



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution	MAHATMA GANDHI GOVT. P. G. COLLEGE KHARSIA
Name of the head of the Institution	Dr. P.C. Ghritlahare
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07762272048
Mobile no.	9754187484
Registered Email	mggovtcollegekhs@gmail.com
Alternate Email	iqacmggovtcollegekhs@gmail.com
Address	Mahatma Gandhi Govt. P.G. College Kharsia
City/Town	Kharsia
State/UT	Chhattisgarh
Pincode	496661

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Shri Manoj Kumar sahoo
Phone no/Alternate Phone no.	07762272048
Mobile no.	7869094301
Registered Email	iqacmnggovtcollegekhs@gmail.com
Alternate Email	mnggovtcollegekhs@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.mgcollegekhsarsia.in
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://mgcollegekhsarsia.in/uploads/gallery/media/c%2015-16.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	67.00	2005	28-Feb-2005	27-Feb-2010

6. Date of Establishment of IQAC	30-Dec-2015
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Career Orientation workshop	21-Jan-2016 1	160

First meeting of IQAC organized during the session	23-Jan-2016 1	16
Result Analysis & Institutional Performance Workshop	22-Feb-2016 1	46
Record Keeping Workshop	22-Feb-2016 1	22
Educational Quality Enhancement Workshop	25-Feb-2016 1	90
Second meeting of IQAC organized during the session	19-Apr-2016 1	15
Feedback obtained from students and parents	31-Mar-2016 1	307
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. Mahatma Gandhi College Kharsia	Preparatory	RUSA	2016 730	50000
Govt. Mahatma Gandhi College Kharsia	Annual Budget	State Govt.	2016 365	32177400
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount	270000
Year	2015

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

- Formation of IQAC Awareness for the NAAC
- Workshop on record keeping, result analysis and institutional performance.
- Workshop on educational quality enhancement and Career orientation.
- Encouraging teachers for participation in seminar /Workshop and publication of research paper.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Teaching learning Evaluation	Internal assessment is scheduled and taken as per the academic calendar.
Research innovation & evaluation.	For motivating the teaches for the involvement in the conferences, workshops, seminars and publishing their research papers.
Infrastructure and learning resources.	Books were purchased for library.
Student support & progression	Career orientation workshop was conducted.
Institution values & best practices	Be a sportsman.(best practice 1) Career talk.(best practice 2)
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
STAFF COUNCIL	31-Mar-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission	2016
Date of Submission	15-Feb-2016
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Mahatma Gandhi Govt. College is affiliated to the Atal Bihari Vajpayee University, Bilaspur and follows the curriculum developed by the university. At the commencement of the Academic year the Principal calls a Staff Council Meeting where the Time Table Committee is being set up to make possible all the possible organized for the said purpose. Thus in this way the Principal communicates the syllabus and other guidelines to the respective departments. Head of the Departments coordinate with other Professors of the Department and through them students are informed.. Thus the Timetable Committee headed by the Principal and a senior Faculty Member draws up a detailed timetable which efficiently deploys the units of time for academic and co-curricular purposes as for example, theory, practical, life-skill, value education thereby ensuring a balance between the different types of engagement a student is expected to participate in. Principal & HoDs` take stock of the progress of teaching learning, among other things. Interactive teaching is promoted through students' participation in group discussions. Principal regularly monitors the daily diary and other records also.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	01/07/2015	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Chemistry	30/09/2015
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Hindi Literature, History, Sociology, Political Science, Economics, Geography	01/07/2015
BSc	Physics, Chemistry,	01/07/2015

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	01/07/2015	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Environmental Study and Human Rights of First Year Student	228
BSc	Environmental Study and Human Rights of First Year Student	134
BCom	Environmental Study and Human Rights of First Year Student	56
BA	Field Work for final year Geography students	45
MA	Field Project for M A Previous Sociology Students	17
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The institution has a mechanism obtaining feedback from various stakeholders. As we all know that Feedback is considered as the "heart" of any learning institution which means that the institution cannot exist without a well-structured feedback format. Feedback Forms in our institution is taken from the UG and the PG students in the form of Course Feedback. This helps the institution to assess and evaluate the course and update it with the latest major papers which are more application oriented. Forms collected in the form of Student evaluation and the 10 percent of the whole data is taken for the</p>

