswati Puja and so on.

3. Gymnasium : There is a very good open and indoor gym equipped with various equipment for physical activities.

4. Yoga Centre: Yoga centre has been established at the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=5&PageName=Sports

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

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/newsData/Report218.pdf
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)

88.45

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The college is committed to provide quality education to the students . Library contains sufficient no. of books, various magazines, newspapers and journals, encyclopedias, competition books and old Question Papers for the students. The main aim of the Integrated Library Management System is to provide proper information to the users in short time. Besides this, the college is also a member of NLIST through which the members can access the e-journals and e-books included in it andalso the 6.00,000 e-books of NDL. The college was established in 1984 with one post of Librarian. Since then, there are nearly 33709 books available in the college which comes to 22 books per student .

The library is computerized and automated using the Integrated Library Management System (ILMS) koha, which is a user-friendly and full-featured integrated software. There is no cost for the licensed user. Koha is tried and tested software and has proven stability and scalability and is being used in hundreds of libraries worldwide.The main features of koha are:

- A full-featured modern integrated library software (ILS).
- Award-winning and free/Open-source Software(no license fee) .
- Simple clear interface for librarians and members (patrons).
- OS is independent of any operating system. Linux, Android, Windows
- Multilingual and multi-user support Full catalogue, circulation, acquisitions,
- library stock management.
- Online Access to the catalogue within the campus through computer or mobile .
- Serial management module. Print your barcode. Export and import records.

Apart from this automated Departmental library is also available at each PG departments.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=9&PageName=Library

4.2.2 - The institution has subscription for the `A. Any 4 or more 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	View File
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)

`0.81`

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

`1200`

File Description	Documents
Any additional information	View File
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

There are different digital technological facilities available in the college. BSNL has laid down its FTTH (Fiber to the home) line in this college for Internet connectivity and Wi-Fi connectivity. There are 03 smart classrooms with ICT Facility, 01 Seminar hall cum smart class room. A well-equippedcomputer lab with smart class is also functioning in the college. 01 digitally equipped lab of Physics is also there. The students of the computer department of the college have access to the computer lab. The college building is facilitated with Wi-Fi connectivity.The College office, the principal's chamber, and the Central Library of the college have internet access. There is Wi-Fi accessibility across the campus. All PG departments of the college have provided computers and other related accessories. All teaching staff members use the ICT in the smart classrooms. The different educational sites are shown to the students with the help of ICT smart class rooms. ICT room is also used to show PPTs, videos and other e-contents. Most of the official work is being done with the help of computers. The college regularly maintains the IT facilities.Computer is formatted on a regular basis. Anti-virus is regularly updated on computers.CCTV is installed in most of the classroom, corridor and outdoors. College has updated its library with KOHA (open source library management software for circulation, stock management and cataloguing of books. Website is maintained by Ravi solutions, Durg, Chhattisgarh. College pays fees for maintenance.

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

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	[View File](#)
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)

88.45

File Description	Documents
Upload any additional information	View File
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 adopts systematic procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports, computers, classrooms etc. There are 51 computers in the college in which 6 computers are used for administrative purposes and remaining 45 for academic purposes. The computers are maintained by the recognized firms to ensure maximum utilization of these computers. There are six laboratories in the college in which experimental learning is going on in a proper way. There is a laboratory for Chemistry, Botany, Zoology, Physics, microbiology and the computer department. There are sufficient instruments and experimental materials available in the laboratories. It is a sole responsibility of the officer in-charge of the respective laboratory to update and maintain the respective laboratory. There is a wellequipped library and reading room in the college. There are sufficient books, periodical magazines, journals and newspapers in the library. Library is partially

automated with KOHA software. Currently there is a regular librarian and library committee which makes policies for smooth running of library.The library has a drop box where students put their suggestions which in turn are processed by the members of thelibrary committee.In the sports department facilities for various indoor games such as chess, carom and badminton are available.The building was constructed from state PWD (Public work department). In time-to-time PWD maintains the college building and its white-washes and repairs the building if necessary.A casual gardener is appointed forthe general maintenance of the gardens and greenery of our beloved campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=108&PageName=Infrastructure

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

1391

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.govtcollegesurajpur.ac.in/Content/48_244_Soft%20Skill%201%20(2%20files%20merged).pdf
Any additional information	View File
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

324

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

324

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

14

File Description	Documents
Self-attested list of students placed	View File
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

133

File Description	Documents
Upload supporting data for student/alumni	View File
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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

1

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)

Government Rewati Raman Mishra P.G. College Surajpur believes in youth empowerment through active participation of students in various co-curricular and extra-curricular activities in the institution. The students are involved in a number of activities at college level. At the beginning of every academic year, the Student Union is constituted by the college. The Office Bearers of Student Union are elected as well as nominated as per the Government directives. For the past three years, students securing the highest marks have been nominated as Office Bearers of the Students Union and as Class Representatives. Apart from this various other student bodies are also constituted by the College for various activities.The student's representatives encourage and motivate other students to participate in student's oriented activities such as Fresher's welcome, Sarasvati Pooja, Republic day, Independence day, Voters day, Yoga day and Environment day etc. Student representatives assist teachers in making such events successful. The student's representatives also ensure discipline in the college by encouraging students to follow the rules and regulations laid down by the college and insist other students to maintain a green, plastic-free campus simultaneously.

College has a NSS Unit of 100 volunteers and NCC unit of 53 . NSS and NCC volunteers help in the beautification of the college.

Another wing of Colleges is the Red Ribbon Club which is composed of student members who work as a team to spread awareness for AIDS among the student community of the College.

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=57&PageName=Extracurricular%20Activities
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

483

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

An alumni association has come into existence in this college since 27-07-2015. The college belongs to a semi-urban area and most people are financially weak so college keeps a membership fee for alumni 100 rupees annually for general members, 1000 rupees lump sum for lifetime membership and 5000 rupees for patron members. This alumni association is registered under the Chhattisgarh Societies Registration Act, 1973 with registration number 122202258879 namely alumni association, Government Rewati Raman Mishra PG college,Surajpur. The Institution nurtures the

alumni association to facilitate them to contribute significantly to development of the Institution through financial and non-financial means. Healthy relation between the staff and the alumni is the main source to attract them towards the college. The college motivates and supports the alumni, their parents, and community to maintain healthy relations with the institution in order to increase the number of associations. Now the college has created a web page for the alumni registration. We invite the alumni who are preparing for UPSC, CGPSC,CG-VYAPAM, UGCNET, CSIR-NET, CGSET, Banking etc.to share experience about preparation among current students.Alumni visit the college as per their convenience throughout the year. We invite the alumni for mostly common programmes like Yuva Utsav (College Annual Function) etc. every year.The Alumni of the College also realizes it as their duty to reciprocate to the Colleges' contribution by offering support in the form of cash or other various important means like books, water cooler, fan etc.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

VISION

Empowerment of youth, especially rural students of the society through quality education and skill development, while

simultaneously inculcating ethical and social values to meet the global challenges ahead.

MISSION

The purpose of the institution is to develop quality education and moral values in the students and prepare them as responsible citizens of the nation. To realize the above vision this college works on following mission:

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

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

3. To shape the student as a responsible citizen.

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

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

Core Values

1. Pursuit of excellence through quality education

2. Academic excellence

3. Social responsibility and awareness

4. Honest and moral integrity

5. Faith and trust in its own capabilities

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=2&PageName=Vision%20and%20%20Mission
Upload any additional information	View File

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

The college has a strong tradition of participative management. Principal delegates his powers to the head of departments with certain responsibilities and the mechanism of decentralization and participative approach is adopted in all domains viz., teaching, learning, evaluation, research, co-curricular activities and administration. The principal always involves faculty members and student members in decision making. The principal constitutes different committees involving the staff members for the proper execution of vision and mission. .The principal plays a lead role in the governance of the college along with committee members and keenly observes the day to day working of the college administration & governance. The principal always inspires the staff members in staff council meetings. Principal with the assistance of the office and finance committee looks after the financial expenditure and manages the funds for various developmental activities taking place at the college campus. Organization of internal administration system is given below

Principal

Department

IQAC

Staff Council

Library

Student Council

Alumni

Head of Department

Committee

Office

Librarian

President

President

Member of Department

Coordinator

Asst. Grade 01

Book Lifter

Vice-President

Vice-President

Lab Technician

Members

Asst. Grade 02

Secretary

Secretary

Lab Attendant

Asst. Grade 03

Joint-Secretary

Joint-Secretary

Peon

Members of Various Committee

Treasurer

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/index.aspx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

1. Enhanced Teaching and Learning methodology

2. Introduction of New Academic Programmes

3. Improving Infrastructural Facilities

4. Enhancing Research activities

5. Employability of the Students

6. Co-Curricular Activities

7. Extension Activities & Industrial Visits

8. Extra-Curricular Activities

9. Mobilization of non-Governmental Funds

10. Alumni Association

Utilization of Government and non-Government funds has been one of

the most important steps of the Strategic Plan. The College also utilized its non-governmental Janbhagidari funds for smooth functioning and enhancement of its teaching-learning process. Janbhagidari Lecturers were appointed to share excess teaching load for which the sanctioned faculty strength is not adequately sufficient. The salaries of Janbhagidari Lecturers and Janbhagidari workers were drawn from the non-governmental Janbhagidari fund of the College. This is one of the activities successfully implemented based on the strategic plan. Self financed 05 programmes M.Sc. Microbiology, M.Sc. Computer Science, M.Sc. Zoology, DCA and PGDCA are also running successfully with the help of Janbhagidari Lecturers. The Guest Lecturers are also appointed in the College according to the norms of Higher Education Department, C.G. Govt. & UGC.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=106&PageName=Other%20Reports
Upload any additional information	View File

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 is the Academic & Administrative Head of the institution. The principal is the head of the College administration and the final authority in all academic, administrative & financial matters.

