SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GOVERNMENT MAHATMA GANDHI P. G. COLLEGE KHARSIA

GOVERMENT MAHATMA GANDHI P. G. COLLEGE KHARSIA, DIST.- RAIGARH 496661
www.mgcollegekharsia.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government Mahatma Gandhi Post Graduate College Kharsia District Raigarh was first established by Municipal Council Kharsia as a non-government college on August 14, 1964. Earlier there was only Arts Faculty,

Dr. Amitabh Lahiri Former Principal Kirori Mal Government Arts Science and Autonomous Postgraduate College Raigarh / Regional Additional Director Directorate of Higher Education, Bilaspur Division, Prof. AK Shakur, Officer on Special Duty, Higher Education Department, Bilaspur Division and Prof. Vyas Narayan Pandey's government acquisition of this college on March 24 Happened in 1984.

The college was affiliated to Pandit Ravi Shankar Shukla University, Raipur from 1964 to 1983 and to Guru Ghasidas University, Bilaspur from 1984 to 2012. Atal Bihari Vajpayee University was affiliated to Bilaspur till 2020-21. Shaheed Nandkumar Patel University is affiliated to Raigarh with students studying in first year/semester from 2021-22. Since 1990 the college is running in the present building. A mini stadium was constructed by the former MLA of Kharsia and former Home Minister of Madhya Pradesh/Chhattisgarh, Shaheed Shri Nand Kumar Patel ji, by getting about 16 acres of land adjoining the college with the grant of the State Government Sports and Youth Welfare Department.

The college campus, spread over an area of ??39011.69 square meters, has several study rooms, laboratory rooms, library, gym, stadium with a runway of 400 m. Graduation in college - Hindi literature, history, political science, sociology, economics, geography, physics, mathematics, botany, zoology, chemistry, B.Com with basic course and environment; In Post-Graduate – Hindi Literature, History, Political Science, Sociology, Economics, Chemistry, M.Com courses are conducted. There is also a well-equipped library with 35390 books. NCC unit of 107 cadets and NSS unit of 100 volunteers are operating. IQAC also continuously guides the students. Women's cell constantly makes girl students aware of their rights. The sports department is active from where students constantly participate in inter-district/state/university level competitions. The college also organizes various level sports competitions. The college also publishes the annual magazine "Srijan".

Vision

1. To provide excellent quality education to the students around the state.

2. To equip the underprivileged students from the tribal/rural/urban areas to meet the challenges of education, work and life.

3. To provide a vibrant caring educational environment where the students will recognize and achieve their fullest potential so that they can make contribution to the society.

4. To equip the students with knowledge and skills in their chosen stream, inculcate values in their minds to become good human being.

Mission

1. The College has a holistic mission of providing finest quality education in various disciplines to the students from the state.

2. To carry out academic excellence through active students teacher participation.

3. Improving the standard of courses offered through innovative and effective teaching and curriculum development.

4. To provide a conducive environment for research activities.

5. Conduct appropriate community education programme to encourage meaningful learning that enhances the socio-economic status of the learners.

6. Efforts to develop the personality of the students and to inculcate moral, ethical values among the students and develop student.

7. Organise programmes to develop leadership and managerial skills among the students and develop student support system.

GOALS AND OBJECTIVES:

1. To achieve academic excellence.
2. To compete them at national and international level in all areas of life.
3. To develop leadership qualities.
4. To develop all round personalities of the students.
5. To provide orientation to students towards studies and further research.
6. To promote the faculty towards quality research and examination.

Core Values

1. Pursuit of excellence via training

2. Social duty and civic cognizance

3. Sincere and moral uprightness

4. Empowerment via education

5. Faith in his/her personal competencies

6. Respect for own life and creation

7. Instructional excellence

8. Non-stop development in training

9. Institutional awareness and practicability

10. Value and finally outcomes results based training

11. Inspiring campus environment

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Spacious and Secured campus.
- Multidisciplinary - 03 UG and 07 PG Programmes.
- Online Admission System and Test
- Highly Qualified and Competent faculties.
- "CHINHAR" Yojana for mentoring the students
- Well equipped Science and Geography Laboratories
- A beautiful lush green Garden "MG Botanical Garden"
- An Auditorium of municipal Kharsia (available for big program), one Open Stage & One Conference Room for carrying out various cultural and scholarly activities
- MoU with Civil Hospital Kharsia.
- A Gymnasium with all gears and gazettes.
- Open Gym
- Running Track of 400 meter.
- Regular online & offline Feedback obtained and analyzed.
- One seminar hall and one Lab is equipped with LCD Projector.
- Well furnished Library with text and reference books.
- Girls Common Room & Reading Room facility for students.
- Rural Camps & other Philanthropic activities are undertaken by NSS, Red Cross and other departments.
- College magazine "Srijan"
- A sprawling stadium within the campus to organize outdoor games like Athletics, football, cricket, volleyball, Basketball, Badminton etc.
- LMS system for online class (Zoom Live Classes)
- Cashless Transaction through SB Collect
- NCC and NSS enrolment.

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Institutional Weakness

1. As the strength of students has been increasing every year, the college needs to increase the expansion of laboratories.
2. Interdepartmental Twinning within college yet to be developed.
3. Temporary faculty in the Jan Bhagidari Governed Course due to the Government limitations on recruitment.
4. Alumnae corpus not as per expectations.
5. Research activities like publication of quality research papers by the faculty members are an issue which

needs to be taken care of.

6. More focus is to be given on Training and placement activities.
7. Dedicated broadband lease line for internet connectivity is still on a pending list.
8. The college is situated in a tribal area and the access to the campus causes a few problems.

Institutional Opportunity

- To develop Consultancy services to provide the expertise of faculties to society.
- Collaborative Activities enhance academic opportunities
- Improve the number of Research projects and Research publications.
- To provide a platform for scholars by organizing Conferences at national & international level to encourage research
- The laboratories and the library can be further upgraded.
- Many power plants are lacated in surrounding area of college.

Institutional Challenge

1. Number of sanctioned posts is far less in the PG departments than is expected as per the UGC criteria.
2. Dearth of Interdisciplinary Programmes and Courses.
3. Alumnae corpus not as per expectations.
4. Research activities like publication of quality research papers by the faculty members are an issue which needs to be taken care of.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Government Mahatma Gandhi P G College Kharsia is affiliated to the Saheed Nand Kumar Patel Vishvavidyalaya Raigarh Chhattisgarh. The college follows the Academic calendar issued by the Higher Education Department Raipur. We follow the curriculum prescribed by the university. Our Institute ensures effective curriculum delivery through systematic and strategic transparent mechanism. The Heads of Departments conducts the meetings to distribute workload, allot subjects and plan the activities of the department to review the completed syllabus. The Principal monitors the effective implementation of the Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty.. Teaching plan is prepared by every faculty member at the beginning of academic year. They record the conduct of teaching and practical in the diary. Periodic assessment of curriculum delivery is conducted by IQAC through HODs. The faculty engages extra periods and practical's` and when necessary and maintains their records. There is optimum utilization of well-equipped laboratories for curriculum delivery of practical subjects as in Geography and in Sciences. The faculty uses charts, maps, models and specimens along with chalk and board. Methods like seminar, group discussion and quiz are there for effective delivery of curriculum. Study materials, notes and question banks are provided in the class and through what`s app also. Educational field visits, industrial visits, tours are organized. Projects are assigned to teach them team spirit, sharing and develop presentation, research skills. Social sites such as YOUTUBE, What`s app etc. are used for effective teaching. Guest lectures, LCD projectors and other Audio- visual aids are utilized on regular basis.

The institute offers 03 UG and 07 PG programs affiliated to the University. The department of Geography runs a Under Graduate program from Janbhagidari and we are awaiting the formal permission from the Department of Higher Education Raipur to make it a permanent course. PG and UG level students in our institute are given option to undergo Projects/Field Projects and internships in some subjects..

Teaching-learning and Evaluation

Admission at the UG & PG level is done on merit basis; as per State Government Rules. The Reservation Policy of the State Government is strictly followed. The college has been striving hard to bring socially backward students into the mainstream. Hence, the Demand Ratio, especially at the UG Level is very high. The college follows the Academic Calendar, issued by the Higher Education department Government of Chhattisgarh. Student-Full Time Teacher ratio is 51:01; Faculties now use the latest technologies for teaching along with Field Work, Projects & Excursion Activities. For Advanced and slow learners various academic activities such as Guest Lectures by Eminent Scholars, Group Discussion, Quiz, Seminars, Peer Teaching, and Participative Teaching are organized. The quality of teaching and learning is monitored at the individual, departmental and institutional levels through the Internal Academic Audit Committee. Since 2018-19, Academic Administrative Audit (AAA) has been initiated. Presently 04 teachers out of 16 regular techers are PhDs. Professors of the college worked as the Observers and Presiding officers in the elections and they have been awarded the "Letter of Appreciation" by the District Election Officer. Every year vacant posts are filled as per Government Rules. Based on the number of students, Guest Facultie in the subject of Geography is recruited on the recommendation of the Self-Finance (JBS) Committee. Students can discuss any kind of problem whether academic or personal, with their Teacher-Guardians (Mentor) under Shikshak-Abhibhawak Yojna. The continuous Evaluation system in the form of Internal Assessment i.e. Assignments, Internal Tests, Seminars along with Semester/End Examination are adopted. Programme Specific Outcomes and Course Outcomes for all Programmes are uploaded on the website and evaluated. Research and Innovations are always motivated by the institute.

Research, Innovations and Extension

The teachers of the college are encouraged to conduct research by the college and right now 03 Assistant Professors have got themselves registered for Ph. D. Program. Various research motivational lectures and workshops are organized by the PG Departments. Due to COVID Pandemic closure of the institution webinars were organized in the PG departments. Students participate in various outreach programs organized by various organizations, to create awareness in the society. National seminar and national/international webinars were organized by many departments like Hindi, English, Sociology, Physics, Chemistry. A teacher named Dr. Ramesh Tandan edited 3 books for the students of M A Hindi. These are very useful and in demand of students because of it is based on syllabus.

Infrastructure and Learning Resources

Presently the College is endowed with excellent physical infrastructural facilities to support the teaching learning process. At present college is spread over 9.64 Acres. In college, there are 20 classrooms and 04 labs with proper seating, lighting and Green Chalk Board facility. One classroom is equipped with LCD projector and ICT where various academic and administrative meetings are organised and another room is equipped with LCD projector. The college has a Girl's Common Room along with Sanitary dispensing machine and

destroyer machine, clean and hygienic wash Room & Reading Room with all the required facilities.

The Library of the college has an N-list subscription. Lumsum 36127 books including reference books and 02 Local and National newspapers are available in the library. Presently the library is enriched with the subscription of Inflibnet. In addition, every PG department has a departmental library.

The college has well-equipped Laboratories in the Departments of Physics, Chemistry, Zoology and Botany. The college has a big playground on the campus and has a facility for cricket, atheletics, Hockey, Kho-Kho, Volleyball, Football, Jump, Throw, Running, Table Tennis, Chess etc with a well equipped Gymnasium.

Student Support and Progression

Various Cells and Committees like Grievance Redressal Cell, Anti Ragging Committee, Disciplinary Committee, Placement Cell, Parent Teacher Committee, Career and Placement Cell, Students' Union and Departmental Associations function in the college to provide support to the students for their overall well being. College brings out a detailed Brochure with information regarding admission and the activities on the campus. At the very outset of every session, an Induction Program is organized to get the newly admitted UG and PG students acquainted with all the aspects of college. General information about the college is also available on the website. Students with a poor background and also SC, ST, & OBC are provided scholarships according to the State Government Rules & Regulations. The college also fulfills its responsibilities towards the society and students through the NCC, NSS and Red Cross Committee. . Health Camps are organized for Eye Checkup, and Blood Donation etc. The NCC and NSS wing engages the students in the Community Development Activities which motivate them to involve in Social Services. Various competitions are held regularly under the banner of SVEEP. Many enrichment programs are regularly organized on student's issues to instill moral and ethical values under the Career & Counseling Cell. Various Programs are organized for developing Soft Skills among students. Students' Progression from UG to PG is very good. Students take part in sports activities very enthusiastically and win many prizes at the sector & University level. Student Union is constituted every year and Office Bearers are nominated either by election or merit depending upon the policy of the Department of Higher Education Student Council leads all extra-curricular activities in the college. The college has a registered Alumni Association. Alumni meetings are held regularly.