discussion and is analysed. The Principal reviews all the feedback forms and has review meetings with the Staff. This information gives us the needed regarding Teaching - Feedback form of teacher consists of Depth of content syllabus covered encouraging ability certification attitude of the teacher Teaching methodology makes the feedback more practical and skill oriented. Student Feedback for college office staff consists of monitoring capacity of Principal probability to get information attitude of office staff transparency in admission procedure. The feedback is taken from the Parents. We need to get the overall academic based information from the parents. We take the data from the parents feedback form. This information gives us the needed regarding Teaching - Learning Environment, Teaching Learning Process, Students Discipline, Infrastructure, Attitude of college staff, and Transparency in Admission Procedure. Usefulness of course in obtaining the required data from the students and parents is obtained with the excellent/very good/ Good/ Average/ Below Average in 5/4/3/2/1/ point weightage.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Commerce	40	21	16
MA	Sociology	40	25	19
MA	Political Science	40	37	33
MA	Hindi	40	112	40
BCom	Commerce	60	126	60
BSc	Science Maths and Bio	140	718	140
BA	Arts	240	652	236
MA	Economics	40	32	27
MA	History	40	9	5
MSc	Chemistry	25	82	25

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	1233	279	6	Nil	12

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Number of smart classrooms	E-resources and techniques used
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	ICT (LMS, e-Resources)	available	Classrooms		
18	Nil	Nil	Nil	Nil	Nil
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution did not have a formal mentoring system, however all students in the beginning of the session were instructed that they can have open access to the teachers for any short of problem they face regarding their academic, or psychological the students were given guidance or counseling by the teachers who were there in their subject/admission committee of their admission. The admission committee has the standing instruction to look into and solve the problems of the students on priority basis. The teachers work as Mentors to the class they usually take occasionally they visit the class and ask them about their well being and also provide them necessary counseling regarding their problems keeping mind their educational socio economic background.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1512	18	1:84

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	18	6	8	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	NIL	Assistant Professor	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	001	1	30/05/2016	28/07/2016
BA	002	2	31/05/2016	25/07/2016
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

We strictly follow the academic calendar circulated by the Department of Higher Education, it contains the number of teaching days, internal evaluation and examination dates etc. Our institution is affiliated to Atal Bihari Vajpayee University Bilaspur. Apart from traditional methods of evaluation of a

student's performance, the teachers of the college employ other methods for evaluation. From the month of August unit tests start in all the departments and 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.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar for the colleges is prepared and circulated by the department of higher education Chhattisgarh every year. The same is distributed among the teachers and non teaching staff of the college at the beginning of the session for making planning for the classes by various department and distribution of papers to the teachers for their subjects. the calendar contains the number of teaching days and the schedule of internal exams, it also contains national, state level, local holidays and the list of vacations the academic calendar also includes extracurricular activities like annual sports , constitution of students union and annual sports and cultural activities the institution follows the schedule of the academic calendar of the department at its best .

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://mgcollegekharsia.in/page/programme-outcome>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
009	BCom	Final Year Commerce	37	32	86.48
003	BA	Final Year Arts	224	161	71.85

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://mgcollegekharsia.in/page/sss>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NIL	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	01/07/2015

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/07/2015	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	01/07/2015
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Political Science	1	0
International	Political Science	3	2.46
International	Hindi	6	2.25
International	Commerce	2	2.1
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2016	0	NA	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2016	Nill	Nill	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	2	9	Nill
Presented papers	Nill	17	6	Nill
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Bhartiya Sanskriti Gyan Exam	Gayatri Family, Shanti Kunj Haridwar	2	57
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS	Plantation	5	60
NSS	NSS	Cleanliness	1	60
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	01/07/2015	30/06/2016	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	01/07/2015	NIL	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
108.7	8.48

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Others	Existing
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
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NIL	Partially	NIL	2016
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	29753	3079021	1015	260975	30768	3339996
Reference Books	2435	819635	Nil	Nil	2435	819635
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NA	01/07/2015
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	3	0	0	0	0	0	0	10	0
Added	1	0	0	0	0	0	0	0	0
Total	4	0	0	0	0	0	0	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
677705	655945	11458879	1437745