The principal has a team of IQAC Coordinator, Departmental Heads, coordinator of various

committees/cells and Head Clerk / Accountant to assist in the governance of the College. The principal convenes meetings and delegates authority to the academic and administrative staff to carry out the assigned tasks within the stipulated time. The principal monitors and tender necessary suggestions and support to the committee and makes sure that the desired outcomes are attained.

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

- Purchase
- Admission committee
- Scrap / Write-off
- RUSA
- Legal literacy
- SPARSH
- Discipline
- Anti-Ragging
- Internal Audit
- IQAC, NAAC, UGC, Media Cell
- Student Union
- Career Guidance & Counselling
- Placement cell
- Right to Information
- Ek Bharat Shreshtha Bharat
- Internal exam Cell
- SC-ST Cell
- Grievance Redressal
- Cultural Activity
- YUVA UTSAV and literature activity
- Teacher Parents
- Cleanness
- Library
- LOK SEVA GUARANTEE
- Sports
- NSS, YRC/RRC and ECO Club
- Seminar Cell, SWAYAM PRAKOSTH
- Alumni
- Janbhagidari

Non-teaching staff: non-teaching staff are appointed by CG government. It includes Head

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

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/29_110_Rules%20and%20Regulations%20(1).pdf
Link to Organogram of the institution webpage	https://www.govtcollegesurajpur.ac.in/colleg e.aspx?pageid=127&PageName=Organogram
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	View File
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 College has effective welfare measures for teaching staff.

Welfare measures for Teaching Staff:

Medical Empanelment

Duty/ study leave

TA/DA

HRA

Medical leave

Provident Fund

Gratuity

Full paid maternity leave - Maximum 730 days fully paid

Encashment of EL at the end of service

Salary timely credited to bank account

Facility of part final encashment in case of marriage and in illness.

Funds for organizing Seminars, workshops

Proper disbursement of Government welfare schemes

Loan without interest from their GPF.

College provides seed money for various academic projects.

CCTV camera to ensure safety and security.

Welfare measures for Non-Teaching Staff:

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

Festival advance.

Medical leave

Provident Fund

Gratuity

Maximum Full paid maternity leave - 730 days fully paid

Encashment of EL at the end of service

Salary timely credited to bank account

Medical leave encashment.

Facility of part final encashment in case of marriage and in illness.

Family Benefit scheme.

Proper disbursement of Government welfare schemes to the employees.

Loan without interest from their provident Fund.

CCTV camera to ensure safety and security.

Membership of Group Insurance.

Help with facilitation of bank loans.

Uniform is provided to Peon and Security Guards.

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/28_110_Teaching%20and%20Non%20Teaching%20Rules.pdf
Upload any additional information	View File

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

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	View File
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	View File
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

The College follows a comprehensive Performance Appraisal System established for the appraisal of teaching and non-teaching staff members. Under this system, API/PBAS forms, confidential reports, and feedback from students are collected and analysed by the

College administration.

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

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

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

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

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal as well external financial audits on a regular basis. Internal financial audit is done on yearly basis by the Internal Financial Committee composed of commerce faculty members, Office Staff and Principal.

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	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)

00

File Description	Documents
Annual statements of accounts	View File
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 college has a well-functioning mechanism for mobilization of funds and optimum utilization of resources. The principal has constituted various committees have the responsibility for assessing, planning, implementing and supervising the fundraising activities of the college. The committee evaluated the requirements of the departments and other forums for the allocation of funds. The various funds available in the college is as follows:

1. Government fund: It is provided by the CG government and utilized for employee salaries, other maintenance work and purchasing of chemicals, books, sport items, equipment, etc. in the College. The college utilizes the fund available to maximum extent for the overall development of the college.

2. Janbhagidari fund: It is collected from students and utilised on the development of college.

3. PD fund: It is collected from regular students and utilised on the various activities run in the college.

4. State Govt. fund for NSS

5. State Govt. fund for NCC

6. Contribution from Alumni Association

7. Student fee from self-financed courses

8. Red cross fund

9. Hiring charges for centers in campus (Pt. Sunder Lal Sharma University, Bilaspur, C.G.)

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

6.5 - Internal Quality Assurance System

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

IQAC of the College was established on 26th July 2014 and since that day, IQAC has been contributing towards an improvement in the quality quotient of all the College activities. Latest constitution of IQAC was made on 6th November 2022. Various practices institutionalized as a result of IQAC initiatives towards improving the institutional quality are provided below

1. Motivating faculty members to go for FDP, Induction/Orientation, Refresher program

2. Printing of Daily dairy for faculties to record teaching progress

3. Construction of new toilets for students and faculties

4. Organizing seminar, webinar, workshops and guest lectures in the college

5. Starting NCC in college

6. Purchasing of Science laboratory chemicals and glassware

7. Career counselling and gender sensitization programs

8. Organizing industrial trainings to students

9. MoU with industrial institute and college

Renovation of college building

16. Extension of CCTV cameras in college campus

17. Conduction of Half yearly examination

18. Providing stationary facility to ST, SC students

19. Preparing the students for competitive exams

20. Providing financial aid to needy students

21. Organizing special/commemorative days in the college

22. Upgradation/enhancement of teaching learning methodologies

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/101_339_iqac%20meeting%20.pdf
Upload any additional information	View File

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

The College through its established IQAC set-up regularly reviews its teaching-learning process, time to time as per norms and records the improvement in various activities by the feedback analysis of the stakeholders and taking necessary actions.

Feedback Analysis: The Colleges' IQAC collect feedback from stakeholders namely students, parents, alumni and teachers at the end of session. All the feedback collected from stakeholders are thoroughly analysed by the IQAC members. The responses &

suggestions of the stakeholders are integrated to the action plan of IQAC. A consolidated list of these actions undertaken during last year is given below.

Academic Domain:

- Construction of new ICT seminar cum classrooms

- Facilitating the availability of high-speed Wi-Fi facilities in the College

- Initiation & commencement of a new academic program viz., M.Sc. Microbiology, M.Sc. Zoology and M.Sc. Computer Science.

- Implementation of KECs and ISRF for academic development.

- Enhancement of seating capacity of the students in the class.

- Establishment of a student help desk in the College.

- Timely completion of syllabus as per the academic calendar.

- Timely completion of internal assessments, unit tests and half yearly exams in the College.

- Enhancement of cultural and sports activities and events in the College

Research Domain:

- To promote multi and interdisciplinary research students are exposed to interdisciplinary teaching at PG level.

- **To promote research temperament among students the college emphasises on organizing seminar, webinar, workshops and guest lectures in the college.**

Administrative Domain:

- **Library has been computerised.**

- **Sanctioned posts have been filled by guest faculty.**

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/101_339_iqac%20meeting%20.pdf
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.govtcollegesurajpur.ac.in/Content/101_339_iqac%20meeting%20.pdf
Upload e-copies of the accreditations and certifications	View File
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 provides co-education. 30% reservations for girls are offered during admission. Female students are counseled by explaining the laws and regulations that apply to their safety and the Sexual Harassment Cell and the Discipline cell address any issues that girls have. College organizes a girls safety awareness programme through a number of government agencies like police, legal counsel and CDPO office. For ease to girls, college offers Help-desk facility for all of the necessary information and some stationeries, printout, xerox. Suggestion and complaint boxes have been placed across the college campus controlled by the Grievance Redressal Cell. The anti-sexual harassment, anti-ragging committee is highly active at the college. The college has started the following initiatives to promote gender equality and protect women:

1. College uniform- for easily spot speciallyfemale students in any place where security is provided, on and off campus.

2. Day care child room and Girls common room- for needy female staff and students for nursing and resting their child.

3. 100 bedded girl's hostel with CCTV surveillance.