Governance, Leadership and Management

The principal of the college plays an important role in the Governance of the college. The principal constitutes different committees for the proper execution of plans and with the assistance of the office. The college has a strong tradition of participative management. Principal takes decisions after approval of the Janbhagidari Samiti for the expenditure of jan bhagidari fund. We use E-mechanism in the field of Planning and Development, Admission, Student Supports, Examination, Finance through Government Portal. Recruitment and Promotion of the administrative and academic staff are done by the Government of Chhattisgarh. The institution has an effective welfare measure for teaching and non-teaching staff as per the norms of Government of Chhattisgarh. GIS is mandatory for all. Performance appraisal of teaching and non-teaching is done by the principal as per the norms set by the Department of Higher education and UGC based on CR/API. By organizing the Professional Development Program, the college administration takes initiative to improve the quality of its teaching /non-teaching staff. Teachers also show their positive efforts by attending various professional development programs. The Internal Auditing Committee monitors the expenses and checks the cash book. All the accounts are audited as per Government Rules and by Chartered Accountant. The Internal Quality Assurance Cell

(IQAC) has been contributing significantly to the quality assurance strategies and processes in college. AAC (Academic Audit Committee), and Feedback from students are the key parameters for assessment. Rain Water Harvesting System, Green and Clean Campus, organizing Various Capacity Building Programs for students and staff, ICT Based Teaching, Extension Activities through NSS/RED-CROSS/Departments and Rs. 2.00 crores for the construction of 12 classrooms under RUSA Grant are some initiatives taken by the college after the First Cycle of Accreditation.

Institutional Values and Best Practices

The institute understands that it has a responsibility to work for the good of society. We hold gender equity programmes to educate students about this pressing topic. Surveillance cameras have been installed on the college's premises and hallways to monitor any suspicious activities. Climate change and environmental issues are important to our organisation. The college's campus is environmentally friendly. We are dedicated to maintaining a green and clean campus. On campus, the college is attempting to reduce the use of plastic. On campus, the college has installed a water harvesting system. The Compost Pit is used to dispose of dead leaves and debris. Local advantages are clearly recognised, and biodiversity research, as well as socioeconomic and topographical surveys, are encouraged. To uproot local problems, health-related issues and social concerns are also addressed. We plan and organise events to instil respect for national and universal ideals in the students; every national and local festival is enthusiastically commemorated.

Best Practice 1- Students are given more priority for making the sports as a career in all fields of academics. Development of vocational and technical skills among the sportsman students by providing special training to enable them to become more confident on various sports as their career. The students are encouraged to apply for sports quota job opportunities.

Best practice 2- The COVID 19 pandemic has brought several challenges for both centre as well as state government authorities to prevent the outbreak from snowballing further and to lessen its adverse effects on various social and economic sectors. M. G. College Kharsia took the opportunity to be well equipped with the various digital platforms and developed own LMS to prove our determination towards teaching.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Government Mahatma Gandhi P. G. College Kharsia
Address	Goverment Mahatma Gandhi P. G. College Kharsia, Dist.- Raigarh
City	Kharsia
State	Chhattisgarh
Pin	496661
Website	www.mgcollegekharsia.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	P. L. Patel	07762-272048	9425573197	-	mggovtcollegekhs @gmail.com
IQAC / CIQA coordinator	Manoj Kumar Sahoo	07762-272148	7869094301	-	iqacmggovtcollege khs@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	14-08-1964

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Chhattisgarh	Shaheed Nandkumar Patel Vishwavidyalaya	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	09-12-1987	View Document
12B of UGC	09-12-1987	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

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

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Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Goverment Mahatma Gandhi P. G. College Kharsia, Dist.-Raigarh	Rural	9.64	3015.59

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Arts	36	Higher Secondary	Hindi	720	706
UG	BCom,Commerce	36	Higher Secondary	Hindi	180	179
UG	BSc,Science	36	Higher Secondary	Hindi	540	490
PG	MA,Arts	24	Graduation	Hindi	80	47
PG	MA,Arts	24	Graduation	Hindi	80	32
PG	MA,Arts	24	Graduation	Hindi	80	75
PG	MA,Arts	24	Graduation	Hindi	80	65
PG	MA,Arts	24	Graduation	Hindi	80	56
PG	MCom,Commerce	24	Graduation in Commerce	Hindi	80	66
PG	MSc,Science	24	Graduation with Chemistry	English,Hindi	50	45

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				6				0				18
Recruited	0	0	0	0	0	0	0	0	13	3	0	16
Yet to Recruit				6				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				1
Recruited	0	0	0	0	0	0	0	0	1	0	0	1
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	7	0	0	7
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				9
Recruited	6	0	0	6
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	1	0	4
M.Phil.	0	0	0	0	0	0	4	1	0	5
PG	0	0	0	0	0	0	6	1	0	7

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	3	4	0	7

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	584	0	0	0	584
	Female	791	0	0	0	791
	Others	0	0	0	0	0
PG	Male	133	0	0	0	133
	Female	253	0	0	0	253
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	164	190	182	181
	Female	182	176	188	198
	Others	0	0	0	0
ST	Male	174	168	158	135
	Female	207	217	225	233
	Others	0	0	0	0
OBC	Male	297	292	254	284
	Female	400	388	440	490
	Others	0	0	0	0
General	Male	55	50	43	40
	Female	36	33	41	32
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1515	1514	1531	1593

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	In the college, courses of arts, science and commerce are conducted at the undergraduate level, in addition to this, courses of all three faculties are conducted at the postgraduate level, Hindi, Political Science, Sociology, History, and PG science in Chemistry and M. Com. courses are conducted in the postgraduate arts. In this way the multidisciplinary student gets the benefit of teaching in the college.
2. Academic bank of credits (ABC):	Apart from teacher evaluation, other metal academic activities are conducted in the college. For this an academic committee has been formed separately. Which gives an idea of what kind of work is being done in the college. The percentage of students of Bachelor of Arts Science and Commerce and Post Graduate Hindi, Politics, Sociology, History, Chemistry and Commerce is better and a man's ability is exposed in the direction of the students. Hence the college holds a bank of credit. Posting of qualified teachers in all subjects except graduate mathematics subject, academic bank credit of the college from the establishment of the post of librarian, sports officer, full-time principal Shows the record in its best way.
3. Skill development:	After the formation of IQAC in 2015, apart from seminar workshops, many works have been done on skill development in the college. Many representatives have been implemented regarding quality improvement in memory power higher education among students. Invite officers of other departments through induction programs and by giving lectures to identified professors from other colleges, many workshops for all-round development of students have been executed through proper means. Efforts have been made to develop NSS in the students through NCC & Report activities.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The course of Hindi, Political, History, Sociology Commerce is being conducted in the college. Through these subjects, students get knowledge of various subjects from all over India. Under Hindi literature, there is a tableau of literature painted by Indian litterateurs on the basis of those times. Under the political science, the knowledge of the students is related to the system of states and the system of constitution and democracy.While studying the subject of history, the student acquires knowledge of all kinds of historical facts and events, from the Indus

	Valley Civilization, Mohenjodaro to the British, Portuguese, the arrival of marriage, freedom, war etc. Sociology knows about the social division of the people living in India, family, marriage, caste, social work method etc. The student in Economics and Commerce is able to get the Indian economy in its entirety. In this way the college student becomes competent.
5. Focus on Outcome based education (OBE):	Such a course has been prepared by affiliated University for colleges that after studying the courses in the student, becoming a knowledgeable person in that subject, becoming a knower of any job or business in that field, undergraduate- Botany, Zoology, Physics,Mathematics, postgraduate Hindi Literature, Political Science, Sociology, Economics and History subjects are also included. There is such vastness and similarity in the course of commerce and chemistry that after studying it, the student becomes full of knowledge of that subject and after graduation and post graduation, according to the change according to his interest and according to the scheme of the government, the students are definitely benefited. The work of NSS and NCC is working in the college. After training in NCC, it becomes easy to get a job after passing the final examination and focus on result based education is applicable in the college.
6. Distance education/online education:	Due to Covid-19 in the year 2020, in the next session 20- 21, the facility of online classes was given to the students from the online platform in the college. The online record of students' attendance, teachers and the subject matter being taught gets recorded in the college website. There is no distance education program in the college, but because of covid's effect, this facility was developed in the college for the convenience of the students. Teacher login is done by adding student. Student login where the institution gives online admission to attend them the class. Student Password is generated and that password is distributed to them. With the help of this password and ID, the student joins the online class in the college class and there he takes all the studies sitting at home by staying at home. Online test has also been arranged for the students. At present, online education has been arranged in the college. It is called online classes instead of online education and it would be better if it is understood better.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
120	120	120	132	62

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1761	1593	1531	1514	1515

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
1154	1120	1086	1086	1086

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
565	511	362	438	376

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
24	24	23	24	22

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
24	24	24	24	24

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 21

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
13.27	12.83	16.52	3.58	11.15

4.3

Number of Computers

Response: 10

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies. Our faculty members are on the Board of Studies and their sub-committees, substantially contributing to the curriculum development.

The college ensures effective curriculum delivery through systematic and strategic transparent mechanism:

Academic calendar: The college follows the Academic calendar issued by the Higher Education Department Raipur and University executes it rigorously. The Heads of Departments conducts the meetings to distribute workload, allot subjects, plan the activities of the department and to review the completed syllabus.

Time- Table Committee: The college constitutes the Time Table committee. The Time Table is prepared by respective departments. The Time Tables are displayed on the Notice Board and also uploaded on the college website.

Teaching Plan and Teaching Diary: Teaching plan is prepared by every faculty member at the beginning of academic year. They record the conduct of teaching and practical in the diary. Periodic assessment of curriculum delivery is conducted by IQAC through HODs.

Laboratories: There is optimum utilization of well-equipped laboratories for curriculum delivery of practical. The students maintain the practical journals and the results are certified by the faculty along with HOD.

Teaching Aids: The faculty uses charts, maps, models and specimens along with chalk and board. Methods like seminar, group discussion, quiz, for effective delivery of curriculum. Study materials, notes and question banks are provided in the class and through whats app also. Educational field visits, industrial visits, tours are organized. Projects are assigned to teach them team spirit, sharing and develop presentation, research skills. Social sites such as YOUTUBE, Whatsapp etc. are used for effective teaching. Computer, LCD projectors and other Audio- visual aids are utilized on regular basis.

Department library: Each Department maintains a Department Library to facilite the students to access to latest books available in concerned subjects and topics. The books are issued to the students whenever needed by them. The record of the same is maintained in Department Library and Issue register maintained by all the Departments.

Teacher support: The college encourages the faculty to participate in Orientation and Refresher courses to update their knowledge of subject. The college encourages the faculty to attend the meetings of BOS

and syllabus restructuring workshops. The college takes initiative and encourages staff to attend workshops organized by the University for effectively implementing the elective method of imparting curriculum.

Feedback: The college collects the feedback from the faculty, students, alumni and parents. The collected feedback is analyzed using different parameters and the performance of the students, faculty and institution is assessed. Any discrepancies identified are considered for correction and suggestions are taken for improvement. Formative assessment is done to identify gaps in students' knowledge which helps to identify slow and advanced learners. The slow learners are provided with extra coaching after the completion of each internal exam/semester for PG. The faculty makes suggestions in curriculum reframing workshops in the light of feedback received.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

Response:

Government Mahatma Gandhi College Kharsia is affiliated to Saheed Nand Kumar University, Raigarh. The Higher Education Department Naya Raipur and university declares the Academic Calendar in the beginning of every session. After the starting of session, the college has to follow the Academic calendar issued by the HED Raipur and forwarded by the affiliated University.

The academic calendar issued by the HED Raipur includes following factors:

1. Date of admission

2. Commencement of teaching

3. Dates of Unit Tests

4. Dates of terminal tests

5. Dates for practical exams

6.Dates for extra-curricular activities, like student union, NSS/ NCC /Sports/YRC /Cultural and literacy programs, etc.