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Institution has adequate facilities for teachings teach viz class rooms,
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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 two blocks namely the Main block, the Gymnasium Block having a total campus area of 39011.69 sq. mt.. The main block is a two storied building with an additional room 2 labs of Physics and Chemistry, 3 libraries with one reading library room one for the books gathered as stock and the third room as the PG reading room which consists of departmental reference books, 14 class rooms, 1 girls common room, 7 rooms for office and other rooms. Out of the 14 class rooms in the main block, three are zoology, botany and geography labs where the classes are also conducted. The general library located with 33203 books at the centre of the main building provides everyone an easy access to the library. Sports: We have a stadium with 400 metre running track, high jump facility, football facilities, basketball facilities and a gymnasium with body warming up facilities. Computers: 4 computers are working in the institute.

<https://mgcollegekharsia.in/uploads/gallery/media/442%20ok.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	State- Post Matric Scholarship- SC, ST, OBC	1150	4957423
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	01/07/2015	Nil	NIL

No file uploaded.

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Career Orientation workshop	Nil	149	Nil	Nil

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2015	40	32 From B.Com	Commerce	17 in Mahatma Gandhi Govt. College Kharsia	M.Com
2015	114	92 From B.Sc.	Science	15 in Mahatma Gandhi Govt. College Kharsia	M.Sc. Chemistry
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SET	Nil
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kabaddi (M)	District level at Chhal	12
Kabaddi (F)	District level at own campus	12
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	NIL	National	Nil	Nil	Nil	NIL

2016	NIL	International	Nil	Nil	Nil	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student council election and other activities are planned according to the calendar issued by the University and state government. College appoints one union in-charge to look after all the activities of calendar. Following the rules issued by the University, college organize union election. Candidates file their nominations on the decided date and if more than one candidate files the nomination, that seat will go through election process. Finally four office bearers and class representatives form the students union. This union consist of 30 percent seats reserved for female candidates, apart from this one seat is reserved for female candidates among these four main office bearers. Student union plays an important role in all the major activities like-Annual Function, sports and over all development of the college. Sometime office bearer are selected through nomination process. Election or nomination of students union depends upon the circular of state Govt. and University.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

22

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The two practices of decentralization and participative management during the last year are : 1) formation of various committees - College appreciates and practices decentralization and participative management for the overall development. Principal of the college calls a meeting at the very beginning of the session. In this meeting, Principal, faculties and staff discuss and form various committees. These committees take charge of various segments of the administrative and academic activities. These committees include various important committees like anti-ragging, Women Harassment Cell, Library, Sports, Cultural programs, NAAC, IQAC etc. 2) RUSA Committee: We have made a RUSA committee for the proper functioning of the provided preparatory grant provided by the RUSA. The whole year we have followed the decision of the committee. 4 programme of career orientation, record keeping, result analysis and institutional performance and enhancement of educational quality workshop and increase in GER and career talk.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>A large part of the students are usually from these tribal students who have no other spot to get the higher education. Admission process of the college is framed according to the Higher Education Raipur and the affiliated University norms. College issues admission form with an information brochure to the students to fill the admission forms. Admission committee is formed to take care of the admissions of all the classes. Once the forms are submitted, admission is given on the basis of the merit lists till the last date given for the admission process ends. In this whole process the roster and university instructions are fully followed. Seats are filled with the first, second, third and if vacant, if needed next merit list is issued by the departments. Admission process at entry levels of UG and PG classes. Admission is transparent and is done only on the basis of merit. All the admission is under the Observance of C G govt. rules of reservation policy.</p>
Human Resource Management	<p>College deposits salary through E-Kosh online on time. Due to NPS, college takes special care of the salary to be deposited on time. Our institution provides the Faculty members open options to attend the Orientation / Refresher courses. Study Leaves for faculties pursuing M.Phil./Ph.D as per government of Chhattisgarh norms are given. Necessary Increments are given at various levels as per government of Chhattisgarh norms. Teachers self appraisal is maintained through their academic dairy. Reporting to the higher authority about the performance and sensuality of the staff at annual basis of PBAS Proforma.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>No wi-fi facility is available in the institute. College has three main library rooms along with a big hall where the books have been stored. 3 library rooms with one reading library room for the UG students the other one for the books gathered as stock and the</p>

third room as the PG reading room which consists of departmental reference books, An in-charge professor as a Librarian with book lifter and other staffs takes care of all the facilities of the library. 4 Computers are available in the college in working condition. Apart from above mentioned facility, College has one bore well for water facility. College is lagging behind in infrastructure perspective and proposals are communicated to the principal by the IQAC to enrich infrastructure facilities.