4. Online "Student's Grievance Cell" as Internal compliance facility.

5. Sanitary pads and Medicines distribution free of cost for girls

6. Implementation of the VISHAKHA Guidelines.

File Description	Documents
Annual gender sensitization action plan	https://www.govtcollegesurajpur.ac.in/Content/27_324_Action%20Plan%202022-23.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	https://www.govtcollegesurajpur.ac.in/Content/26_325_7.pdf

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	View File

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

The institution prioritizes environmental responsibility through its "Green and Clean Campus" initiative. We have implemented a comprehensive waste management system to minimize our ecological footprint. College staff, students, and NSS volunteers collaborate to maintain a clean and green campus, reinforcing our commitment to environmental sustainability. Waste Management Initiatives taken by the college:

1. Solid Waste Management: We segregate waste into biodegradable (green bins) and non-biodegradable (blue bins) categories. The municipality collects waste daily for recycling and composting at the SLRM center.

2. Liquid Waste Management: We ensure proper drainage of liquid waste from toilets, labs, and drinking water facilities. Chemical waste from labs is stored in non-reactive containers and collected by the municipality daily.

3. Biomedical Waste Management: Sanitary pads and first-aid wastes are disposed through the municipality's daily collection service.

4. E-Waste Management: The collegewrite-up committee oversees the sale of electronic waste to authorized recyclers.

5. Water Conservation: Although we lack an on-site recycling system, we utilize rainwater harvesting and soak pits to conserve water.

6. Hazardous Waste Management: As we do not generate hazardous chemical or radioactive waste, so no specialized management system is required.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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 — **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
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

B. Any 3 of the above

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

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 :

A. Any 4 or all of the above

**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	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The college has always been at the forefront of sensitizing students to the cultural, regional, linguistic,communal and socio-economic diversities of the state and the nation. The college is situated in the tribal region of Chhattisgarh. Embracing the state's motto, "Chhattisgarhiya, Sable Badhiya". Majority of our students belong to tribal areas. Therefore there is a natural atmosphere of harmony and tolerance in the institution. Most of the Local students in college speak Chhattisgarhi, Sadri and Hindi which represent linguistic inclusiveness. We celebrate events like youth festival, annual function etc. to promote tolerance and harmony. Institution has a code of conduct all students and staffs. Institution has committees for ST, SC and OBC students. Faculty members emphasize ethical values in classrooms. Students, teachers, and staff jointly participate in cultural events and community activities. NSS unit works with local villages to promote diversity awareness. Students and staff jointly celebrate the cultural, regional festivals etc. together. The co-operation between teacher and students is such that college staffs participates in a student's family cultural and rituals on invitation. The college NSS unit works with nearby local village-Lachi, Surajpur in 2022-2023 session. By embracing diversity, college create a vibrant and inclusive academic environment.

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	View File

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

College always follows rules of Indian constitution to assure the dignity, unity and integrity. Majority of students belong to the depressed socio-economic class of the society. The sole objective of the institution is to transform our students into responsible citizens committed to nation and society. College is committed to embodying the principles of sovereignty, socialism, and secularism enshrined in the Indian constitution. College ensures equal opportunities for all students and staff, regardless of gender, religion, caste, creed, color, or ethnicity. College conduct lectures and oath ceremonies to emphasize constitutional obligations. College integrates environmental studies and human rights into the curriculum. College NSS unit celebrates voter awareness programs and National Voter's Day annually with rallies, oaths, and competitions. On constitution day, the Principal stated that our constitution provides all citizens the values of human dignity, equality, Social justice, Human rights and freedom, Rule of law, equity and respect and superiority of constitution in the national life. The oath of saving constitutional values is taken. College celebrates National celebrations like Independence day, Republic day, Constitution day, Gandhi Jayanti etc., International celebrations like International Yoga Day, Human Rights Day and Promoting Social Awareness like World AIDS Day, National Science Day, World Hindi Divas, Martyrs Day etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://govtcollegesurajpur.ac.in/Content/34_244_7.1.9%20(1).pdf
Any other relevant information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://govtcollegesurajpur.ac.in/Content/35_244_7.1.9%20NSS%202022-23.pdf

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

A. All 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	View File

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

The college celebrates various national and international commemorative days, events and festivals to inculcate the spirit and essence of day among the learners for moral and ethical development of students and staff. The institution's motto is to transform students into responsible citizens committed to nation and society. The college organizes various events and programs to celebrate these days, such as Independence Day (15 August), Republic Day (January 26), Gandhi Jayanti and Anti-Drug Day (2nd October), Martyrs Day (30 January), Teachers' Day (5th September), National Integration Day (October 13), International Yoga Day (21 June), Constitution Day (26th November), Human Rights Day (10th December), Swami Vivekanand Jayanti (12 January), National Voter's Day (25th January), World Population Day (23 March), World Environment Day (5th June), and other events. The college also organizes activities and programs to raise awareness about various national and international days, such as Martyr's Day, International Youth Day, Environment Day, National Science Day, World AIDS Day, Harmony Day, Unity Day, World Book Day, and World

Hindi Divas every year involving principal, staff, students and NSS/NCC volunteers. Students celebrate Teachers' Day every year on 5th September dedicated to Dr. Sarvepalli Radhakrishnan. On this day Students express their gratitude and appreciation for their teachers in the form of speeches and the cultural programme. These celebrations encourage students to become responsible citizens, fostering a culture of unity, inclusivity, and social responsibility.

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	View File
Any other relevant information	View File

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- I

Title:Distribution of old practical copy hard covers and assignment folders to B.Sc. and M.Sc. students.

Objective:To reduce environmental pollution by awarenessfor 3R and reduce financial load to students and also space management.

Context:Students of college are from rural background having low income. The faculties of science distribute hard covers practical copy to all B.Sc. and M.Sc. students from previous years old practical copy hard covers submitted by private students of college to manage college space and pollution by Reuse, Recycle and Reduce.

BEST PRACTICE- II

Title:Social wellness through blood donation

Objective: To promote blood donation for society welfare

Context:Due to low literacy level in villages, there is least

awareness for blood donation in Surajpur area. 'Rakt Dan Maha Dan' is the motto of this practice to serve the persons in need. All the departments gather information of the student's blood group in the admission register which helps for scrutiny of student's blood group at the time of emergency blood need to hospitalized patients. The District Government Hospital, Surajpur has a collaborative arrangement with our college for need based blood donation. In other words, whenever the said hospital needs blood for needy patients, our students or staffs donate blood on call and save precious human life.

File Description	Documents
Best practices in the Institutional website	govtcollegesurajpur.ac.in/Content/37_244_7.2a.pdf
Any other relevant information	https://govtcollegesurajpur.ac.in/Content/38_244_7.2%20b%20link.pdf

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

The college is located in a semi-urban area with aims to provide quality education to students of village and tribal backgrounds. With a large college campus of 26.112 acres, offers 06 UG, 10 PG, one PG Diploma, and one Diploma courses. The college has a Research Centre in Chemistry, Botany, Hindi, Sociology, Political science, Economics, and Commerce. The college provides well-equipped laboratories, departmental libraries, and reading rooms for students. It also offers indoor and outdoor sports facilities, a sports ground, and a large stadium. The college follows the rules and regulations of the Higher Education Department (HED), Government of Chhattisgarh, Raipur, and affiliating university. The principal is the supreme head of the college. The college organizes cocurricular activities alongside academic activities. The college library and postgraduate departmental libraries provide reference books and journals, and students can access online UGC-CARE listed journals, e-journals, e-books, Inflibnet, e-PGPathsala, and 300 Mbps BSNL broadband internet connection. The college maintains a good academic atmosphere and connects students with society through NSS, NCC and Red Cross Society units. The college family organizes plantation programs and SVEEP activities to make the campus green and environment friendly. The college

also promotes gender equality through various activities, including counselling, webinars, Rangoli, and Mehndi other different competitions. The college PG departments focus on training, exposure to research laboratories, and social outreach to boost self-confidence. Students also participate in seminars, workshops, and conferences to further their education and skills.