PG time-table, including:

A.PG Admission

B.Commencement of classes

C.Internal exams

D.Semester break

E.Preparation leave

7. Practical exams etc.

8. List of holidays, vacations and working days

9. Duties of teachers, etc.

10. Speacial Notes.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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

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

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Link for Additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 20

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

Response: 2

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

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

Response: 0

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

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

File Description	Document
List of Add on /Certificate programs	View Document
Any additional information	View Document

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

Response: 0

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

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

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Co-curricular and Extracurricular Activities

1. Gender Numbers of programs are conducted for women and girl students such as organizing of folk/ Cultural development dance programe, blood group checkup and donation camp. The committee for Woman Anti Harassment committee focuses on various issues related with the girls and presents an aid as by installation of sanitary pad machine and also sanitary pad destroyer machine and also keeps on to organize programs on Woman Empowerment, knowings and unknowings for Woman. The N.C.C. and N.S.S. unit of our college has been very proactive in conducting different extension activities not only in college premises but also in adopted villages also. Major gender issues are focused and addressed through the activities like Save girl child campaign, SVEEP motivation activities, Cleanliness movement, Essay and poster exhibitions, wall paper presentations, etc.

2. Environment and Sustainability: N.C.C and N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year, N.C.C and N.S.S. host number of activities in the city and also in the adopted villages during the special camps for cleanliness. In these camps, N.S.S. organizes various environment related programs including tree plantation, village cleanliness, plastic free drive, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. Different activities have been initiated by the N.C.C. to save environment such as Cleanliness Campaigns at different places in Kharsia as Hospital campus, college campus, Bus and Public spaces etc. The cleanliness program is organized to clean ponds area, watering plant, Celebration of various days like World Environment Day, N.C.C./N.S.S. Day, etc. The college has taken initiative in Swachchha Bharat Summer Internship (SBSI) Abhiyan and Tree plantation programs which are introduced by the Government of India.

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

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

Response: 4.71

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	6	5	5	4

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Any additional information	[View Document](#)

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

Response: 25.72

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

Response: 453

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

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

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	<u>View Document</u>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<u>View Document</u>
URL for stakeholder feedback report	<u>View Document</u>

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

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

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

File Description	Document
Upload any additional information	<u>View Document</u>
URL for feedback report	<u>View Document</u>

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 83.86

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

2020-21	2019-20	2018-19	2017-18	2016-17
1761	1593	1531	1514	1515

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1970	1910	1850	1850	1850

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

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

Response: 98.12

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

2020-21	2019-20	2018-19	2017-18	2016-17
1085	1085	1085	1085	1085

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

Class XII scores are taken as the initial indicator of students' learning ability at the entry level. Further judgment in subsequent years is based on academic performance, level of alertness, participation in discussions, and mid-semester evaluations. These are augmented by observations made by mentors. Students themselves express extra interests in subjects or approach teachers with their problems. Measures are taken accordingly to address the needs of students with different levels of competence.

Steps taken for advanced learners:

1. Provided with references to journals and advanced study material
2. Encouraged to make presentations, write papers and participate in international/national conferences/seminars/workshops
3. Given recommendation letters to pursue internships/placements in institutions of repute.
4. Students are involved in research projects taken up by faculty. This stimulates out-of-the-box thinking and provides training in planning and carrying out experiments and fieldwork, analyzing findings and publishing results.
5. In 2016-17, students were motivated to take part to be part of innovation as making of the models in order to make more practical the science. Wherein they were mentored by multiple investigators. The projects were displayed in the institute ceremony hall where these innovations and models
6. Provided hands-on training in using latest apparatus and techniques in laboratories in various programs
7. Semester/Annual toppers, Student Council and university rank holders are felicitated on the separate occasions.
8. Given leadership roles in departmental and society activities to develop organizational skills and teach the value of teamwork. Students are chosen as class representatives, giving them an opportunity to display their leadership skills.
9. Motivated to write articles for the college/departmental magazines and also in the UGC Care list journals.
10. Nominated to represent the college or department in intra & inter-college competitions.
11. Motivated to set high goals for themselves and counselled to prepare for entrance of SET/NET/PSC /VYAPAM and other competitive examinations.

Steps taken for slow learners:

1. Efforts are made to identify the cause of their problem and appropriate solutions are worked out.
2. Teachers coordinate with parents of slow learners so that their needs can be catered to.
3. Mentor-mentee interaction keeps faculty in constant touch with students, irons out academic and personal issues, stimulates overall personality development.
4. Academic problems are addressed in tutorial classes, assignments are evaluated, and suggestions for improvement are made. Some tutorial classes are taken as remedial sessions for slow learners.

5. Slow learners are given more attention both inside and outside the class.
6. Encouraged to take part in departmental activities. Those with potential eventually graduate to leadership roles.
7. Efforts are made to identify and nurture their skills and talents in order to bolster their confidence.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 73.38

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially in mathematics, commerce and economics, where they teach mathematics and statistics as numerical solving. Also, some teachers use power point presentations and computer-based materials. For, they use the lectures of you-tube to make learning interesting besides the conventional oral presenting methods.

Some Student centric methods are given below:

Project methods: The project work stimulate student's interest on the subject and provide student an opportunity of freedom of thoughts and free exchange of different views. As per the requiremsent of syllabi, the project work is done. For example, the Projects are done in PG classes like M.Com and in Environment and Geography in UG.

Interactive methods: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussion in various topics is done under features. Especially, NSS, Political science department and other literature department organize interactive methods many times in a year.

ICT Enabled Teaching: ICT enabled teaching enabled class rooms with LCD projectors. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. Especially, the PG class Chemistry, M.Com., Hindi Department and UG Zoology (for Science) departments adopts these services.

Experiential learning: Experimental/Laboratory method is used in science subjects and geography in Arts to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. The department of Chemistry, Physics, Botany, Zoology and Geography uses this method. Students take interest and learn things via experiential learning.

Student Seminars: The Student seminars are organized for the PG learners where in the paper is presented by students on contemporary topics to enrich their learning experience.

Summer Internship Program: The NSS Swachh Bharat Summer Internship is organized for NSS students. Only 50 students can participate in this program, where they learn about the importance of cleanliness. They do their job of 100 hours in the selected villages. No other academic Summer Internship Program is organized by the college except NSS.

Group Learning Method: Group Learning method is now being adopted through whatsapp group. Student share their notes and study material through this method. Whatsapp group are made by the concerned teacher. They share the information to each other.

Green-board presentation: In this method, each student is given a certain question. And student has to solve this problem in the black-board. The department of English has adopted this method.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

Teachers use ICT enabled tools for effective teaching-learning process. Use of ICT helps in teaching and learning. ICT helps teachers to interact with students. It helps in effectiveness of classroom. It is a tool for teaching and learning itself, the medium through which teachers can teach and learners can learn. It appears in many different forms.

Learning Management System (LMS) & E – Learning Resources

1. Information & Communications Technology (ICT) enabled teaching methodologies are being ued by some faculty members in their class rooms.

2. The use of multimedia teaching aids like, LCD projectors, classrooms with computer/laptops systems

are occasionally used by some teachers in their classrooms.

3. Seminar hall is equipped with multimedia facilities using computer set and 1 LCD projectors. Invited talks are conducted in the seminar halls using ICT facilities.

4. Guest lectures are organized using ICT facilities.

5. Social media whatsapp group are also made. In this group the needed study material is sent and also the querries are responded with the constant supply of the various topic materials in pdf, you tube videos and also other material. The notes, old questiopaper, Lecture video etc. are also provided to learners.

6. If any problem or exercise is unsolved, then it is put in this media. Teacher search the solution and sent it to student. Especially the teaching of English, Hindi and Commerce departments used the teaching ofvarious topics with the help of ICT.

7. All the departments also use the ICT for teaching. The college activity is sent to each other, as photo, message and information. This method helps student to join-up with the college. Any information of University regarding him is also sent to student with thehelp of these whats app group.

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

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

Response: 110:1

2.3.3.1 Number of mentors

Response: 16

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

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

Response: 97.5

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

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

Response: 11.97

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	2	3	3

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 6.63

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

Response: 159

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

We strictly follow the academic calendar circulated by the Department of Higher Education Naya Raipur; it contains the number of teaching days, internal evaluation and examination dates etc. Our institution was affiliated to Atal Bihari Vajpayee University Bilaspur now since 2021 we have been affiliated with Saheed Nand Kumar Patel University Raigarh. There is a standard process of internal examination in the college. According to the academic calendar, a student has to appear in 4-unit test and 2-terminal examinations, out of seven internal examinations. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. According to the academic calendar, a teacher have to take unit test, which may be in the form of written test, black-board presentation, power-point presentation, quiz on subject or by other method, which the subject teacher decides. The marks of unit test are shown in the classrooms and each student can ask about its performance. They can observe their test copies. Record of obtained mark is written in register. If there is any difference or discrepancy in their marks, it can immediately be corrected. The test copy of unit test and quarterly test is shown to students for their observation. Some teachers analyses the solution and method of solving the paper in the class-rooms, especially in mathematics. Further, the test copy of one student is allowed to interchange for observation to other student, at the time of distribution of the answer-sheet in the class rooms. The concerning subject teacher keeps the record of all internal exams. if it is not secret in the university level. The marks of internal examination is sent to the university, as it is a secret data. Its marks are not shown to students. The 10% internal mark of each paper in the university internal examination is sent.

Similarly, the black-board presentation or the power point presentation is done by students in their PG level. A student has to present his answer among other students. This method releases shyness of a student and develop the self confidence in him. This method is very useful for personality development of student also. After showing the PPT to students, the copy of the student is kept in the internal-examination section. One may observe the marks and copy in the same session. However, this mark's does not increase student's academic marks in the Annual examination. In PG classes, a student has to attend the internal examination compulsorily. Its marks are sent to the university to add in the semester mark-sheet.

Apart from traditional methods of evaluation of a student's performance, we the teachers of the college employ other methods for evaluation. The college follows the calendar for internal exams throughout the year. There is an internal assessment cell to coordinate the Tests and exams. The teacher is given the relaxation to make the test possible with the individuality of the completion of his/her unit in the class.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

Govt. Mahatma gandhi P G College Kharsia has his own mechanism to ensure that the process of continuous assessment is transparent, efficient and in the best interest of students. The college has a Internal Assessment Committee, which undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed prominently on the college website and on college notice boards to communicate information related to internal assessment to students. The attendance record, is given ample time to point out any discrepancies. Answer scripts of internal class tests, assignments and project reports are discussed with students after evaluation. They may raise their grievances regarding the marks awarded to them with the faculty concerned. In rare cases if students' grievances are not addressed satisfactorily, students are free to approach their mentor, or the teacher-in-charge for redressal. Intervention by the Head of Institution can be sought in extraordinary cases. Students are given enough time to claim concessions in attendance on medical grounds and for participation in extracurricular activities. Marks awarded by individual teachers are moderated by departmental moderation committees to ensure parity in marks awarded to students among different subjects. The final internal assessment is sent to the university only after each student signs the record. In certain cases, if discrepancies are noticed between marks awarded to students by teachers and those entered in the mark sheets prepared by the University, the college assists the students in getting such errors rectified.

Redressal of grievances at institute level:

Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.

College Level: The Institute appoints a Senior Superintendent for smooth conduction of Annual/ Semester examinations. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section.

Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled by the examination section after forwarding such quires through the college examination section. Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

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

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.

Response:

The academic plan of an institution increasingly includes the learning outcomes that apply across the programmes of study. These outcomes provide an academic vision for the institution that serve as guidelines for the new programs and also communicate to its stakeholders the academic value and goals of the institution. COs express the learning at the level of a paper. In doing so, they clarify for the learner what is expected of him or her as well as the skill, competencies, understanding and ability that they acquire on successful completion of their study. For the teacher, the outcomes clarify what exactly the module will deliver and unite this with the appropriate mode of delivery and assessments. It is important to stress that course outcomes form an integral part of an educational system which is based on student centric learning, where emphasis moves from content to the outcomes. Effective student participation can be enhanced where the courses are clearly expressed in terms of outcomes which allow the learner to acquaint themselves with the skills and the abilities they acquire. The course outcomes for different course under different programmes have been uploaded on the institutional website along with the separate key for the affiliated university. Curriculum Design and development is a not a major responsibility of an affiliated College. Our college is an affiliated college under the SNP University Raigarh. Each PG department convenes every year in the beginning of the session to publish the prescribed syllabi issued by the University for the programme. The curriculum is, developed by the affiliated university, developed with flexibility to suit the professional and personal needs of the students and navigation of core values. The courses designed are relevant to local needs and are in tune with the emerging national issues, feedback from stakeholders and global trends. Curriculum evolved comprises of POs, PSOs and COs, substantive outline of the courses in every discipline, details of implementation as well as assessment of student performance. The Curriculum developed is then recommended for consideration and approval of the AC. The AC scrutinizes and approves the proposal with or without modification of Curriculum approved by BOS. The curriculum thus approved by the University is communicated to the Affiliated Institute and further teacher and students. The various modes of communication of course outcomes are as follows.