Research and Development

College always motivate faculty members in the field of research and development faculties can participate in seminars and workshops with preapproved permission. Rate of research activities among faculties is progressing every year. Publications and participation in seminars are a part of regular activities of faculties. Faculty members are motivated for publication of research papers preferably in peer reviewed journals. Teachers are also encouraged to present papers in national international seminars / workshops etc and also to act as resource persons whenever invited.

Examination and Evaluation

Final exams are conducted according to the norms made by the affiliating university. College follows the instructions of university for the main exams. Internal exams are conducted by the college itself. College conducts internal exams fairly to evaluate and improve the performance of the students. Practical exams and Viva-Voce is conducted according to the university calendar. Field visits and project works are a part of internal assessment for the subjects concerned.

Teaching and Learning

Apart from traditional methods of teaching, the learning skills of students are enhanced through participation in group discussion/debates also.

Curriculum Development

College is an affiliated institution of Bilaspur University. University communicates the curriculum to all the affiliated colleges. Prior to this, university holds a series of meetings with the principal of the colleges. Various suggestion of

faculties and staff is communicated to the university through the principal.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Use of SMS and Whatsapp for dissemination of information. Submission of demands and budget requirements.
Administration	Most of the circular and the notices are circulated through departmental sms or whatsapp.
Finance and Accounts	Account section and office are fully computerized. They have the work with the two computers. Mostly of the office work is done by the computer with the help of 1 data entry operator and 1 assistant. All govt. budgets including salary is received through online portals since 2007. Salary slips and NPS, GPF deduction details are available on C.G Government portal.
Student Admission and Support	Admission system and student database system are partially computerized. Syllabus is made available through university portal in soft copy.
Examination	Year-end examination of both UG and PG are conducted as per the affiliating university norms. College follows the instructions of university for the main/suppl. examination. The examination forms are filled through the OMR sheets as per the the university circular. The results are declared through the university website..

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	NIL	NA	NA	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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2016	Result Analysis Institutional Performance Workshop	Result Analysis Institutional Performance Workshop	22/02/2016	22/02/2016	12	7
2016	Record Keeping Workshop	Record Keeping Workshop	22/02/2016	22/02/2016	12	9
2015	Banking Awareness workshop by SBI	Banking Awareness workshop by SBI	04/12/2015	04/12/2015	10	6
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	Nil	01/07/2015	30/06/2016	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	8	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Casual Leave, Medical Leave, Earned Leave, Study Leave, Duty Leave, Maternity Leave etc. accordingly C G Government.	Festival Advance, Casual Leave, Medical Leave, Earned Leave, Study Leave, Duty Leave, Maternity Leave etc. accordingly C G Government.	Scholarships ,Free stationery for SC ST Students , TA and DA for Sports participation.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Our institution has yearly internal audit / check by committee appointed by the Principal.. Financial audit is done yearly by a CA for JBS. External Audit - As the college is a government organisation,financial audit is conducted by the Auditor Generals office of Chhattisgarh and Department of Higher Education as well.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Janbhagidari samiti	745754	Development

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N/A	Yes	Principal and Committee
Administrative	No	N/A	No	N/A

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

6.5.3 – Development programmes for support staff (at least three)

1) Result Analysis and Institutional Performance Workshop: 2) Record Keeping Workshop:

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Formation of IQAC 2) Feedback from students and parents. 3) Career guidance.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Career Orientation workshop	21/01/2016	21/01/2016	21/01/2016	160
2016	Result Analysis and institutional Performance workshop	22/02/2016	22/02/2016	22/02/2016	46
2016	Workshop on Record Keeping	22/02/2016	22/02/2016	22/02/2016	22
2016	Workshop on enhancement of Educational Quality	25/02/2016	25/02/2016	25/02/2016	90