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 Institution ensures effective curriculum delivery through a well planned and documented process. The college is under the Department of Higher Education, Government of Chhattisgarh and is affiliated to Sant Gahira Guru Vishwavidyalaya, Ambikapur (Formerly Sarguja Vishwavidyalaya, Ambikapur) and follows the prescribed curriculum and syllabus of the same. For undergraduate programs like B.A., B.Sc., B.Com. and B.C.A. the syllabus is designed by Central Board of Studies, Department of Higher Education, Government of Chhattisgarh which is forwarded by the university to the college and for all PG programs (CBCS mode), the syllabus is provided by the university and followed by the college.Faculty members teach according to the proposed curriculum and they do signature after mentioning the status of prescribed curriculum whether completed/incomplete and the principal certifies it in a monthly report or daily diary.Faculty members teach according to the proposed curriculum and they do signature after mentioning the status of prescribed curriculum whether completed/incomplete and the principal certifies it in a monthly report or daily diary. Each PG department organizes departmental seminars, group discussions, and educational tour/field trips for effective delivery of curriculum in a well-planned manner.College has a sufficient number of classrooms and a well-equipped laboratories, ICT rooms with internet facility, LAN & Wi-Fi connectivity.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=87&PageName=Syllabus

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

The college is permanently affiliated to Sant Gahira Guru

Vishwavidyalaya Sarguja, Ambikapur. Academic calendar is provided by the Higher Education Department of Chhattisgarh Government and is applicable to the entire state. College adopts the academic calendar as it is published by the higher education department of Chhattisgarh government. Before the commencement of every academic year, the IQAC prepares the internal academic calendar of the college in accordance with the academic calendar of the higher education department of Chhattisgarh government. In every academic year an Internal Evaluation Committee is formed. Which works for the better conduction of CIE. The IQAC prepares the academic calendar and it is displayed on the website and notice board of the college. A copy of the academic calendar is provided to every faculty for proper implementation. The academic calendar specifies the teaching learning schedule of every academic year and continuous internal evaluation.Extra classes are organized for slow learners to give them extra academic attention. With a view to give an academic platform to advance learners in different subjects all science departments of the college have constituted KECs (Knowledge Enrichment Circle).This KEC meets on a quarterly basis to discuss and share advanced level knowledge in the subject area concerned. The regular faculties of college complete their orientation/ induction program, Refresher course and faculty Development Programs as per UGC, New Delhi and HED, Chhattisgarh norms for skill upgradation/updating knowledge.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.govtcollegesurajpur.ac.in/Content/40_237_Aca%20Cal%20hed%202223.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	B. Any 3 of the above

process of the affiliating University	

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

10

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

0

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 follows the curriculum prescribed by the Sant Gahira Guru university, Ambikapur and HED, Government of Chhattisgarh. The university integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum. According to the syllabus of UG and PG programs, issues relevant to Environment and sustainability are taught.Subjects such as Chemistry,Botany and Physics allude to environment and human values as they provide their students with the knowledge regarding the core principles of our natural existence.The college also has conducted various activities/programs on crosscutting issues to supplement the university curriculum, some of these are as follows

Environmental Sustainability: The college has an NSS unit which promotes environmental awareness through tree plantation, water conservation, college campus and village cleanliness, plastic-free drives etc. The college has different diversified plant species.

Gender sensitivity: The college organizes various gender sensitivity programs such as Women's Health and hygiene, Personality Development, Self-protection, Yoga training etc. For girl's empowerment the district administration prepared 'Team Rakshak' which is for security and safety of college and other females.

Human values and Professional Ethics: The college organizes various extension activities through NSS, Ek Bharat Shreshtha Bharat and Red Ribbon club human values and professional Ethics

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

14

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	View File
Institutional Data in Prescribed Format	View File

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

828

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	**B. Any 3 of the above**

institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=93&PageName=Feedback%20Analysis
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	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.govtcollegesurajpur.ac.in/Content/45_245_Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance%202022-2023.pdf

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

825

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

498

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

The institution assesses the learning levels of the students through unit tests, quarterly exam, half-yearly exam, CCA, end-of-semester exam, assignment, presentation, viva-voce exam. Etc. On regular basis. The college has given clear instruction to all faculty to organized online classes separately for both advanced learners and slow learners during holidays and vacations. This practice initiated as part of blended learning system for the students having different learning capabilities. Moreover, tutorial classes are held by the departments for the slow learners.The departments conduct regular class tests. Study materials are also provided by the teachers. All students are allowed to borrow books from departmental library. Advanced learners are encouraged to read additional reference books and e-books in addition to the text books. Advanced learners are also encouraged to participate in various seminars, webinars and workshops so that they can listen to talks from the resource persons and can enhance their knowledge. They are also encouraged to participate in various academic events like Science Fairs/ Essay competition/quiz competition organized by the college and other Institutions.

File Description	Documents
Paste link for additional information	https://govtcollegesurajpur.ac.in/events_details.aspx?eid=89
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
2111	26

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

Government Rewati Raman Mishra Post Graduate College Surajpur (C.G.) practices various student centric method, such as experiential learning, participative learning and problem-solving methodologies for enriching learning experiences for students to inculcate latest skills,knowledge, attitude, values that mould their character in the proper manner. All the science programs integrate practical courses with adequate experiential practice for the student. They also provide platform for participative learning to the students. Moreover, projects, field-work, seminars, excursions, NSS, Red-ribbon club etc. Include among the students the practice and habit of participative learning and problem-solving methodologies. In all U.G. and P.G. programs, there is a compulsory project/dissertation course that provides adequate opportunity to the students for incorporating and practicing problem solving methodology. All departments undertake various innovative teaching strategies that arosecreative ability, problem solving skills among the students. Teachers follow experiential learning process in which students learn by doing on their own. Faculties of this Institution organize various activities such as laboratory work, model design, workshop,student exhibition, field work, study visit etc in which students learn by experience and acquire desired skills.Faculties also undertake programs like group discussion, debate, brainstorming, mind game, role play, student seminar, student exhibition etc in which students activity participate and enhance their knowledge and skills. Subject related problem based various project works are assigned to the students that boost problem solving spirit among the students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://govtcollegesurajpur.ac.in/photo_gallery.aspx?page=NSS

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

The academic year 2020-2021 was completely affected by the COVID-19 pandemic.After thattherefore it was not only the choice but also the compulsion of the teachers to learn, adopt, and practice the ICT-enabled tools. The use of laptops and the Internet has become a common practice for teachers and students. Facilitated by these programs, the teachers effectively use ICT-enabled tools like laptops, headphones, writing pads, internet, video-lectures, audio-lectures, PPT presentations, virtual labs, YouTube links, e-contents, etc.The college has very good infrastructure and updated ICT tools for effective teaching learning process. Each department of the college has one ICT enabled classroom.During the pandemic situation, teachers started taking online lectures through Google classrooms, Google Meet, Zoom, Skype and other online platforms. So students are familiar with the virtual platform. To make learning more interesting YouTube video lectures are also shared during pandemic time. Students are also encouraged to give seminars using power point presentations.The college is an active member of INFLIBNET services by which faculties and students of the college are highly benefitted in acquiring updated knowledge by a good number of e-books, e-journals, e-magazines and e-contents. The college is equipped with 45 computers for academic purpose and 6 for non-academic purposes.

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

26

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

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

7

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

112

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.

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

File Description	Documents
Any additional information	View File
Link for additional information	https://govtcollegesurajpur.ac.in/Content/43_252_HALF%20YEARLY%20EXAM%20%202022-2023%20(1)%20-%20converted.pdf

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

The college exhibits an efficient mechanism so as to ensure transparent and efficient assessment process. The internal assessment includes unit test, half yearly, terminal exam for UG students and unit test, CCA tests, seminars and social outreach report evaluation for PG students under CBCS pattern. The respective subject teachers set the question paper as per syllabus in accordance with the annual and CBCS semester examination. Internal examination helps subject teachers to analyse the performance of students. All records related to internal examination such as attendance sheet, question paper, valued answer books, summary of marksheets are properly maintained by the concerned department and committee of the institute. Model answer and marking scheme is prepared by every subject teacher before evaluation. Answer scripts of internal assessment and assignments are discussed with students after evaluation and grievances if any is sorted within the department only, and in case grievances are not addressed satisfactorily, the students are free to approach the head of the college also. Concession in attendance can be claimed by students on medical ground and for participation in extracurricular activities as per the statues of the college. As per the afliating university rule following set of mechanisms is inplace to deal with grivances of students related with annual/semester and university examination. 1. Revaluation of answersheet 2. Retotalling of marks 3. Revision of photcopy of evaluated marksheet

File Description	Documents
Any additional information	View File
Link for additional information	https://govtcollegesurajpur.ac.in/Content/43_252_HALF%20YEARLY%20EXAM%20%202022-2023%20(1)%20-%20converted.pdf

2.6 - Student Performance and Learning Outcomes

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

There are a total of 18 UG and PG programs in the college under the faculty of science, arts, commerce and computer application. Our college focuses on the outcome of the students by nurturing their values to become a responsible citizen.

From the day of commencement of classes, the teachers explain the course structure and CO, PO of the courses forwhich they have enrolled. The courses are so designed that the students can learn and understand the basic concepts and skills related to the subject. The Career Counselling cell of the college organizes seminars and workshops for job opportunities.