1. Website: POs, PSOs and COs of all programmes and courses are uploaded on the website www.mggovtcollegekhs.in
2. Department: The Curriculum along with the Outcomes is made available to all the faculty members by the IQAC and the Plan for the implementation is prepared at the department level keeping in view the course outcomes.
3. Teacher: All the subject teachers acquaint the students the curriculum along with the outcomes personally in their classrooms.
4. Induction Programme: Students are communicated of the outcomes in the induction programme organized faculty-wise in the College.

5. Examination Cell: This Cell also communicates outcomes of the various Courses.
6. Library: The curriculums along with the outcomes are made available in the central library.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

1. At the beginning of every semester/year, the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects.

2. The copies of the syllabi are kept in the department. It is distributed beginning the semester/year, or made them write. However, the student can download the syllabus from the website of the affiliated university SNPU Raigarh /ABVV Bilaspur.

3. A link of the affiliated university is given to download the syllabus and other respective information in the college website www.mggovtcollegekharsia.in

4. The faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students. It is also given in the syllabus of each subject.

5. Following are the evaluation process of PO, PSO and CO.

(A) For post-graduate courses

(1) Seminar presentation

(2) Internal Test

(3) Home assignment Extension Work

(4) Project work provided in syllabus as in M.Com.

(B) For under-graduate courses-

1. Unit Test
2. Quarterly examination
3. Project work for Geography and environment studies.

Marks of Unit test and Quarterly exam are recorded in foil. The marks of university internal exams are uploaded online to the university.

(6) The Institute provides opportunities to students to exhibit their understanding through the medium of expression i.e. oral or written. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating.

(7) Some extra-curricular activities are subject and topic based, e.g., Instant lecture in given topic, Rangoli, Quiz, Mehandi, slogan writing, Essay writing, Awareness/celebration day, Hindi-diwas, Women's day, Constitution day, Voter awareness day, AIDS awareness, Blood checking and donation, Population awareness day, etc. From these practices, any learner can optimally express their knowledge and this enhances his/her confidence.

(8) As above already mentioned, the Institute follows the evaluation process of the affiliated University SNPV Raigarh. Such type of evaluation includes, for both UG and PG, term end internal assessment, concurrent evaluations and External examinations conducted at the end of the course.

(9) The examinations and results of University also measure the attainment of CO, PO and PSO.

Also ADD

Additional Information-Attainment of programme outcomes and course outcomes are evaluated by the institution.

NAME OF THE STUDENTS WHO WON THE MERIT P0SITI0N IN UNIVERSITY EXAMS -

SN	Name of Student	Session - Program	Rank	
1	Nitin Agrawal	2016-17 B Com	X	
2	Kiran Sahu	2016-17 M A Sociology	VIII	
3	Ishwar Prasad Patel	2016-17 M A Political Science	X	
4	Chandani Bareth	2017-18 M A Sociology	VI	
5	Purushottam	2017-18 M A Economics	VII	
6	Virendra Kumar Yadav	2017-18 M A Economics	VIII	
7	Awesh Goel	2018-19 M A Economics	III	
8	Anju Saw	2018-19 M A Economics	VII	
9	Ashish Kumar Rathore	June 2019 M A Hindi	III	
10	Pramila	June 2019 M A Sociology	V	

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 85.5

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

2020-21	2019-20	2018-19	2017-18	2016-17
565	511	362	438	376

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

2020-21	2019-20	2018-19	2017-18	2016-17
567	540	549	510	462

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.29

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document]
Upload any additional information	[View Document]

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description	Document
List of endowments / projects with details of grants	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

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

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

Response: 0

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

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

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

File Description	Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

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

Response:

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish the very tribal area based youth's minds. These activities help students to understand the various problems faced by the society. It enables them to find out solutions on them.

In the institution there is Student Council in all PG departmens, Women Cell, N.C.C , N.S.S., Red Cross Cell, Sports Cell through which students and faculty members are encouraged to undertake innovative activities which are helpful for creation and transfer of knowledge .Activities conducted by these are helpful to develop leadership qualities, various skills, planning, organizing. Activities conducted by these councils are helpful to enhance the skills of languages and creative thinking. Commerce cell has the project report writing work and also the Plant visit in order to have the real experience of working nature of an Commerce student in a factory. Chemistry department students are also taken for the plant visit for having the experience of their work nature. Educational Visits help students to get exposure and helps in improving their practical knowledge. Similarly the other PG councils are also dedicated for the similar activities related to their subjects. Activities conducted by these cells are helpful to nurture the confidence in them.

Women Cell is a very good platform for girl students to express themselves in more positive way. They are motivated to practice their future dreams during these UG and PG learning time.

N.C.C and N.S.S. conducts various activities in innovative ways such as tree plantation, Swacch Bharat Abhiyan, awareness programmes about cleanliness in the institute also in lap village and in various other needed spaces in the city, operating SVEEP activities to motivate the locals for voting, also organizing rallies for eradication of social evils etc. All these activities are organized successfully with and for the help of society.

Science club makes the students from their science faculty to put more creative efforts to make new and more effective models.

Thus these councils have received immense response from students and teachers. They have touched various current issues as well as neglected issues which may prove in the context of the present society.

Various competitions like essay writing, slogan writing, debating and quiz, are organized to bring out the hidden potentials of students.Workshops and seminars for PG are conducted on ICT which have proved helpful to the tribal learners. It has raised their confidence and expanded their horizons of creativity. To enhance innovative ideas, students and teachers are encouraged to participate in. Our students have made remarkable contribution in it. Our institutional faculties encourage students to undertake research activities.

File Description	Document
Paste link for additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 0

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

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

File Description	Document
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

3.3.1.2 **Number of teachers recognized as guides during the last five years**

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

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.51

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	2	3	5

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.94

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 last five years**

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

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Response:

The college organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contributes to community and strengthen community participation. Organizing such events creates awareness about the society and student feels their social responsibility. The college has registered NSS, NCC and YRC units. These units take the responsibility of community based activities. NSS unit organizes programs such as Tree Plantation, Yoga, Swacch–Bharat Summer-internship [SBSI], Cleanliness drive, Voter awareness [SVEEP], etc. The YRC unit organizes AIDS awareness talk and rallies, blood-group checking and donation camps, Eye checkup camp, general health checking etc. The NCC unit enriches the patriotism among students by programs like marchpast, flag-salami and PT, as well as takes charge as volunteers in important college functions. NSS has two flagship programs under this criteria. First is the 7-day camp in a selected village. Here the students learn mutual cooperation between them and between villagers. They learn to live in limited resources. Here they learn rural life. In a one-day camp they take plantation, SVEEP, cleanliness, survey programs etc. Besides, NSS also conducts programs all year in the college. The institute organizes awareness programs in campus, such as environmental awareness, cleanliness, Tree plantation, AIDS etc. NSS unit has organized rangoli, essay and quiz programs on topics like gender issues, beti bachao abhiyan, women's security etc. on different occasions. Institute promotes faculties to organize and conduct different extension activities and workshop in other institutes and in villages. For holistic development of the students, sport and games, cultural events, quiz and debates are also organized.

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

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

Response: 1

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

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

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC,

Government and Government recognised bodies during the last five years

Response: 2

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

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

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 6.43

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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
566	0	0	0	0

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)
Any additional information	[View Document](#)

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 3

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

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

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 6

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

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

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Procedures and policies for maintaining and utilizing physical, academic and support facilities during the year Institution has adequate facilities for teachings teach viz class rooms, labs, computers etc. Mahatma Gandhi College campus stretches over an area of 9.64 acres at a tranquil locale in the highway towards the Raigarh Kharsia road. The entire built in area is divided into five blocks namely the Savitri Bai Fule Block (old building- ground floor), Tijan Bai Block (old building- 1st floor), Rani Laxmi Ba Block (new building in front of old building) and Mahadevi Verma Block(new building- play ground) having a total campus area of 39011.69 sq. mtrs. The main block is a two storied building. 3 libraries rooms with one reading library room for UG, one for the books gathered as stock and the third room as the PG reading room which consists of books, 20 class rooms, 1 seminar hall, 1 girl's common room, 16 rooms for office and other rooms. All the classrooms are allotted for various classes in the time-table. Time table is such planned as to utilize the rooms for multiple subject lectures. Furniture is set according to the capacity of classrooms. These classrooms are also used for various competitions and events organized by vaious cell and various departmental activities. The general library located with 36127 books at the centre of the main building provides everyone an easy access to the library. Out of the 20 class rooms, three are zoology, botany and geography labs where the classes are also conducted. All the labs have their own time table for the students. This is generally mentioned in the main time table of the college. Labs divide their batches and students come according to the allotted time of their batches. Lab technician and attendants take care of their attendance and issue them required materials of practical's. There are few maintenance rules for the laboratories that in case of any damage caused by the students, they have to pay fine for the damage in the lab. Sports: We have a stadium with running track, high jump/long jump facility, football, volleyball, cricket and basketball facilities and a gymnasium with body warming up facilities. In case to inter-college, Sector level, State level and National level participation, department provides T.A. D.A. to students according to the Government norms. Computers: Out of 14 computers 10 computers are working in present in the institute and 4 computers are not supporting the workout.

1. 2 borewells in college to supply drinking water and plantation.
2. 1 Over head Projector and 2 LCD projector,1 electronic podium is a help for us to make the ICT teaching learning process possible.

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

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),

gymnasium, yoga centre etc.

Response:

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) and gymnasium. The college runs its sports competition in its own competition. Cultural, gymnasium facilities are also available in the college. We give its detail below:

1. SPORTS FACILITIES: College encourages sports activities. A number of players have played district, university, state and even national level games. It provides indoor games as well as outdoor games. Some of the outdoor games are: Kabaddi Kho-Kho Handball Cricket Badminton Table-tannis etc.

Some of the indoor games available in college are:

(B) Cultural PROGRAMS: To conduct cultural activities in the college, there is a cultural committee. This committee organizes many cultural program including literacy events. Some interesting programs by the committee are debate, rangoli, painting, quiz, model and poster making, essay writing, slogan writing, sangeet and drama preparation etc. College student plays the music with the help of music on mic with the outsider musician help

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

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

Response: 4.76

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 166.79

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

2020-21	2019-20	2018-19	2017-18	2016-17
95.9	2.98	1.972	2.725	0

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

books, available in the college library have been computerized. All facilities for providing, submission and entry of books to the students are available in the website of the college www.mgcollegekharsia.in . The college is registered in the N- list. Most of the teachers and students are also registered in the N list.

The college has a central library building. Library has a huge collection of text boks, reference books and other books with volume of journals.

e-resources - The library is a member of N-List consortia of information library network (INFLIBNET) under this consortia library provides many more books and 600+ e-journals to students and feculty member

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals

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

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

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

Response: 2.07

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

2020-21	2019-20	2018-19	2017-18	2016-17
5.14	0.4	0.95	2.76	1.11

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

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

Response: 2.86

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

Response: 51

File Description	Document
Details of library usage by teachers and students	[View Document]()

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Our institution has fourteen sets of computer/laptop in the college. Out of which the 10 sets are updated working. Being in the tribal belt we have no Wifi system. We tried for it twice but due to belonging to an institution in the tribal belt the Wi fi setup has not been provided. Even though the institute has generated the i-net system through the Dongle since 2015 till 2019. Then the Jio Fi system has been adopted for the maximum benefit of the learners and the staff since 2020

For the execution of the official works in the college, the arrangement of Jio-fi, dongle, computer, laptop, net facility SIM etc. has been made in the college.