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NSS enrolled	01/07/2015	30/06/2016	64	57
District Athletics (Female & Male)	07/11/2015	08/11/2016	8	20
NCC day	30/11/2015	30/11/2016	35	27
7 days Special Camp at Gandapali	11/12/2015	17/12/2015	22	30
Annual Function	16/01/2016	16/01/2016	300	250

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institution does not have any provision for using renewable source of energy , however the college has started to savepower requirement by using LED bulbs.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	Nil	1	11/12/2015	7	7 days Special Camp at Gandapali	To acquire the practical knowledge in most community participation. To develop leadership and democratic	61

qualities and the wakefulness regarding the cleanliness, leaving of social evils and also project based works, yoga, etc. To develop capacity to

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Brochure	15/06/2015	Code of conduct for the student and also for the parents is published in the institutional brochure every year for the poring over and also regarding their conduct of act .

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Plantation	31/07/2015	31/07/2015	60
Independence day	15/08/2015	15/08/2015	62

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Since 2014 our institutional space is zero plastic campus. We the teachers and also the students over all are fully responsible for the cleanliness drive. Plantation with Locals is also done with the priority. The watering process is done by the NSS and NCC cadets with full devotion and care. Less electricity use is also initiated by the teachers in order to make the campus more energy efficient to save electricity. Students are advised to use cycles, walk rather or to use public transports as convince than their use of bikes.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I (2015) :- Be a Sportsman Goal: M.G. college being a prominent figure in the sportsmanship in the Kharsia area has the only needed ground and also the major winner in all major sports has the sportsmanship. Practice: The players were circulated a notice of interested players in the games must meet the incharge Dr. R.K. Tandon. They were given the time to give their own

willingness to play kho-kho Kabaddi Volleyball football basketball cricket athletics etc. Thus they were selected as a team. Usually the practice session begins early one week before the match day. The practice session has like just in real games if any player plays foul, the side to which he belongs is penalized similarly in the bigger game of life one must always be fair in ones dealings with others. Fairness, honesty, integrity, openness of heart and frankness -these are the qualities that a sportsman must display in life. One should not practice deception, should not bluff, should not cheat others and should indulge in diplomacy or humility. A sportsman never takes undue advantage of the weakness of his adversary nor does he hit below the belt. The art implies obedience to the leader. In games the players have to obey their captain and yield to him on points on which they are in disagreement with him. They must repose the fullest confidence in him. In life too, a sportsman yields to his superior even if he does not agree with him. Respect for discipline is an essential part of sportsmanship. Team spirit is another important element of sportsmanship. In games the various players must cooperate with one another if they wish to win a match. Without mutual co-operation success is impossible. Similarly in whatever sphere of life one may be, one must aid and be aided by ones friends if one is a true sportsman. Sportsmanship consists in working in full harmony with others. In cooperation indeed lies strength. Wherever a common aim binds a number of people together, they must display their sportsmanship by working harmoniously, without friction or mutual jealousy. Finally, the spirit of sportsmanship demands cheerfulness even in the face of a defeat. For ex. When two players play a Cricket match, the loser does not cherish any grudge against the winner. In fact the loser congratulates his opponent on his success and shakes hands with him. Fair play, respect for discipline, recognition of the need for teamwork and cheerfulness even in the event of defeat are thus the dominant marks of a sportsman. Sportsmanship is worthy of admiration. Evidence of Success: Students are increasingly taking interest in this practice. They are regularly attending these practice schedules despite their packed schedule of usual classes. Problem encountered: i) Shortage of infrastructural facilities: A separate room is needed to hold these classes. ii) Shortage of manpower: The Hindi department AP Dr. R.K. Tandon as in-charge is over viewing these sports practices. Resources required: Removal of infrastructural bottlenecks and more manpower will help to strengthen this practice further. Best Practice II (2015) :- Career Talk Goal: To organize careers talk with the students of the institute also with the HSS in the city. Context: The institution prepares students to the challenges posed by the competitive world. The students are oriented towards the society and community development and are made to realize their roles to serve the community from which they come. They can learn leadership skills and develop their personality through NSS/NCC. The institution has a placement cell which is committed to give better career guidance and support to students in getting suitable job according to their abilities. It trains students in employable skills and motivates them for campus selection outside the college. The whole planning was done for the 21/01/2016. Prof. B.K. Patel In-charge Principal Govt. College Navagarh, Prof. A. Asatkar, AP Jobi and Ku. Anshu Kumar Manager Canara Bank Kharsia was the dignitaries to have a talk with the young learners. 149 students attended the career orientation workshop where they had been given guidelines on nearby all phases and kinds of jobs and its selection basis also with the eligibility and how to get success. And for the various competitive exams like PSC/Vyapam Md. Abrar Hussain guided the learners with his magical voice. Assistant professors of our institute also went to the nearby HSS in Kharsia to present a talk on career for future. Prof. M K Sahoo HoD Commerce, Rakesh Giri AP Economics and Deepak Patel AP English focused on choosing the subjects and they also answered the queries of the very young learners. Evidence of Success: Students listen keenly and attentively to the speakers. The students attended these classes despite their packed schedule of usual