In brief program outcomes of some of the UG and PG program is given below:

Bachelor of Arts:

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

Bachelor of Science:

To understand science and the importance of scientific knowledge.

To solve the problems including planning and execution of a significant project or investigation by appropriate methods.

Bachelor of Commerce:

To apply basic mathematical and statistical skills to analysis a range of problems in economics actuarial studies, Accounting, Marketing, Management and Finance.

Master of Arts in Sociology:

The ability to demonstrate sociological understandings.

Master of Science in Botany:

To understand and apply knowledge of Botany to collect data,

analyse and prepare necessary documentation by using instrumental approach.

Master of Science in Chemistry:

To orient the students for minor projects and research in different areas of chemistry.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.govtcollegesurajpur.ac.in/newsData/Report41.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The college evaluates the attainment of program outcomes, program specific outcomes and course outcomes during the year through annual exam, mid-semester exam, end-semester exam, assignment, presentation and viva-voce exam. These are regularly monitored by the feedback received from the students, parents, teachers, employees and alumni. The program specific outcomes are analysed through both curricular and co-curricular performances of the students. There area a total of 18 UG and PG programs in the college under the faculty of Science, Arts, Commerce and computer application in which UG is in annual system and PG is under CBCS semester system. Since first year of college, the academic journey of the students is started through principal's address, induction program, expert lectures and classroom interactions. In order to focus on the outcomes, the students are categorized as slow, average and advanced learners on the basis of their entry level marks. The online feedback of students, parents, teachers and alumni assists the college to evaluate whether the students have properly perceived the content of the curriculum. Ultimately, the program outcomes and course outcomes are evaluated on the basis of final year result of the examination. The annual, CCA and semester examination is the benchmark which helps the college to analyse the program and course outcomes effectively.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://govtcollegesurajpur.ac.in/Content/43_252_HALF%20YEARLY%20EXAM%20%202022-2023%20(1)%20-%20converted.pdf

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

529

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	https://govtcollegesurajpur.ac.in/Content/44_252_Result%202022-23%20-%20converted.pdf

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)

https://www.govtcollegesurajpur.ac.in/Content/45_245_Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance%202022-2023.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

02

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

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

00

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

The college has created an ecosystem for research, innovations and other extension initiatives for creation and transfer of knowledge by developing desirable human resources, taking care for creation and dissemination of knowledge. Despite low funding and human resources, the college encourages research and innovation among students and faculties. Faculty members are encouraged to undergo professional development programs like induction program, refresher course, faculty development program and to organize webinars, guest lectures and participate in conferences, seminars and workshops.The college organizes seminar/ webinar/guest lecture for transfer of knowledge time to time.The college has developed several research laboratories in the respective areas of research. The college has a well-equipped Botany, Chemistry, Zoology and Computer labs for experiential learning and research work. The PG departmental library has about 1200 books for academic and research purposes. The faculty members are also encouraged to guide research activities. All PG departments are recognized as research centers by the affiliating university. Two faculty members of the college currently as research guides by the affiliating university.In all PG programs, students participate in project work/ social outreach and skill development/Dissertation which help them to innovate and create knowledge. For experiential learning, well equipped laboratories are available in Zoology, Botany, Chemistry and computer subjects.The college has also MoU with other institution for transfer of knowledge and skill.The NSS unit perform many activities transfer of knowledge.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=102&PageName=NAAC

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

03

File Description	Documents
Report of the event	View File
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

00

File Description	Documents
URL to the research page on HEI website	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=10&PageName=Research
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

05

File Description	Documents
Any additional information	View File
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

`01`

File Description	Documents
Any additional information	[View File]()
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 extension and outreach programs are planned and organized by the college in such a way that they supplement the education provided in class room teaching for both UG and PG students.The programs not only teach lessons of life but also provides practical exercise of learning with co-curricular activities and involvement of students in many activities like:

- Ek Bharat Shreshtha Bharat programme
- Swacch-Bharat Summer-internship
- Cleanliness drive
- Voter awareness (SVEEP)
- Fit India movement/ Yoga Social outreach programme etc
- NSS
- Red Ribbon Club

Seven days special N.S.S. camp has been organized in this village. Here students learn mutual cooperation with the villagers. They learn to live in limited resources and learn about rural life. Various activities are organized under camp with active cooperation of village people.Preservation of cultural and ancient knowledge of tribes of nearby villages by our students and faculty is an important activity of outreach programs. They work for leadership and political awareness in the nearby community. NSS campus ambassador of the college visits nearby villages and works for hundred percent voter's participation in elections. They also work for eradication of poverty, illiteracy and AIDS awareness.The college promotes faculty members to organize and conduct different extension activities and workshops at other institutes and nearby

villages. For the holistic development of the students sports, games, cultural events, debates and several other activities are also organized by the college time to time.

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/72_244_ncc%20nss%20prativedan%20(2%20files%20merged).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

01

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	View File

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

42

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

2576

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
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

04

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

04

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is situated at Navapara, Surajpur and acquiring 10.56 Hectare of land area. College has adequate facilities for teaching and learning process. The college has its own campus with two buildings equipped with CCTV cameras.100 seater girls hostel with mess facility is available in the college campus.There are 2 common rooms for girls with all required facilities, separate washrooms for girls, boys and staff members, indoor and outdoor stadiums with an open and indoor gym, yoga cum music room, 4 borewells for water supply, RO water purifiers. The entire campus is covered with greenery all around and is surrounded by a boundary wall. There are a total 58 computer sets available for academic and administrative purposes. The college also has complaint boxes, wheel chair, crutches, fire extinguishers, Divyangjan friendly toilet, notice boards and a board on which "Idea of the Day" is written. Following are the details of the college infrastructure.

1. Main old-building: This building was intially single storey but later converted into double storey with total 26 rooms, lab, toilet, conference room, seminar room

2. New Building (RUSA): This building was intially single storey but later converted into double storey for 23 rooms, 4 labs , toilets, child care room, girls common room. All classrooms are equipped with adequate furniture, blackboards/whiteboards, fans, lights, etc.

3. Library building: The college has a well-furnished library cum reading room .

4. cycle stand shed/ Car stands facility are availabe

5. Canteen facility are availabe

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/78_244_4.1.1%20LINK%20%20ok.pdf

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

The college has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium and stadium. For cultural programs there is a big hall available in the college . Annual sports and cultural event is organized by the college every year . The college organizes cultural activities as "Yuva Mahotsav" to promote cultural values and preservation of the same.

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

2. Cultural PROGRAMS-To conduct cultural activities in the college, there is a cultural committee for this. The committee organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, rangoli, painting, mehandi, quiz, and poster making, essay writing, slogan writing, sangeet and drama preparation etc. There is a separate room for sangeet preparation. The incharge of the cultural committee is Pratibha Kashyap (Asst. Professor, Sociology).The Cultural programmes are organized by the

students of the college on special occasions, e.g., Freshers'
Welcome ceremony, celebration of Independence Day, Republic
Day, Netaji Subhas Chandra Bose's birthday, Teachers' Day,
Bhasha divas, Rabindra Jayanti, Saraswati Puja and so on.

3. Gymnasium : There is a very good open and indoor gym
equipped with various equipment for physical activities.

4. Yoga Centre: Yoga centre has been established at the
college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=5&PageName=Sports

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

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/newsData/Report218.pdf
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)

88.45

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The college is committed to provide quality education to the students . Library contains sufficient no. of books, various magazines, newspapers and journals, encyclopedias, competition books and old Question Papers for the students. The main aim of the Integrated Library Management System is to provide proper information to the users in short time. Besides this, the college is also a member of NLIST through which the members can access the e-journals and e-books included in it andalso the 6.00,000 e-books of NDL. The college was established in 1984 with one post of Librarian. Since then, there are nearly 33709 books available in the college which comes to 22 books per student .