File Description	Document
Upload any additional information	[View Document]()
Paste link for additional information	[View Document]()

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

Response: 176:1

File Description	Document
Upload any additional information	[View Document]()
Student – computer ratio	[View Document]()

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 927.88

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

2020-21	2019-20	2018-19	2017-18	2016-17
116.08	7.77	11.67	121.72	26.03

File Description	Document
Upload any additional information	[View Document](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response:

Our College adopts a systematic procedure for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms etc. Every year each department gives a list of equipments, repairable or broken, called physical verification. First we look the cleanliness program:

1. There are only two employees for this purpose. One of them is government employee and other one is JBS employees. JBS employees clean the campus on regular basis. They sanitize the classrooms, staffroom, seminar hall, laboratory and veranda. One JBS employee looks after the plants. Sweeper cleans all the washrooms daily.
2. Dustbins are kept in-front of the class rooms. Students are asked to throw the rough paper in these dustbins. NCC cadets also take part in the cleanliness awareness program held by NSS.
3. Since there are 3 lab- technician and one lab attendant against the sanctioned post, so these employees clean the laboratory time-to-time under the supervision of HoD.
4. Water purifier is maintained time-to-time. Now, we give the details of academic and support facilities:
   1. There are Invertors for official and examination purpose, especially for occasional time. It is maintained by JBS by a skilled person, contacted in the city or from outside.
   2. Projectors, Computers, CCTVs, and anti-virus upadation in the computer sets etc. are

maintained by a responsible estabilishment section from official staff.

3. If there is any mechanical or functional error in above academic and support facilities, the HoD/ Professor in charge have to write an application to the Principal for its maintenance.

Maintenance of library and sports facilities:

1. The post of Librarian is filled recently in this college. Hand over is going on. An In charge professor looks after the needed work. A book lifter is there to issue and submit the books from the students.

2. The Geography subject is run by the JBS in the institute. Thus the post of JBS employee is appointed every year. He keeps the geography theorical and practical classes run smoothly.

3. A sports Officer is appointed recently but not taken join/charge yet. Incharge Professor from the college staff helps in this work .Usually the needed labours are called for the maintenance of the stadium and the other ground works.

4. Infrastructure and furniture Maintenance: The building was constructed by state PWD (Public work department). In time-to-time PWD maintains the college building. It whitewashes and repairs some broken items if necessary. Besides, the Nagar-Palika keeps watch and does minor construction, if needed and demanded by the college. Much furniture is broken every year. Also, the strength of the college increases every year. The number of examinees in regular and private classes is increasing every year. So, the furniture is a necessary item to maintain. Keeping this in mind, every year furniture is either purchased or repaired from broken furniture.

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 80.47

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
1465	1331	1216	1209	1156

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

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

Response: 0

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

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

File Description	Document
Upload any additional information	
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	

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

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

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	
Link to Institutional website	

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

Response: 37.44

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

2020-21	2019-20	2018-19	2017-18	2016-17
1761	991	108	115	157

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

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

including sexual harassment and ragging cases

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

Response: B. 3 of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 0

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

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

File Description	Document
Details of student placement during the last five years (Data Template)	View Document

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

Response: 96.99

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 548

File Description	Document
Details of student progression to higher education (Data Template)	View Document

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

Response: 88

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations***, etc.*)) **year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
25	6	4	1	1

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	15	4	1	1

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 2

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

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

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

College students are elected by means of the benefit foundation making process. College students have active illustration on academic and administrative bodies and committees of the Institute. College students Council gives strong aid in the management and management of institutional affairs. Each PG department as in Commerce, Economics, History, Hindi, Political Science, Sociology and Chemistry has a Chairperson, Vice Chairperson, Secretary for the Committee, joint secretary for the Committee. Students manage the complete functioning of the cooperative management and prepare more-curricular activities and competitions in the course of the year. The above sports decorate their communiqué abilities, management talents, management abilities, team-work, time control, and resource control skills and builds self belief in each scholar. We've got diverse committees whose participants encompass students too.

IQAC: IQAC has put up accreditation best sustenance measure is installed in university adhering to pointers of NAAC whose one member is a pupil.

Complaint Redressal Committee: which makes certain the accountability and transparency in offering the education, stopping unfair practices and provide effective redressal of grievances of college students.

Editorial Board: "Srijan" is an annual magazine of the college including diverse sections like Hindi, sports, NCC, NSS, IQAC and so forth. There are two assistant professors of the department of Hindi and one assistant professor of English department function editors for all phase enhancing innovative and writing competencies of college students in Hindi and English.

Students Council: For effective administrative shape of the group, the student council acts as liaisons among the scholars' body and institutional management. The student council is accountable for organizing diverse more co curricular activities within the college. Numerous co-curricular sports along with workshops and rallies are prepared by way of the council help. This council plays a dominant position in engaging in and managing diverse occasions associated with sports, cultural activities, excursions and journeys to instructional locations. To make sure effective management, the energetic participation of students in various educational and administrative our bodies is quite preferred and invited by using the organization because it inculcates the management skills, planning and execution abilties. In this consultation, college students' councils have been nominated by using the norms of higher education and SNP University Raigarh.

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

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

Response: 16

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	13	20	26	21

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

5.4 Alumni Engagement

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

Response:

The M G Government College has a registered alumni association. It took place on 29/12/2021. Registration Number is 122202142105. It constitutes of the 13 Members. These name are as following-

M L Dhirahi

Neeraj patel

Sajan Kumar Banjare

Vijay Kumar Sharma

Chintamani Chakradhari

Ajay Kumar Agrawal

Rohit Banjare

Manish Rawlani

Lokmani Kurrey

Ashok Rathore

Nawal Kishor Yadaw

Lav Kumar Sahu

Ramesh Agrawal

The alumni association has a yearly basis meeting once in a year. In 2016-17, 30 alumni attended/signed in alumni register. In 2017-18, 12 alumni signed in register. 32 signatures were found in register in 2018-19. 34 alumni signed on 28/02/2020's meet held in 2019-20. In Covid -19, online alumni meet was held on 12/03/2021. in this meet, 16 alumni were connected online. Some of them gave valuable suggestions. All suggestions were written in register. The college has also taken the action above suggestions. College tries to apply their thought.. One member has donated water cooler for the institute. College takes feedback from Alumni every year. The college has taken action over their suggestion.

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

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision of the College

1. To provide excellent quality education to the students around the state.

2. To equip the underprivileged students from the tribal/rural/urban areas to meet the challenges of education, work and life.

3. To provide a vibrant caring educational environment where the students will recognize and achieve their fullest potential so that they can make contribution to the society.

4. To equip the students with knowledge and skills in their chosen stream, inculcate values in their minds to become good human being.

 Mission of the College

1. The College has a holistic mission of providing finest quality education in various disciplines to the students from the state.

2. To carry out academic excellence through active students teacher participation.

3. Improving the standard of courses offered through innovative and effective teaching and curriculum development.

4. To provide a conducive environment for research activities.

5. Conduct appropriate community education programme to encourage meaningful learning that enhances the socio-economic status of the learners.

6. Efforts to develop the personality of the students and to inculcate moral, ethical values among the students and develop student.

7. Organise programmes to develop leadership and managerial skills among the students and develop student support system.

GOALS AND OBJECTIVES:

1. To achieve academic excellence.
2. To compete them at national and international level in all areas of life.
3. To develop leadership qualities.

4. To develop all round personalities of the students.
5. To provide orientation to students towards studies and further research.
6. To promote the faculty towards quality research and examination.

   Core Values

1. Pursuit of excellence via training

2. Social duty and civic cognizance

3. Sincere and moral uprightness

4. Empowerment via education

5. Faith in his/her personal competencies

6. Respect for own life and creation

7. Instructional excellence

8. Non-stop development in training

9. Institutional awareness and practicability

10. Value and finally outcomes results based training

11. Inspiring campus environment

The governance of the institution is reflective: The empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, student's union, student representatives and class representatives (C.R.), stakeholders, alumni and local management committee called janbhagidari samiti (JBS). The principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college. There are many committees to support the vision and mission of the college. . All the committees take its responsibility for the plans and activities, and successfully tackle these responsibilities in every academic session.

Participation of the Teachers: The governance of the institution is reflective with an effective leadership in tune with the vision of the institution. The Principal involves the teachers in all the significant activities of the college. Senior Professors are made members of the Governing body, IQAC and the Valuation Board. All the Professors are members of the Staff Council. Faculties members of each department actively participate in the departmental meetings and prepare the recommendations are passed on to the Principal for final decision.

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

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

Response:

Decentralization, participation, involvement and accountability are the core aspects for the quality policy of the institution. The Governing body delegates all the academic and operational decisions in their policy. The Principal is the sole authority of the College. The faculty also plays significant roles in the decision making process of the College. All the members of the staff and student Council participate in the proceedings and important decisions in the view of the development of the College, staff and students. The HOD's manage the day to day events of the department. There are various associations and committees to coordinate the co-curricular and extra-curricular activities of the College. Other units like Sports, NSS, NCC, Library etc have the operational autonomy and students are also involved in decision making process. The in charge librarian with his committee members was encouraged to do library automation.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Strategic plan and deployment

A. **Teaching and learning:**

1. Faculty members maintain a Lesson Execution Diary which consists of the date, period of class taken and the topic handled.

2. The teaching-time table is prepared by a committee. The teaching plan is prepared for each month, before the starting of the month. The teacher maintains this diary every month.

3. Faculty members are also encouraged to attend faculty developing programs outside the college conducted by other institutions. Due to this reason, there is no limitation of number of programs to be attended, provided the teaching work does not suffer.

B. **Community Engagement**:

1. **Regular Field Work** by NCC/ NSS- TheNCC/ NSS students are placed for regular activity in the college campus. Many times they carry out community development activities in the community, institute and inthelap village.

2. **Village Adoption**-The NSS of the College adopts one village, where they do their activity of community development.

3. **Special camp in village**-One special camp of 7 days by NSS is organized every year, in which the students of NSS go to get introduction with village and do their constructive social work there.

4. **Red Cross Society**: The College carries out regular activities under Red Cross Society. Some of them are blood checking and donation camp, AIDS awareness program and general health and hygiene awareness program.

C. **Constructive Engagement**:

1. Literature and Cultural understanding among students- It is developed by taking various programs.

2. Carrier and counseling programs are organized time-to-time 3.Motivational lecture of experts are organized.

3. The Action Taken Report of theIQAC meetings of the institute, made for each year can be seen from the link http://govtcollegekhs.in/

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The Guidelines of Government is applied effectively and efficiently. This can be seen from many examples. The Principal applies all the order, rules and guidelines received from Higher-Authority. As an example, the college is run by the following rule and guidelines:

 1. Order received by the Affiliated University

 2. Order received by the Department of Higher education, Chhattisgarh Government

3. Order received by the UGC.

4. The order received by MHRD, GOI.

Some of the committees are listed below:

1. Admission committee:

2. Student Union committee:

3. Discipline committee:

4. Anti-ragging committee:

5. Library committee:

6. NSS committee:

7. UGC committee:

8. Purchase committee:

9. Internal examination committee:

10. IQAC committee:

11. Result Analysis committee:

12. Yoga diwas committee:

13. Cultural and literacy committee:

14. NCC committee:

15. YRC committee:

16. Sports committee

17. Physical verification committee:

18. Environment maintenance committee

19. Any other committee at the time of program, etc.

These committees can be seen in college website- http://www.mgcollegekharsia.in/

Department -At department level, the HoD's of the departments are responsible for coordinating all departmental academic programmes of the college. Faculties are responsible for the academic and

cocurricular activities of the students.

Functions of Various bodies: For the complete functioning of college activities, there are so many committees mentioned above. The function of every committee in the Institution is well defined. .Every committee consists of one convener, some staff-members, one or two employees of group C/D and student, wherever needed. The committee together plans for the activity, and takes an approval from Principal. All convener report to Principal and Principal monitors the effective functioning of these bodies

Appointment and Service rules: There are two types of appointment in the college. First is the government recruitment and the other is by the Local Janbhagidari (JBS) Committee. Government employees and faculties are appointed and governed by the government's rules and service-conditions, The JBS employees are appointed for a fixed time-period of each session for teaching purpose. Their payments are decided by the Local-Janbhagidari committee. There is no service rule for them.

Promotion: Promotion is according to government rul.. There is no policy of promotion for the JBS member, because it is a temporary system to hire the teaching staff for some limited time period for teaching in self-financing course.