classes. Problem encountered: i) Shortage of infrastructural facilities: a) A separate room is needed to hold these classes. b) Shortage of ICT tools to display the whole in PPT. ii) The Career and placement cell is mainly undertaking these classes. But there are only two fulltime teachers in this department at present which is a constraint. Resources required: Removal of infrastructural bottlenecks and more interested professors will help to strengthen this practice further.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://mgcollegekharsia.in/uploads/gallery/media/best%20practices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Vision of the College To equip the underprivileged students from the tribal/rural/urban areas to meet the challenges of education, work and life. Our vision is to facilitate journey of students from Information to knowledge and from knowledge to wisdom. To impart higher education to the rural and tribal students of nearby villages is one of the vision of this college. The motto of the college is one of the big colleges in the district. Boys and girls from the surrounding tribal, remote rural areas like Ganda pali khamhar Jobi Barra Edu Farkanara Chandrashekharpur Nandgaon Nagoi etc. take admission in the college for their desire of achieving higher education. Total enrolled students of the college in the year 2014-2015 were 1254 and 2015-16 was 1512 respectively which usually come from the above mentioned very tribal areas. However in their process of education of UG , the student does not only acquire formal education in the chosen area but receives all round understanding of the environment and social sensitivity required to become a responsible citizen. We have NCC, NSS, and YRC, Career and placement cell and also the facility to show your talent through the sports enthusiasm. Our players, cadets and the students are well known for their bravery, willingness to serve the humanity and also to be always to be a human in all respect. Although most of the students belong to tribal/rural areas of Kharsia, it is important that they are well aware of their under developed part of Raigarh district which still struggles for basic living and educational needs. Tribal life poses many challenges such as lack of public health, malnutrition, water, sanitation, educational and vocational opportunities. Thus through the NCC, NSS or YRC the cadets/students can contribute and improve their understanding through participation. In the very underdeveloped area of the Kharsia as we all know that where a family has the requirement of fulfillment of the basic needs. The family has no other option to get the resources to send the son/daughter for the higher education. Our institute is the only source of acquiring higher education that is the UG and also the PG degree with the concerned subjects. We are imparting the learning, and also the ways how to be a successfully a job grabber either in PSC, or through the Vyapam vacancies or other competitive examination and also other activities as NCC, NSS or sports benefit for the learner.

Provide the weblink of the institution

<https://mgcollegekharsia.in/uploads/gallery/media/vision.pdf>

8.Future Plans of Actions for Next Academic Year

1) Green campus area programme. We should focus on making the campus green by doing plantation and flower pots with flower plants. 2) Need for some big and green boards to be mounted on the walls for more better teaching learning process. 3) Science Model making competition for motivating the science tendencies. 4) Plant visit for MSc Chemistry and M.Com. Students for practical

experience. 5) Cleanliness drive: Our campus should be clean and tidy. For this the teachers would be the role models for the students. So we should have the responsibility to make efforts to put the theme of clean college. 6) Organizing the Alumni meet. 7) Framing the IQAC calendar along with the concept of quality enhancement. 8) Organizing PTM 9) The need for the sports facilities as Badminton court and re-construction of Basketball ground.