The library is computerized and automated using the Integrated Library Management System (ILMS) koha, which is a user-friendly and full-featured integrated software. There is no cost for the licensed user. Koha is tried and tested software and has proven stability and scalability and is being used in hundreds of libraries worldwide.The main features of koha are:

- **A full-featured modern integrated library software (ILS).**
- **Award-winning and free/Open-source Software(no license fee) .**
- **Simple clear interface for librarians and members (patrons).**
- **OS is independent of any operating system. Linux, Android, Windows**
- **Multilingual and multi-user support Full catalogue, circulation, acquisitions,**
- **library stock management.**
- **Online Access to the catalogue within the campus through computer or mobile .**

- **Serial management module. Print your barcode. Export and import records.**

Apart from this automated Departmental library is also available at each PG departments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=9&PageName=Library

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

File Description	Documents
Upload any additional information	View File
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)

0.81

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

1200

File Description	Documents
Any additional information	View File
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

There are different digital technological facilities available in the college. BSNL has laid down its FTTH (Fiber to the home) line in this college for Internet connectivity and Wi-Fi connectivity. There are 03 smart classrooms with ICT Facility, 01 Seminar hall cum smart class room. A well-equippedcomputer lab with smart class is also functioning in the college. 01 digitally equipped lab of Physics is also there. The students of the computer department of the college have access to the computer lab. The college building is facilitated with Wi-Fi connectivity.The College office, the principal's chamber, and the Central Library of the college have internet access. There is Wi-Fi accessibility across the campus. All PG departments of the college have provided computers and other related accessories. All teaching staff members use the ICT in the smart classrooms. The different educational sites are shown to the students with the help of ICT smart class rooms. ICT room is also used to show PPTs, videos and other e-contents. Most of the official work is being done with the help of computers. The college regularly maintains the IT facilities.Computer is formatted on a regular basis. Anti-virus is regularly updated on computers.CCTV is installed in most of the classroom, corridor and outdoors. College has updated its library with KOHA (open source library management software for circulation, stock management and cataloguing of books. Website is maintained by Ravi solutions, Durg, Chhattisgarh. College pays fees for maintenance.

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

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	[View File](#)
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)

88.45

File Description	Documents
Upload any additional information	[View File](#)
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 adopts systematic procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports, computers, classrooms etc. There are 51 computers in the college in which 6 computers are used for administrative purposes and remaining 45 for academic purposes. The computers are maintained by the recognized firms to ensure maximum utilization of these computers. There are six laboratories in the college in which experimental learning is going on in a proper way. There is a laboratory for Chemistry, Botany, Zoology, Physics, microbiology and the computer department. There are sufficient instruments and experimental materials available in the laboratories. It is a sole responsibility of the officer in-charge of the respective laboratory to update and maintain the respective laboratory. There is a wellequipped library and reading room in the college. There are sufficient books, periodical magazines, journals and newspapers in the library. Library is partially automated with KOHA software. Currently there is a regular librarian and library committee which makes policies for smooth running of library.The library has a drop box where students put their suggestions which in turn are processed by the members of thelibrary committee.In the sports department facilities for various indoor games such as chess, carom and badminton are available.The building was constructed from state PWD (Public work department). In time-to-time PWD maintains the college building and its white-washes and repairs the building if necessary.A casual gardener is appointed forthe general maintenance of the gardens and greenery of our beloved campus.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=108&PageName=Infrastructure

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

1391

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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	**A. All of the above**

File Description	Documents
Link to Institutional website	https://www.govtcollegesurajpur.ac.in/Content/48_244_Soft%20Skill%201%20(2%20files%20merged).pdf
Any additional information	View File
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

324

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

324

File Description	Documents
Any additional information	View File
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 grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

14

File Description	Documents
Self-attested list of students placed	View File
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

133

File Description	Documents
Upload supporting data for student/alumni	View File
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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

1

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)

Government Rewati Raman Mishra P.G. College Surajpur believes in youth empowerment through active participation of students

in various co-curricular and extra-curricular activities in the institution. The students are involved in a number of activities at college level. At the beginning of every academic year, the Student Union is constituted by the college. The Office Bearers of Student Union are elected as well as nominated as per the Government directives. For the past three years, students securing the highest marks have been nominated as Office Bearers of the Students Union and as Class Representatives. Apart from this various other student bodies are also constituted by the College for various activities.The student's representatives encourage and motivate other students to participate in student's oriented activities such as Fresher's welcome, Sarasvati Pooja, Republic day, Independence day, Voters day, Yoga day and Environment day etc. Student representatives assist teachers in making such events successful. The student's representatives also ensure discipline in the college by encouraging students to follow the rules and regulations laid down by the college and insist other students to maintain a green, plastic-free campus simultaneously.

College has a NSS Unit of 100 volunteers and NCC unit of 53 . NSS and NCC volunteers help in the beautification of the college.

Another wing of Colleges is the Red Ribbon Club which is composed of student members who work as a team to spread awareness for AIDS among the student community of the College.

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=57&PageName=Extracurricular%20Activities
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

483

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

An alumni association has come into existence in this college since 27-07-2015. The college belongs to a semi-urban area and most people are financially weak so college keeps a membership fee for alumni 100 rupees annually for general members, 1000 rupees lump sum for lifetime membership and 5000 rupees for patron members. This alumni association is registered under the Chhattisgarh Societies Registration Act, 1973 with registration number 122202258879 namely alumni association, Government Rewati Raman Mishra PG college,Surajpur. The Institution nurtures the alumni association to facilitate them to contribute significantly to development of the Institution through financial and non-financial means. Healthy relation between the staff and the alumni is the main source to attract them towards the college. The college motivates and supports the alumni, their parents, and community to maintain healthy relations with the institution in order to increase the number of associations. Now the college has created a web page for the alumni registration. We invite the alumni who are preparing for UPSC, CGPSC,CG-VYAPAM, UGCNET, CSIR-NET, CGSET, Banking etc.to share experience about preparation among current students.Alumni visit the college as per their convenience throughout the year. We invite the alumni for mostly common programmes like Yuva Utsav (College Annual Function) etc. every year.The Alumni of the College also realizes it as their duty to reciprocate to the Colleges' contribution by offering support in the form of cash or other various important means like books, water cooler, fan etc.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

VISION

Empowerment of youth, especially rural students of the society through quality education and skill development, while simultaneously inculcating ethical and social values to meet the global challenges ahead.

MISSION

The purpose of the institution is to develop quality education and moral values in the students and prepare them as responsible citizens of the nation. To realize the above vision this college works on following mission:

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

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

atmosphere.

3. To shape the student as a responsible citizen.

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

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

Core Values

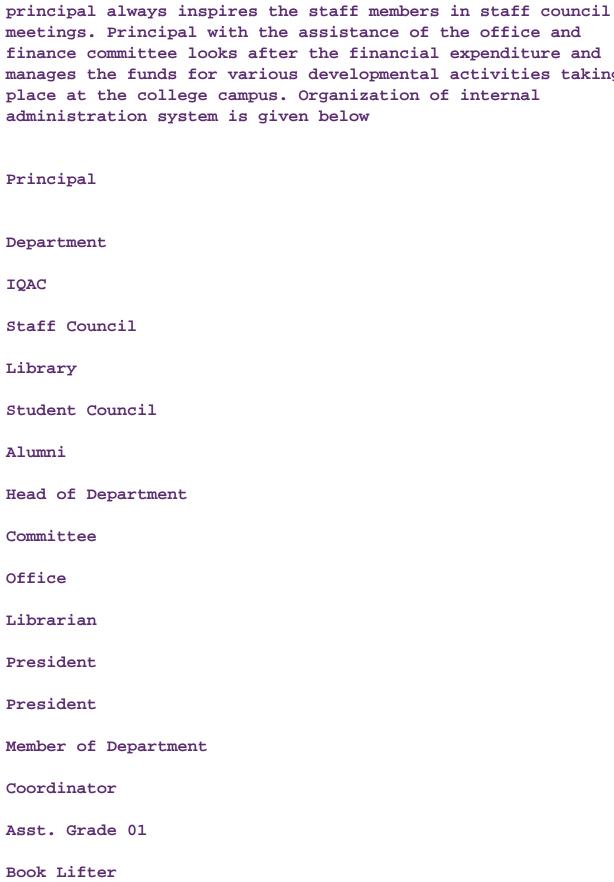1. Pursuit of excellence through quality education

2. Academic excellence

3. Social responsibility and awareness

4. Honest and moral integrity

5. Faith and trust in its own capabilities

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=2&PageName=Vision%20and%20%20Mission
Upload any additional information	View File

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

The college has a strong tradition of participative management. Principal delegates his powers to the head of departments with certain responsibilities and the mechanism of decentralization and participative approach is adopted in all domains viz., teaching, learning, evaluation, research, co-curricular activities and administration. The principal always involves faculty members and student members in decision making. The principal constitutes different committees involving the staff members for the proper execution of vision and mission. .The

principal plays a lead role in the governance of the college along with committee members and keenly observes the day to day working of the college administration & governance. The principal always inspires the staff members in staff council meetings. Principal with the assistance of the office and finance committee looks after the financial expenditure and manages the funds for various developmental activities taking place at the college campus. Organization of internal administration system is given below

Principal

Department

IQAC

Staff Council

Library

Student Council

Alumni

Head of Department

Committee

Office

Librarian

President

President

Member of Department

Coordinator

Asst. Grade 01

Book Lifter

Vice-President

Vice-President

Lab Technician

Members

Asst. Grade 02

Secretary

Secretary

Lab Attendant

Asst. Grade 03

Joint-Secretary

Joint-Secretary

Peon

Members of Various Committee

Treasurer

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/index.aspx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