Grievance Redressal Mechanism: The college has a mechanism to solve any Grievance raised by any teacher, employee or students. The complaints, issues and difficulties of the Stakeholders at individual as well as College level is solved using this mechanism.

Students: The students have their class representatives and the Student Union is ready to tackle the complaints. Further, student can approach the Principal.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

As our institute is a Government institution, so we all are abide by the rule to have entitled with the rule as only government welfare schemes are applicable for the teaching and non-teaching staff of the institution. The Chhatishgarh State Government has successfully framed many acts/rules & regulation for effective welfare measures for their employees and amended/updated existing provisions time to time on demand or as per requirement.

Thus we all the employees of state Government are covered under Chhattisgarh Civil Services rules. The rules which govern welfare measures are as follows:

1.Mahavidyalaya Shiksha Adhiniyam.

2. Civil Service Conduct rules.

3. AnukampaNiyukti

4. Chhattisgarh Pay Revision Rules

5. Rules for Various Allowances.

6. Chhattisgarh Civil Service Medical Reimbursement Rule.

7. Travelling Allowances.

8. Family Benefit Rules.

9. Chhattisgarh Civil Service (Leave) Rule 2010.

10. Chhattisgarh Civil Service (Promotion) Rule 2003

11. Chhattisgarh State (Retirement) Act 2012.

12. Chhattisgarh State (Pension) Rule. Welfare Schemes of State Government

1. General (Compulsory)

1. General Provident fund

2. Family Benefit Fund

3. Group Insurance

4. Gratuity

2. Allowances

1. Dearness Allowance

2. House Rent Allowance

3. Washing Allowance (Only For Class IV)

4. Cycle Allowance (Only For Class IV)

5. Dress Allowance (Only For Class IV)

6. City Compensation Allowance

7. Medical Allowance (Only for Class III & IV Optional

8. Accountancy Allowance (Only for Accountant)

3. Medical

a. Medical Reimbursement

4. Leave

1. Casual Leave (13 Days)

2. Half Pay Leave on Medical Ground (20 Days)

3. Earn Leave (10 Days per year)

4. Leave not due

5. Maternity Leave(6 Months)

6. Paternity Leave(15 Days)

7. Study Leave (2 Years)

8. Teacher Fellowship (for Teaching Staff)

9. Summer and Winter Vacation (for Teaching Staff)

5. Remuneration/Honorarium

(i) Examination remuneration

6. Allotment of Government Quarter

7. Loans and Advances for Class III & IV Employees

8. Compassionate Appointment

9. Pension & Family Pension: As our institute M.G. Government PG College Kharsia is a government college, the teaching staff receives salary from the State Government, according to the pay scale of the seventh plan of the University Grant Commission. The non-teaching is paid as per the State Government scale and their service conditions also are at par with the State Government employees of the other departments. The Teaching staff can also avail themselves of Teacher Fellowship of UGC to pursue research and the State Government and the college authorities give them full support.

Pension and Family Pension schemes are also there for the employees. AnukampaNiyukti is given to a member of the family of an employee who dies in harness.

Salary advances are given to the needy staff that is usually the 4th grade employee.

Free uniforms are provided for Class IV employees.

Major and Effective Welfare measures are:

1. Maternity Leave

2. Paternity Leave

3. Medical Leave

4. AnukampaNiyukti

5. Gratuity

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

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

Response: 0

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

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

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

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

Response: 4.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
10	5	4	3	2

File Description	Document
Upload any additional information	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

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

Response: 15.34

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	6	1	4	4

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

Yes, M G Government Arts & Science P G College Kharsia has Performance Based Appraisal System (PBAS) for teaching and non-teaching staff. They fill up a self-assessment form that has the details of their performance during a session every year. The Heads of the Departments are instructed to assess the performance of the faculty member and report to the Principal orally from time to time. The Principal, being the head of the institution, himself observes circadian working of the staff and then evaluate each of them at the end of each academic session on the basis of their self-assessment forms.

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

Since 2013-14 Annual Self-Assessment Performa based on the directives of UGC has been prepared by the Department of Higher Education of Chhattisgarh Government. Thus Performance based Appraisal System has formally been introduced as per the orders of the Commissioner, Higher Education. Since then, the Confidential Report preform based on the year-wise performance of the teachers along with the PBAS forms is being filled. These forms are then forwarded by the Principal with his report to the Directorate of Higher Education. The Higher authorities enter their own observations. If there is any adverse comment against any teacher, it is communicated to him/her.

The outcome of such a system is quite encouraging. The teachers have become aware of the significance of their work like teaching, learning, extension activities, research and academic contribution. As a result, a healthy competitive atmosphere now prevails in the institution.

File Description	Document
Upload any additional information	[View Document]()
Paste link for additional information	[View Document]()

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

External audit was done in the year 2016-2017 by the Higher Education Department Raipur. Account officer Mr. Shrivastaw and Mr. Shukla audited all the financial matter, bills, quotations, work order, cash book, stock registers etc. They also audited sports department's account but not found any problem. Each department related to finance matter, they have seen. The audited the fund of Jan Bhagidari Samiti. The objections has been given the clarification by the The Principal Government Mahatma Gandhi PG College Kharsia. The objection clarification letter is attached with the reply. The institute has an internal audit committee auditing since 2015-2016. The audit reports of the internal committees are attached.

File Description	Document
Upload any additional information	[View Document]()
Paste link for additional information	[View Document]()

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

Response: 0

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

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

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document]()

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

Response:

Institutional strategies for mobilisation of funds and the optimal utilisation of resources Proper strategy for financial resources are necessary for smooth functioning of any institution. Optimal utilization of funds in Mahatma Gandhi Government PG College is ensured through the following procedure:

1. The establishment expenditure of the college including salary and other expenditure is meted out by the Department of Higher Education, Government of Chhattisgarh for which an estimated budget is sent to it. Draft budget is prepared every year taking consideration of the requirements of each department.
2. Adequate funds are allocated for effective teaching-learning practices that include conduct of Seminars`, orientation programs, workshops, inter-disciplinary activities, training programs that ensure quality education.
3. Budgetary provisions are made use of for administrative and academic activities. The budget is utilized to meet day-to-day operational and administrative expenses and maintenance of the fixed assets.
4. All financial matters like fee collection and salary are supervised and taken care of by the Principal and the Head Accountant.
5. Payments are made to the suppliers of laboratory equipment's only after the checking that the goods are in proper condition. The Verification Committee approves them only when they satisfy the stipulated norms.
6. Payments are made to the book suppliers only after the books are approved by the Heads of the Departments as per the lists given by them. Enhancement of library facilities leads to novel learning practices and accordingly requisite funds are utilized for every year. Payments are done only if authorized by the Principal.
7. Most of the payments are done through cheques and bank drafts. Record of every transaction is maintained in the Stock Registers by the Store keepers, the librarian and Heads of the Departments.
8. JanbhagidariSamiti's fund is utilized for the benefits of the students.
9. Examination funds are also judiciously utilized.
10. Money collected from the students for College Magazine is utilized in bringing out an annual magazine.
11. Procurement Process: Quotations are obtained from at least three different suppliers to find out the competitive prices and the lowest price is approved by the Purchase Committee. The grants are allocated to all the departments as per their demands. Purchase Rules of the State Government are followed. Some funds are allocated for social service activities as a part of social responsibility to some committees.
12. The Principal monitors and controls the financial procedures.
13. The construction of the building and other structures and their repair is done by the PWD under the supervision of the Principal. Development and maintenance of the infrastructure is done by the PWD. The minor issues are taken by the Building Committee and major issues are reported to the PWD through Principal of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

The Internal Quality Assurance Cell is one of the prime committee of the institution which governs almost all the areas related to the quality improvement and assurance in the institution.Though the Principal is at the helm of all the affairs of the institution yet one of the teachers of the institution is entrusted with the duty to guide its functioning. The cell consists of the teachers from almost all the departments of the college. Some members are from the alumni,industry,society,parrents and from the students. In Its structure, the Co-ordinator of IQAC can be only a senior teacher of the college . The IQAC conducts at least three meetings every year. The meetings decide the agenda or goals before the institution to improve its quality in various areas. The minutes of the meetings are decided and after the meetings the resolutions are adopted and also the ways of their implementation is discussed.

The IQAC has indeed contributed significantly in institutionalizing the quality assurance strategies and processes. The two practices institutionalized as a result of IQAC initiatives are:

1. institution has to meet the growing global knowledge requirement. The institution motivated the faculty to adopt ICT enabled teaching methodology. Teachers and support staff are encouraged to participate in ICT training. The classroom is equipped with a green board.Institute have 2 LCD PROJECTORS,1 OH Projector,1 electronic podium ,2 stataic sound boxes ,1 trolly soundbox. In 2018 the higher education department has distributed smart phones in all college students of Chhattisgarh. Now in covid-19 periods all the teachers have taken their class online through Google meet , zoom webex etc. the students are educated to operate all online procedure for admission, and enrollment, examination etc through zoom online workshops.In 2020-21 session IQAC introduced zoom linked learning management system (LMS)

2.Optimum use of information technology in taking feedback from students to update them about notices through college website ,whatsapp group,email,and bulk sms.To make the campus cashless IQAC has taken initiative to provide the facility of online fee payment.to update the students about new vacancies and provide career guidance through whatsapp group and online interaction.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution reviews the teaching learning process, process structures and methodologies and learning outcomes at periodic intervals through IQAC preparation according to the standards. IQAC Constantly reviewing and taking steps to improve the quality of the teaching and learning process. The academic calendar is distributed as approved by HED Raipur, displayed and circulated in the institute and is strictly followed. Notification of admission to various programs, summer and winter vacations, mid-terms, examination schedule and results are announced in the academic calendar. All newly admitted students in PG and UG are required to take compulsory enrollment in the orientation program, where they are introduced to the philosophy, uniqueness of the education system, pedagogical learning process, continuous assessment system, compulsory core courses and joint activities of different curricula and discipline and culture of the Institute. All students are provided with the link of the official website which provides all the relevant details of the students. Students are informed about the schedule, program structure, and a course syllabus before the semester begins. Important announcements are made in bulletin board, website and also in whats application suite and the attendance and conduct of classes are monitored by the respective professors, department heads as well as by the Principal. The Redresal Cell, Anti-Ragging Cell, Monitoring Cell and members of the Disciplinary Committee make random visits to ensure the proper functioning of the chapters. Class committees are held regularly with students to take notes and appropriate steps are taken to enhance the teaching and learning process. Feedback is also taken from students individually by teachers in their respective courses, by different cell coordinators and directly through IQAC. Students are also free to contact the Principal for their feedback and suggestions. Feedback is properly analyzed and shared with the coordinator feedback cell, department heads, and individual faculty members. Teaching and learning processes are reviewed and improvements implemented based on IQAC recommendations. Key initiatives taken over the past five years include:

1. Feedback
2. Making of Website
3. Making of android application
4. SB Collect online Fee process
5. LMS
6. Green audit
7. Energy audit
8. AAA
9. Plantation in the institutional Premises
10. Using ICT in teachers teaching learning culture.
11. Reaserch motivated
12. Organise seminars and Workshops for faculty and Non teaching personnel
13. Motivation for adopting research oriented teaching learning system.
14. Students workshop for careers for enhancing Educational quality
15. Students workshop for Communication enhancement & Digital finance education

16. Organising Plant visit for the MSc Chemistry and M.Com.
17. Organized Science model exhibition.
18. Organising motivational environment for students workshop for careers educational quality
19. Organising webinars in the Covid pandemic era.
20. Guidance workshop for student.
21. Online Feedback system.
22. Career Guidance workshops by special guest and also by teachers.
23. Career guidance through whatsapp group by providing supporting materials
24. Visiting the HRs` of the Various reputed Companies to organise placement activities by collaboration of industries.
25. Pursuing to higher authority for increase of infrastructure.
26. Provide or purchase journals & career study materials for athenaeum.
27. Organized Online Green Chhattisgarh competition
28. Sms through website Email for the students.