1. Enhanced Teaching and Learning methodology

2. Introduction of New Academic Programmes

3. Improving Infrastructural Facilities

4. Enhancing Research activities

5. Employability of the Students

6. Co-Curricular Activities

7. Extension Activities & Industrial Visits

8. Extra-Curricular Activities

9. Mobilization of non-Governmental Funds

10. Alumni Association

Utilization of Government and non-Government funds has been one of the most important steps of the Strategic Plan. The College also utilized its non-governmental Janbhagidari funds for smooth functioning and enhancement of its teaching-learning process. Janbhagidari Lecturers were appointed to share excess teaching load for which the sanctioned faculty strength is not adequately sufficient. The salaries of Janbhagidari Lecturers and Janbhagidari workers were drawn from the non-governmental Janbhagidari fund of the College. This is one of the activities successfully implemented based on the strategic plan. Self financed 05 programmes M.Sc. Microbiology, M.Sc. Computer Science, M.Sc. Zoology, DCA and PGDCA are also running successfully with the help of Janbhagidari Lecturers. The Guest Lecturers are also appointed in the College according to the norms of Higher Education Department, C.G. Govt. & UGC.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/college.aspx?pageid=106&PageName=Other%20Reports
Upload any additional information	View File

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 is the Academic & Administrative Head of the institution. The principal is the head of the College administration and the final authority in all academic, administrative & financial matters.

The principal has a team of IQAC Coordinator, Departmental Heads, coordinator of various

committees/cells and Head Clerk / Accountant to assist in the governance of the College. The principal convenes meetings and delegates authority to the academic and administrative staff to carry out the assigned tasks within the stipulated time. The principal monitors and tender necessary suggestions and support to the committee and makes sure that the desired outcomes are attained.

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

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

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

Non-teaching staff: non-teaching staff are appointed by CG government. It includes Head

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

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/29_110_Rules%20and%20Regulations%20(1).pdf
Link to Organogram of the institution webpage	https://www.govtcollegesurajpur.ac.in/colleg e.aspx?pageid=127&PageName=Organogram
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance	A. All of the above

and Accounts Student Admission and Support Examination	

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
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 College has effective welfare measures for teaching staff.

Welfare measures for Teaching Staff:

Medical Empanelment

Duty/ study leave

TA/DA

HRA

Medical leave

Provident Fund

Gratuity

Full paid maternity leave – Maximum 730 days fully paid

Encashment of EL at the end of service

Salary timely credited to bank account

Facility of part final encashment in case of marriage and in illness.

Funds for organizing Seminars, workshops

Proper disbursement of Government welfare schemes

Loan without interest from their GPF.

College provides seed money for various academic projects.

CCTV camera to ensure safety and security.

Welfare measures for Non-Teaching Staff:

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

Festival advance.

Medical leave

Provident Fund

Gratuity

Maximum Full paid maternity leave – 730 days fully paid

Encashment of EL at the end of service

Salary timely credited to bank account

Medical leave encashment.

Facility of part final encashment in case of marriage and in illness.

Family Benefit scheme.

Proper disbursement of Government welfare schemes to the employees.

Loan without interest from their provident Fund.

CCTV camera to ensure safety and security.

Membership of Group Insurance.

Help with facilitation of bank loans.

Uniform is provided to Peon and Security Guards.

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/28_110_Teaching%20and%20Non%20Teaching%20Rules.pdf
Upload any additional information	View File

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)	<u>View File</u>

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

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	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

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	View File
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

The College follows a comprehensive Performance Appraisal System established for the appraisal of teaching and non-teaching staff members. Under this system, API/PBAS forms, confidential reports, and feedback from students are collected and analysed by the College administration.

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

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

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

committees.

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

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 institution conducts internal as well external financial audits on a regular basis. Internal financial audit is done on yearly basis by the Internal Financial Committee composed of commerce faculty members, Office Staff and Principal.

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

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

Yearly audit enables the stakeholders to know the current status of financial position and accordingly future actions are

planned and processed. Year on year funds generated have been properly utilized and the same has been duly certified by the competent authorities, wherein no major audit objections were raised.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	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)

00

File Description	Documents
Annual statements of accounts	View File
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 college has a well-functioning mechanism for mobilization of funds and optimum utilization of resources. The principal has constituted various committees have the responsibility for assessing, planning, implementing and supervising the fundraising activities of the college. The committee evaluated the requirements of the departments and other forums for the allocation of funds. The various funds available in the college is as follows:

1. Government fund: It is provided by the CG government and utilized for employee salaries, other maintenance work and purchasing of chemicals, books, sport items, equipment, etc. in the College. The college utilizes the fund available to maximum extent for the overall development of the college.

2. Janbhagidari fund: It is collected from students and utilised on the development of college.

3. PD fund: It is collected from regular students and utilised on the various activities run in the college.

4. State Govt. fund for NSS

5. State Govt. fund for NCC

6. Contribution from Alumni Association

7. Student fee from self-financed courses

8. Red cross fund

9. Hiring charges for centers in campus (Pt. Sunder Lal Sharma University, Bilaspur, C.G.)

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

6.5 - Internal Quality Assurance System

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

IQAC of the College was established on 26th July 2014 and since that day, IQAC has been contributing towards an improvement in the quality quotient of all the College activities. Latest constitution of IQAC was made on 6th November 2022. Various practices institutionalized as a result of IQAC initiatives towards improving the institutional quality are provided below

1. Motivating faculty members to go for FDP, Induction/Orientation, Refresher program

2. Printing of Daily dairy for faculties to record teaching progress

3. Construction of new toilets for students and faculties

4. Organizing seminar, webinar, workshops and guest lectures in the college

5. Starting NCC in college

6. Purchasing of Science laboratory chemicals and glassware

7. Career counselling and gender sensitization programs

8. Organizing industrial trainings to students

9. MoU with industrial institute and college

Renovation of college building

16. Extension of CCTV cameras in college campus

17. Conduction of Half yearly examination

18. Providing stationary facility to ST, SC students

19. Preparing the students for competitive exams

20. Providing financial aid to needy students

21. Organizing special/commemorative days in the college

22. Upgradation/enhancement of teaching learning methodologies

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/101_339_iqac%20meeting%20.pdf
Upload any additional information	View File

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

The College through its established IQAC set-up regularly reviews its teaching-learning process, time to time as per norms and records the improvement in various activities by the feedback analysis of the stakeholders and taking necessary actions.

Feedback Analysis: The Colleges' IQAC collect feedback from stakeholders namely students, parents, alumni and teachers at the end of session. All the feedback collected from stakeholders are thoroughly analysed by the IQAC members. The responses & suggestions of the stakeholders are integrated to the action plan of IQAC. A consolidated list of these actions undertaken during last year is given below.

Academic Domain:

- **Construction of new ICT seminar cum classrooms**

- **Facilitating the availability of high-speed Wi-Fi facilities in the College**

- **Initiation & commencement of a new academic program viz., M.Sc. Microbiology, M.Sc. Zoology and M.Sc. Computer Science.**

- **Implementation of KECs and ISRF for academic development.**

- **Enhancement of seating capacity of the students in the class.**

- **Establishment of a student help desk in the College.**

- **Timely completion of syllabus as per the academic calendar.**

- **Timely completion of internal assessments, unit tests and half yearly exams in the College.**

- **Enhancement of cultural and sports activities and events in the College**

Research Domain:

- **To promote multi and interdisciplinary research students are exposed to interdisciplinary teaching at PG level.**

- **To promote research temperament among students the college emphasises on organizing seminar, webinar, workshops and guest lectures in the college.**

Administrative Domain:

- **Library has been computerised.**

- **Sanctioned posts have been filled by guest faculty.**

File Description	Documents
Paste link for additional information	https://www.govtcollegesurajpur.ac.in/Content/101_339_iqac%20meeting%20.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.govtcollegesurajpur.ac.in/Content/101_339_iqac%20meeting%20.pdf
Upload e-copies of the accreditations and certifications	View File
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 provides co-education. 30% reservations for girls are offered during admission. Female students are counseled by explaining the laws and regulations that apply to their safety and the Sexual Harassment Cell and the Discipline cell address any issues that girls have. College organizes a girls safety awareness programme through a number of government agencies like police, legal counsel and CDPO office. For ease to girls,

college offers Help-desk facility for all of the necessary information and some stationeries, printout, xerox. Suggestion and complaint boxes have been placed across the college campus controlled by the Grievance Redressal Cell. The anti-sexual harassment, anti-ragging committee is highly active at the college. The college has started the following initiatives to promote gender equality and protect women:

1. College uniform- for easily spot speciallyfemale students in any place where security is provided, on and off campus.

2. Day care child room and Girls common room- for needy female staff and students for nursing and resting their child.

3. 100 bedded girl's hostel with CCTV surveillance.