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: D. 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

Our college is a co-ed college. Both girls and boys study here in a common classroom. The college maintains the gender equity. The college ensures that there is fair and impartial treatment with students of both the genders. The college makes sure that the equality in treatment with students of both the genders is maintained. All the students get equal opportunities in all the activities of the college. The college is careful about maintaining and promoting the gender equity. The college takes care about the safety and security of all the students of the college. There is a help-desk facility available in the college that provides with all the required information and guidance to all the students of the college. If any student or any parent has any query, the help-desk official provides with the required reply. This facility greatly helps the stake-holders. There are different committees in the college functioning for the development of all the students of the college. There is a provision of the students' union that also works in association with the administration of the college for the welfare the students of the college.

Women Empowerment Cell-The College has an anti-harassment cell. The aim of this cell is to promote a culture of respect and equality for female gender and also to monitor the treatment with women in the college. We ensure participation of girls in NCC recruitment, and also in NSS. Programs in the annual function provide opportunities by encouraging girls to perform. Apart from boys in sports, separate competitions are also organized for girls. On 8/2/20, a national seminar on women's identity was also organized. We also organise programs on Beti Bachao Beti also do rallies in order to motivate the very tribal Parents of this village based region.The college forms an anti-harassment cell for the welfare of women as per the norms specified by the government bodies.

1. **Internal Compliance Facility**: The college has an internal Compliance facility system. Any student of the college may complain about any issue of discrimination. The college website also provides such facility to the students of the college.

2. **Separate Girls' Common room:** The college has a common-room for girls. The girl students may take lunch there. They may rest, relax and refresh there.

3. **Safety and Security Measures**: The college keeps the issue of safety and security of its students on the top of its priorities. The identity-Cards of all the students of the college are checked at the main entrance of the college. It stops outsiders to enter the college building.

4. Various **Counselling Sessions** are also organized in the institute for the benefit of the girls: Every year we have a programe which is usually initiated with the help of the IQAC is organized in the college. In 2018-19, CMO Nitu Agrawal, in 2019-20, DSP IUCAW Garima Dviwedi, also in 2020-21 (online) DSP garima Dviwedi delivered her lectures to the girlsof college.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

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

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

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

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

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

Response:

There are different types of wastes disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college:

Solid Waste Management: College has a on its campus where the solid wastes materials are disposed. It is to notice that in the state of Chhattisgarh keeping a particular place for dumping the solid waste is in its culture. We in our institution also have a pitch which is usually used for putting all the degrading waste for the composite use. This helps the institution to get the organic fertilizer for our institutional gardens. It is to be noticed that there is flagship program of the state government that comprises of the concept of solid

waste management. Keeping this in view, the college also manages its solid waste management system. However, there does not exist more waste from college.

1. **Liquid Waste Management**- The liquid waste water is carried out through the pipeline or direct through students/employees of college. This waste water from both the building is sent to the liquid waste pitch. This system was made by the College.
2. **Solid Waste Management**:- There are two solid dustbins in the college. One is a combined with liquid dustbin. It is separate from a wall. And the second one is in playground near running track.
3. **Biomedical Waste Management**- There is no biomedical waste management in college.
4. **E-waste Management**- : No E waste is produced in the Government Mahatma Gandhi P G College Kharsia. Whenever the institute will have the E-Waste then there will be surely MoU also with any company to make it destroyed..
5. **Waste recycling system**- There is no system of Waste recycling in the college. However, there are rain water harvesting system in the college.
6. **The e-medical Waste Management**- There is no e-medical waste management system in the college.
7. **Hazardous chemicals and radioactive waste management**- There is a chemical waste pitch made in the back of the Chemistry laboratory. All the chemical waste is sent through the well organized pipeline. Thus the Hazardous chemicals and radioactive waste is disposed through the well skilled procedure in the soak pitt so that it is absorbed by the soaking materials present there.

File Description	Document
Any other relevant information	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

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

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

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Link for any other relevant information	[View Document](#)

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

Response:

Tolerance and harmony towards cultural diversities – The college and its teacher and staff jointly celebrate the cultural and regional festivals, New-years day, teacher's day, welcome and farewell program, Induction program, important days, rally, oath, plantation, Youth day, NSS day, etc. and many activities together. The co-operation between teacher and students are such that in family festival like marriage program, cultural and ritual activity they invite staff members also. Teachers also actively participate in these programs. In the annual sports and games, the teachers along with the official staff also takes part in it. The teachers of Hindi Department bless specially girl student in their marriage ceremony attending directly. They show sympathy with girl students at the moment of farewell.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Link for any other relevant information	[View Document](#)

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

Response:

The college organizes programs on constitution day. The aim of the program is to aware about constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. In this occasion lecture of Principal and staff members are organized.

On 26.11.2018, in a program, Dr. P.L. Patel 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 was taken. The lecture on to abide of fundamental rights and fundamental duties are stated. Every year on National Festival days (The Independence Day and The Republic Day), the National flag of India is saluted. National song is also sing in this occasion. The freedom fighters are paid tribute.GandhiJayanti is also celebrated as a great occaision with the prayer, cleanliness, and also other social services are done by the

NCC cadets.

SVEEP: To enhance our democracy some motivational work is also done. For example, the Voter awareness program, i.e., SVEEP activity is organized by the institute. Rally, Oath, Quiz, Essay writing, Slogan Writing Competition etc. are organized. Every student is motivated to take part in voting. The whole institute and the NCC and NSS unit of college celebrate National voter's day on 25 January every year.

Election Duty: Teachers of the institute are allotted duty as MASTER TRAINER to train the election officers. They are also engaged in conduction of local election like-Gram Panchayat, Nagar Palika and Legislative and Parliamentary elections. They are also given duty in population, vote-counting and preparation of Voter ID card training etc.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)

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

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: D. 1 of the above

File Description	Document
Code of ethics policy document	[View Document](#)

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

Response:

During the year 2016-17, various types of programs and days were celebrated in Mahatma Gandhi Government Arts and Science College, Kharsia district, Raigarh. International Yoga Day was also celebrated on 21st June when the new session started on 16th June. Yoga training was also organized in the college on this occasion.The officers, staff and students of the college practiced yoga under the guidance of Dr. Ramesh Tandon, in-charge of yoga. Everyone did yoga under the guidance of yoga trainer Shri Lav Kumar Gavel.

NCC Day was celebrated on 11 November 2016. Starting with the rally and concluding with the NCC song, the cadets of the college, Kharsia celebrated NCC Day with full enthusiasm and the program was concluded with a colorful cultural program. Constitution Day was celebrated on 26 November 2016.

Apart from this, many types of days were celebrated in the college. Like Independence Day was celebrated on 15th August. Teacher's Day on 5th September, Hindi Diwas on 14th September and Gandhi Jayanti on 2nd October was celebrated with gaiety and Chhattisgarhi Language Day was also celebrated on 28th November 2017 and Aids day on 1st December.

Hindi Divas was organized by the Department of Hindi on 14 September. On this occasion, Principal and all professors and the students of the college were present in the program had a special contemplation on speaking Hindi and maximum usefulness of Hindi.The Hindi department has ensured to celebrate the language day of Chhattisgarh on November 28 as per the orders of the government.

While conducting the forum, Dr. Ramesh Tandon emphasized on giving priority to Chhattisgarhi language and in the presence of all the faculty staff, NCC cadets, various poets of Nav Srijan Sahitya and Kala Manch gave their poetic presentation in Chhattisgarhi language.

On September 14, 2018, a program to celebrate Hindi Diwas was organized by the Department of Hindi. Its basic objective was that an oath was also taken to use more and more Hindi language so that Hindi language as the national language of our country can move forward on the peak of continuous progress.

On October 16, World Ozone Day was organized by Professor Sarla Jogi, Head of the Department of Zoology. How it is naturally, the earth should be made prosperous. Discussions were held in this regard. In this regard, many professors and students expressed their views and ultimately urged to keep the earth safe.

The program which was completed online in the college during the year 2020-21 is as follows. Premchand Jayanti was celebrated on 31 July and Independence Day on 15 August and Parsai Jayanti on 22 August and Teacher's Day on 5 September and Hindi Day on 14 September and Gandhi Jayanti on 2 October and Chhattisgarhi language day on 28 November. National Girl Child Day has been celebrated on 24 January 2021 and 12 January 2021was celebrated as Youth Day. 25 January 2021 as National Voters' Day was celebrated and Republic Day was celebrated on 26 January 2021.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for any other relevant information	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

Response:

BEST PRACTICE (1)

Do practice Be perfect : Sports

Objectives of the Practice :

Women constitute more than 50% of the total student strength of the college. The majority of them come from drought and famine-ravaged rural areas, where miserable conditions of utter poverty, illiteracy, ill-health and superstition take hold of their lives. Thus they are doubly affected by the backwardness and discrimination. So, the college has resolved to take up the cause of sports as an opportunity also for the women students with the objectives of: -

- Mentoring women students also on sports
- Creating an environment through awareness programmes to enable the students to realize their full potential forgetting together for the sports, learning and solving their problems independently
- Arranging special sessions with the sports authorities and providing guidelines and more practices by professional sports personals for the best type of sports spirit.
- Involving sports officers and Government officials to enlighten the students on different opportunities regarding the sports quota job opportunities.
- Organizing discussions on sports opportunity to enable the students to realize the true essence of sports , thus leading to more equality and harmony in family and society.
- Development of vocational and technical skills among the sportsman students by providing special training to enable them to become more confident on various sports as their career.
- Extending financial assistance to the deserving poor women of disadvantaged sections to help acquire their needs for the sports essentials.

The Context :

- The students, in the beginning, were not enthusiastic to participate in the sports.
- Some parents vehemently opined that the awareness programmes defeated the very purpose of sending their wards to college.
- The Sports Officer and some senior players of Sports Department had to visit certain families and persuade the parents that all the training or the practice session were meant for the betterment and empowerment of their dear ones.
- Even some staff supporting the argument often opined that the change was difficult to be accepted as the ideas emanated from these seminars/workshops/discussions on sports motivation.
- Some parents even found fault with the college that their children were detained in the college beyond working hours for unconnected and counter productive programmes as sports.

The Practice:

to achieve the aim, the college established a Sports Cell with a teacher as incharge as its Coordinator and three other teachers as its members. All students interested in sports are eligible to take membership of the Cell irrespective of their status.

The Incharge and the members of the cell meet twice a month and decide the conduct of practice sessions and also awareness sessions during leisure hours sensitizing to know why and how they are given subservient role in spite of their equal or even more abilities than their counterparts. They also draw an annual action plan for organizing various awareness programmes / practice sessions /workshops for the game and interactive sessions. The Principal along with the Coordinator monitors the implementation of the plan. The Coordinator and the members are responsible for the implementation of the programmes in consultation with other sports officers from various other institutes. The sports Cell is working for the motivation and practice sessions to be organised for the better competition abilities. The whole session torched on being a sportsman why, how and shouldn`t we? Various benefits of being a sports man were provided. Sports and games are not mere physical activities alone. They play a more significant role in making the students confident, adaptable, alert, and happy but in most of the institutions, the games period is for relaxation. It is for breaking the humdrum of academic lessons. A sport as a career choice is still not a lucrative option for many in our country. We perform poorly in international sports events like the Olympics despite having a demographic advantage. It is not that we are not capable enough. We lack awareness, and our players don't get the required encouragement and support. So, let us now delve into the advantages of sports and games in life:

1.Physical benefits: Sports and games make you more fit. They make your muscles stronger and keep the bones, heart, and lungs in good condition. When you play sports regularly, you use up the fatty molecules. It implies that you have less chance of blood clotting and heart attack. Physical games are the natural healer for the obesity menace. At least now, we should make sports a mandatory part of the curriculum in schools and colleges. Once people enjoy playing, they may not go for exercise routines to decrease weight. Children who learn to play sports become active adults.

2. Sports make you a moral human being: Sports teach many life skills required for good conduct in society. When you play sports, you imbibe qualities such as honesty, teamwork, leadership, and strategic planning. These skills will be helpful in every walk of life. Children in sports learn to follow the rules and respect teammates and opponents. As adults, they will not readily resort to dubious and corrupt practices.

3. Sports help in enhancing your EQ: Players are not afraid of losing a game. Sports people can accept rejections and defeats better. Similarly, they do not get carried away by their victories. They understand that success and failure are both part of the game. Life becomes a lot easier when a similar thought process is applied to all aspects.

4. Sports can boost academics: Playing games increase concentration power. The more you practice, the higher the potential of your brain. You become good at decision making. You are ready to take up challenging subjects. Therefore, sports people can study faster and are good at solving logical and analytical problems. Moreover, sports teach you the value of time. Students who play sports do not waste their precious time in gossiping and fault-finding.