4. Online "Student's Grievance Cell" as Internal compliance facility.

5. Sanitary pads and Medicines distribution free of cost for girls

6. Implementation of the VISHAKHA Guidelines.

File Description	Documents
Annual gender sensitization action plan	https://www.govtcollegesurajpur.ac.in/Content/27_324_Action%20Plan%202022-23.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	https://www.govtcollegesurajpur.ac.in/Content/26_325_7.pdf

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	View File

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

The institution prioritizes environmental responsibility through its "Green and Clean Campus" initiative. We have implemented a comprehensive waste management system to minimize our ecological footprint. College staff, students, and NSS volunteers collaborate to maintain a clean and green campus, reinforcing our commitment to environmental sustainability. Waste Management Initiatives taken by the college:

1. Solid Waste Management: We segregate waste into biodegradable (green bins) and non-biodegradable (blue bins) categories. The municipality collects waste daily for recycling and composting at the SLRM center.

2. Liquid Waste Management: We ensure proper drainage of liquid waste from toilets, labs, and drinking water facilities. Chemical waste from labs is stored in non-reactive containers and collected by the municipality daily.

3. Biomedical Waste Management: Sanitary pads and first-aid wastes are disposed through the municipality's daily collection service.

4. E-Waste Management: The collegewrite-up committee oversees the sale of electronic waste to authorized recyclers.

5. Water Conservation: Although we lack an on-site recycling system, we utilize rainwater harvesting and soak pits to conserve water.

6. Hazardous Waste Management: As we do not generate hazardous chemical or radioactive waste, so no specialized management system is required.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
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	B. Any 3 of the above

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

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	A. Any 4 or all 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	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The college has always been at the forefront of sensitizing students to the cultural, regional, linguistic,communal and socio-economic diversities of the state and the nation. The college is situated in the tribal region of Chhattisgarh. Embracing the state's motto, "Chhattisgarhiya, Sable Badhiya". Majority of our students belong to tribal areas. Therefore there is a natural atmosphere of harmony and tolerance in the institution. Most of the Local students in college speak Chhattisgarhi, Sadri and Hindi which represent linguistic inclusiveness. We celebrate events like youth festival, annual function etc. to promote tolerance and harmony. Institution has a code of conduct all students and staffs. Institution has committees for ST, SC and OBC students. Faculty members emphasize ethical values in classrooms. Students, teachers, and staff jointly participate in cultural events and community activities. NSS unit works with local villages to promote diversity awareness. Students and staff jointly celebrate the cultural, regional festivals etc. together. The co-operation between teacher and students is such that college staffs participates in a student's family cultural and rituals on invitation. The college NSS unit works with nearby local village- Lachi, Surajpur in 2022-2023 session. By embracing diversity, college create a vibrant and inclusive academic environment.

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	View File

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

College always follows rules of Indian constitution to assure the dignity, unity and integrity. Majority of students belong to the depressed socio-economic class of the society. The sole objective of the institution is to transform our students into responsible citizens committed to nation and society. College is committed to embodying the principles of sovereignty,

socialism, and secularism enshrined in the Indian constitution. College ensures equal opportunities for all students and staff, regardless of gender, religion, caste, creed, color, or ethnicity. College conduct lectures and oath ceremonies to emphasize constitutional obligations. College integrates environmental studies and human rights into the curriculum. College NSS unit celebrates voter awareness programs and National Voter's Day annually with rallies, oaths, and competitions. On constitution day, the Principal stated that our constitution provides all citizens the values of human dignity, equality, Social justice, Human rights and freedom, Rule of law, equity and respect and superiority of constitution in the national life. The oath of saving constitutional values is taken. College celebrates National celebrations like Independence day, Republic day, Constitution day, Gandhi Jayanti etc., International celebrations like International Yoga Day, Human Rights Day and Promoting Social Awareness like World AIDS Day, National Science Day, World Hindi Divas, Martyrs Day etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://govtcollegesurajpur.ac.in/Content/34_244_7.1.9%20(1).pdf
Any other relevant information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://govtcollegesurajpur.ac.in/Content/35_244_7.1.9%20NSS%202022-23.pdf

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	A. All 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	View File

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

The college celebrates various national and international commemorative days, events and festivals to inculcate the spirit and essence of day among the learners for moral and ethical development of students and staff. The institution's motto is to transform students into responsible citizens committed to nation and society. The college organizes various events and programs to celebrate these days, such as Independence Day (15 August), Republic Day (January 26), Gandhi Jayanti and Anti-Drug Day (2nd October), Martyrs Day (30 January), Teachers' Day (5th September), National Integration Day (October 13), International Yoga Day (21 June), Constitution Day (26th November), Human Rights Day (10th December), Swami Vivekanand Jayanti (12 January), National Voter's Day (25th January), World Population Day (23 March), World Environment Day (5th June), and other events. The college also organizes activities and programs to raise awareness about various national and international days, such as Martyr's Day, International Youth Day, Environment Day, National Science Day, World AIDS Day, Harmony Day, Unity Day, World Book Day, and World Hindi Divas every year involving principal, staff, students and NSS/NCC volunteers. Students celebrate Teachers' Day every year on 5th September dedicated to Dr. Sarvepalli Radhakrishnan. On this day Students express their gratitude and appreciation for their teachers in the form of speeches and the cultural programme. These celebrations encourage students to become responsible citizens, fostering a culture of unity, inclusivity, and social responsibility.

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	View File
Any other relevant information	View File

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- I

Title:Distribution of old practical copy hard covers and assignment folders to B.Sc. and M.Sc. students.

Objective:To reduce environmental pollution by awarenessfor 3R and reduce financial load to students and also space management.

Context:Students of college are from rural background having low income. The faculties of science distribute hard covers practical copy to all B.Sc. and M.Sc. students from previous years old practical copy hard covers submitted by private students of college to manage college space and pollution by Reuse, Recycle and Reduce.

BEST PRACTICE- II

Title:Social wellness through blood donation

Objective: To promote blood donation for society welfare

Context:Due to low literacy level in villages, there is least awareness for blood donation in Surajpur area. 'Rakt Dan Maha Dan' is the motto of this practice to serve the persons in need. All the departments gather information of the student's blood group in the admission register which helps for scrutiny of student's blood group at the time of emergency blood need to hospitalized patients. The District Government Hospital, Surajpur has a collaborative arrangement with our college for need based blood donation. In other words, whenever the said

hospital needs blood for needy patients, our students or staffs donate blood on call and save precious human life.

File Description	Documents
Best practices in the Institutional website	govtcollegesurajpur.ac.in/Content/37_244_7.2a.pdf
Any other relevant information	https://govtcollegesurajpur.ac.in/Content/38_244_7.2%20b%20link.pdf

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

The college is located in a semi-urban area with aims to provide quality education to students of village and tribal backgrounds. With a large college campus of 26.112 acres, offers 06 UG, 10 PG, one PG Diploma, and one Diploma courses. The college has a Research Centre in Chemistry, Botany, Hindi, Sociology, Political science, Economics, and Commerce. The college provides well-equipped laboratories, departmental libraries, and reading rooms for students. It also offers indoor and outdoor sports facilities, a sports ground, and a large stadium. The college follows the rules and regulations of the Higher Education Department (HED), Government of Chhattisgarh, Raipur, and affiliating university. The principal is the supreme head of the college. The college organizes cocurricular activities alongside academic activities. The college library and postgraduate departmental libraries provide reference books and journals, and students can access online UGC-CARE listed journals, e-journals, e-books, Inflibnet, e-PGPathsala, and 300 Mbps BSNL broadband internet connection. The college maintains a good academic atmosphere and connects students with society through NSS, NCC and Red Cross Society units. The college family organizes plantation programs and SVEEP activities to make the campus green and environment friendly. The college also promotes gender equality through various activities, including counselling, webinars, Rangoli, and Mehndi other different competitions. The college PG departments focus on training, exposure to research laboratories, and social outreach to boost self-confidence. Students also participate in seminars, workshops, and conferences to further their education and skills.

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

These are the future plan for next academic year to enhance academic environment of the college.

1. To purchase/arrange furnitures for new class rooms.

2. Regular quaterly health checkup for all stalkholders in college campus.

3. To arrange atleast two facultymembers in each P.G. departments from janbhagidari fund for proper academic and research activities.

4. To purchase new books for UG programme as per NEP revised syllabus.

5. To strengthen research facilities in each research centre of the college P.G. departments.

6.6. To take initiative for starting of B.Sc. (microbiology) in in college.

7. To take initiatives for convert M.Sc. Zoology and Microbiology from Janbhagidari fund to Government fund.

8. To take initiative for plantation in college campus and near by areas.

9. To take initiatives for upgradation of college library.

10. To take initiatives forupgradationsports, Yoga and music department.