Evidence of Success:

The whole success story of the sports achievement is shown throughout the high achievements as shown in institutional website.

Problems Encountered and Resources Required :

Being a government college every motivation or any benefit needed has to be through the long process of

note sheet process and also the satisfaction. But the true motivation was done by the whole teaching staff with the availability of spoken words as the only financial benefit. But the true determination and confidence made the second year of making a practice possible for students.

Best Practice - 2

Learning beyond Classroom: An online classroom practice in COVID-19.

1. Title of the Practice: Learning beyond Classroom: An online classroom practice in COVID-19.
2. Objective: The COVID 19 pandemic has brought several challenges for both centre as well as state government authorities to prevent the outbreak from snowballing further and to lessen its adverse effects on various social and economic sectors. For instance, this led to the indefinite closure of educational institutions across the country for an indefinite period and after passing one month of lockdown also was no announcement about timeframe on the resumption of classroom academics. The pandemic has significantly disrupted the higher education sector, which is an important determinant of a country's economic future. The closure of schools, colleges and universities is likely to interrupt the teaching for students around the world, the key assessment period and schedule of and admissions. This has caused a lot of stress not only for students but also for faculties and authorities. The departments of M. G. College Kharsia also took the opportunity to be well equipped with the various digital platforms in order to provide assistance and guidance to the learners regarding their semester course. The various departments took above 400 classes online. Professor P.K. Chetani was given the whole authorization due to having good knowledge of computer and also a well known authorization for over all look on the matter. To ensure the continuity of education despite the lockdown, higher education institutions have sought to use technology and offer online classes and learning experiences as a substitute for in-class time. Resources such as video lectures, podcasts, recordings and articles would be provided in order to transfer the main bulk of the necessary knowledge from teacher to student before each class. This then frees up time in class for teachers to support students in activities, lead discussions and facilitate engagement

3. Context: The Virtual mode teaching learning process inculcates among the students. The

1) Need for Flexibility to Students / Learners Centricity.

2) Increased student engagement in learning.

3) Enhanced teacher and student interaction.

4) Responsibility for learning.

5) Time management and flexibility.

6) Improved student learning outcomes.

7) Enhanced institutional reputation.

8) More flexible teaching and learning environment.

9) More amenable for self and continuous learning.

10) Better opportunities for experiential learning

4. The practice: The IQAC took the pleasure to make the Virtual learning possible for all the UG and PG students. At the initial stage it a huge problem to make the UG learners available for the active Virtual learning. Being in the tribal and very low economic area it was not surely thought that most of the learners might be having a smart phone in their homes. The UGC Blended mode of learning booklet helped a lot in order to make everything possible even in this very tribal area of institution to develop an LMS system for our institution. The major hurdle was to know how many or much were having a smart phone in their homes. As per our knowledge a year before the government of CG distributed smart phone to each student for developing the knowingness of the various online sources of study material. Thus the students of the UG first year, second year, and final year were given their sub-sections as we have only 100 students' limitation in the very initial stage of LMS system. Thus the students were given their student id and also a suitable and unique password also in order to make them join the class for their attendance. The teachers were given the charge to distribute the student id and the passwords to the students. Thus each teacher was given minimum 100 students of UG in order to provide them their id and passwords. The parents were also given the parent id and password in order to check their children teaching learning process. The students were given online motivation to know how to join these online classes. Orientation program and also several other online programs were organized in order to make the learner easy to adopt the new method of teaching learning process. Within the one month time span the learners were so motivated that we thought to move to the maximum more capacity for online classes. Most of the classes were highly given priority and surprisingly maximum number of parents willfully bought new smart phones for their children. The institute has a unique system of undergoing the classes, A timetable was scheduled for the happening of the classes without any disturbance.

5. Evidence of Success: Students will have a benefit of learning even in the COVID 19 Pandemic era. They will no doubt increasingly take interest in this practice. They will positively regularly attend these classes despite their packed schedule of usual classes. Programmes and workshops are visible in institutional website.

6. Problem encountered:

i)Shortage of infrastructural facilities: A smart class room is needed to hold such classes. Need of Wi-Fi/Internet facilities will also play a big part in this scenario.

ii)Shortage of manpower: Being a government college, we need to have the fulfillment of regular teachers by the orders of the government. Usually we also put on the guest faculty for the needed 10 months period in order to provide the needed guidelines to the students.

7. Resources required: Inter office training and need of computers, the projector machines and more manpower will help to strengthen this practice further.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

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

Response:

Giving back to society and Environment

Be an ideal is a small step to give meaning and purpose to someone's life. As it is rightly said ? It costs a candle nothing to light another candle. Truly we believe that the students UG/PG learning life is not all about academics, games, friends, and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues, and inequities in the society. We provide an opportunity to every student to contribute to make the society in which they live a better place and to grow as better individuals. The institute has committed itself to the task of inculcating social values and responsibilities in its students.

In line with its vision of working towards the socio-economic development of the country, the Gov MG PG College Kharsia has taken utmost care to give back to the community. Several student committees under the banner of NCC/NSS/YRC are formed cadets to carry out their duties towards society. The Four day long intense induction program gives the freshmen an insight into the institute's values and vision. Along with other sports cultural and technical activities, the NSS unit plans activities like tree plantation and field visits to expose the students to the pressing issues in our society. Sessions on sustainably the human values are arranged by expert motivator speakers. Each faculty member interact regularly with the students through open discussions on various topics. Several activities are undertaken for the first-year students to expose them to the pressing environmental issues that ail us. They are taken on field visits to related industries and encouraged to participate in competitions dealing with environmental and also other issues. As a special thrust, societal development is also instilled on a large scale into the students through the active NCC/NSS unit which undertakes various services to inculcate social values. Throughout the year, the NCC/ NSS unit undertakes a plethora of events ranging from street plays, cleanliness drives, tree plantation drives, waste management drives, gender equity, field visits and many more. The NCC/NSS unit has also been was also a part of the No plastic zone drive initiated by the institute and which was successfully implemented in the campus. It emphasized on the topic: Plastic is not bad. How you dispose plastic is bad.

The institute ensures that the social values and feeling of giving back to the society is not limited to the NSS unit. In addition to the activities by NCC/NSS, many students to come up with ideas to contribute to society too we encourage them to go forward by supporting them in executing the ideas. The students have conducted for the BETI BACHAO BETI PADHAO in the past.

Being a co-ed educational institute the count of girls in the college is more than 75% of overall numbers.

So the Women harassment cell also places its own identity to be in clear reach with each and every girl for their redressal. The women harassment cell organizes one or two workshop every year in order to motivate the very young learners to know their aims and objectives and also to acknowledge their own powers and needs. Women cell did the job of placing the sanitary napkins dispenser and destroyer machines in the girls common room.

Placement cell bounded with all the financial restrictions is whole heartedly toiling hard for providing maximum benefit to the learners for their future career making decisions.

Science club is making positive efforts to make the learners more and more responsible for the thought making process that how maximum benefit they can provide the society with their positive and creative thinking. Model exhibition was the surest milestone in this respect.

Sveep: The locals have the maximum percentage of voting % in this constituency area. But the fall in the percentage in youth was seen in the polling. So the college thought to make efforts to motivate the young voters with organizing various kinds of co-curricular activities in the college campus and also organizing rallies for the locals.

Swachh Bharat Abhiyan: As per the central government initiation the institute organized a 100 hour workshop in the lap village for the special cleanliness drive.

Sports spirit: The very tribal area has a lot of National day celebration

Students have also organized rallies and had contributed the local administration to spread awareness about COVID 19. Keeping in mind the concerns regarding mental health during the lockdown, the portal also served as a platform to showcase initiatives and experiences of students during the lockdown. The institute has been following a reduced paper drive since the last five years. Most of the communications are only done using whats app android application. The students also contribute to this initiative. We all prove the word

"Those who have the ability to act, have the responsibility to act."

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

- Best and only athletics ground in the whole district.
- Election Commission centres and also various other important activities are organised for all the electoral duty of collection and distribution process.
- Helipad facility to all the VVIP arrival.
- Program organised for National leader and celebrities.

Concluding Remarks :

After the span of eleven years we are attempting again ourselves below the scrutiny of the countrywide assessment and Accreditation Council so one can understand our strengths and weaknesses. We experience the NAAC accreditation technique of our organization affords us a remarkable possibility to regroup and rededicate ourselves to ensure that sustained efforts are directed solely toward the pleasure of all of the stakeholders. This system no longer best gives us an possibility to show off what the institution has been doing in the time for the reason that final NAAC accreditation however also to enter party and introspection on what might have been completed. We firmly believe that guidance and directions received from NAAC would help us in more ways than one. It will help us in implementing academic programs in the light of assessment, equip us in a better way to devise the methods, to construct the future of the college and students and also enable us to discover our weaknesses and convert them into strengths.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: {TABLE1} Answer After DVV Verification : {TABLE2}
1.4.2	**Feedback process of the Institution may be classified as follows:** **Options:** 1. **Feedback collected, analysed and action taken and feedback available on website** 2. **Feedback collected, analysed and action has been taken** 3. **Feedback collected and analysed** 4. **Feedback collected** 5. **Feedback not collected** Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website
2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)** 2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: {TABLE3} Answer After DVV Verification : {TABLE4}

Table 1:

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

Table 2:

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

Table 3:

2020-21	2019-20	2018-19	2017-18	2016-17
1154	1120	1086	1086	1086

Table 4:

2020-21	2019-20	2018-19	2017-18	2016-17
1085	1085	1085	1085	1085

	Remark : Observation accepted, Input edited as per Extended metric 2.2

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	3	4	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	2	3	3

Remark : Input edited as per the Ph.D certificates Provided by HEI

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

2.4.3.1. **Total experience of full-time teachers**
Answer before DVV Verification : 155
Answer after DVV Verification: 159

Remark : Input edited as per the Documents provided by HEI.

2.6.3 — **Average pass percentage of Students during last five years**

2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
565	511	362	435	376

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
565	511	362	438	376

2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years**
Answer before DVV Verification:

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : Input edited as per the certificates provided by HEI.

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**
	3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	4	3	8	3

Answer After DVV Verification :

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

Remark : Input edited as per the documents provided by HEI.

3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years**
	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 last five years**

Answer before DVV Verification:

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

| 0 | 320 | 170 | 762 | 182 |

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
566	0	0	0	0

Remark : Input edited as per the metric 3.4.3

3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**
	3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**
	Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	2	0	0

Answer After DVV Verification :

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

Remark : Input edited as per the the document provided by HEI.

3.5.2	**Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**
	3.5.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**
	Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	7	7	7

Answer After DVV Verification :

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

Remark : Input edited as per the MoUs provided by HEI.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
95.9	2.98	197.2	272.5	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
95.9	2.98	1.972	2.725	0

Remark : Input edited as per the Clarification response.

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

4.2.4.1. Number of teachers and students using library per day over last one year
Answer before DVV Verification : 310
Answer after DVV Verification: 51

Remark : Input edited as per the list provided by HEI.

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

5.1.2.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1465	1331	1216	1209	1156

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2079	991	108	115	157

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1761	991	108	115	157

5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** 5.3.1.1. **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	3	4 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	1	0	
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5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
0	13	20	26	42 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
0	13	20	26	21	
6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).** 6.3.4.1. **Total number of teachers attending professional development Programmes viz.,**

Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	6	1	3	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	6	1	4	4

Remark : Input edited as per the Documents provided by HEI.

6.5.3	**Quality assurance initiatives of the institution include:**

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

Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: D. 1 of the above
Remark : Input edited as per the Documents provided by HEI.

7.1.5	**Green campus initiatives include:**

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

Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: C. 2 of the above

7.1.7	**The Institution has disabled-friendly, barrier free environment**

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

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	Answer before DVV Verification : C. 2 of the above
	Answer After DVV Verification: D.1 of the above
7.1.10	**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct** 3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D. 1 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
37	37	37	38	30

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
120	120	120	132	62

2.1	**Number of full time teachers year-wise during the last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23	24	23	24	22

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
24	24	23	24	22

3.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
116.08	7.77	11.67	121.72	26.03

Answer After DVV Verification:

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

13.27	12.83	16.52	3.58	11.15