

# **Yearly Status Report - 2015-2016**

Part A				
Data of the Institution				
1. Name of the Institution	GOVERNMENT NIRANJAN KESHARWANI COLLEGE, KOTA, DIST. BILASPUR			
Name of the head of the Institution	Dr. Sandhya Tiwari			
Designation	Principal			
Does the Institution function from own campus	Yes			
Phone no/Alternate Phone no.	07753253210			
Mobile no.	9424147102			
Registered Email	gnkckota@gmail.com			
Alternate Email	sapanapawar22@gmail.com			
Address	Government Niranjan Kesharwani College Kota, District Bilaspur			
City/Town	Kota			
State/UT	Chhattisgarh			
Pincode	495113			

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Shri B. K. Tripathi
Phone no/Alternate Phone no.	07753253210
Mobile no.	9424261735
Registered Email	gnkckota@gmail.com
Alternate Email	sapanapawar22@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://gnkckota.ac.in/Uploads/AQAR% 202014-15_20202710072248.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink:	https://gnkckota.ac.in/Uploads/Academic %20Calender%202015-16 20202710053421.pd f

# 5. Accrediation Details

Cycle	Grade	CGPA	Year of	Vali	dity
			Accrediation	Period From	Period To
2	В	2.55	2015	15-Nov-2015	14-Nov-2020

# 6. Date of Establishment of IQAC

# 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				

Renovation of the college garden	13-Jul-2015 10	1099		
Renovation of the college building	25-Jan-2016 90	1099		
Laboratory automation	25-Jan-2016 60	367		
Construction of the entrance gate	19-Jan-2016 30	1099		
Procurement of computers 22-Sep-2015 for ICT automation of the college		1099		
Construction of new cycle 31-Aug-2015 stand 60		1099		
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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/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
No Data Entered/Not Applicable!!!					
<u>View File</u>					

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	<u>View File</u>
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	<u>View File</u>
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. Procurement of computers and computer peripherals to help promote the use of ICT amongst students and faculty members. 2. Organized Students' Induction program for the use of ICT in a seven day workshop. Organized one day workshop for the arts, commerce and science students on' career guidance, Competitive Examinations: How to crack them, Organized orientation program for the first year/ first semester What to expect in the first year of your higher studies to

promote academic excellence among student. 3. Recommended to establish well equipped smart classes and digital lecture hall.

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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		
Following the suggestion of the NAAC peer team to conduct Academic Audit of the the college	Academic Audit of the college has been initiated		
To send proposals to the Dept. of Higher education for new and career oriented courses like M. Sc. Chemistry, M. Sc.Botany, M. Sc.Zoology, M. Sc. Physics, M. Com. M. A. History, M.A. Geography and PGDCA	The proposals are under consideration of the Dept of Higher Education. The approval is awaited		
To make the learning and teaching process more ICT oriented	The procurement of computers and computer peripherals for the teaching staff as well as the students helped achieve the target of enhancement of ICT		
To make the college greener, cleaner and more environment friendly	The college was made greener and cleaner campus by tree plantation drives as well as cleanliness drives throughout the year		
To organise internal assessment for students to improve academic performance	nternal assessment organised for the students of of undergraduate as well as post graduate students where immensely helpful in improving the results of the students in annual and semester in examination number		
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14. Whether AQAR was placed before statutory body ?	No
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	20-Nov-2016

# 17. Does the Institution have Management Information System?

Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)

Modules in operation currently: 1. Applying the college website and Email of higher authorities, university, faculty members as well as coordinators of different committees / cells. 2. Mass messaging system - within group of all regular students, group of all teachers, 3. Notification by college notice board, departmental notice board. 4. Using whatsapp group of faculty members, research student groups, PG students group. 5. Through meetings of staff council, student induction program and additional meetings as per required. 6. Submitting the data on AISHE portal. Description: The Institution has well organized management information system under which the IQAC plans the various activities for better performance in academics and for overall development of the institution. The activities planned are then implemented by the various committees concern to achieve the planned goal. After implementation the achievement and problems in the form of feedback is placed before the staff council and other constitutional bodies. The bodies discuss the problems and outcomes thoroughly and recommend its suggestion for better planning in next session. Information of various activities is given to the students by Notice Boards, Website and also by sending Group SMS. Information to teaching and non teaching staff is provided through Email and Whatsapp group. Not just for teaching and nonteaching staff but also information to students are circulated through whatsapp group, for each class there are separate whatsapp group to give important message. Mass messages are sent to the students for various activities like notifications, various schedules. Whatsapp group are the most convenient way of conveying message not just to staff but also to students in real time basis.

Part B

# 1.1 - Curriculum Planning and Implementation

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

Our college is affiliated to the Bilaspur University, Bilaspur Chhattisgarh. We follow the curriculum prescribed by the university. We have to abide by the Academic Calendar provided by the department of higher education. The curriculum provided by the university serves as a framework for teaching and learning in the college The curriculum is a learning-centered one rather than being a content driven one which places learning at the forefront of all curricular development activities. Although the programmes and courses are designed at the state level but our teachers have their say as members of boards of studies. The Heads of all the departments prepare their own departmental schedules and guidelines. The IQAC helps in strategizing the best methods to successfully implement the curriculum. Effective delivery of the curriculum is ensured by the active implementation of the time plan. At the very beginning of the academic session orientation programme is organized for the students of first year of all the disciplineto drive home the desired aims and objectives of different courses and programmes. Aspects of holistic learning are brought into early undergraduate years, Different faculties devise and methodise approaches to address the academic requirements of the students. While designing the lesson plan there is a focus on the relevance of the academic outcome and the requirements of students in the context of professional practice. Students are also encouraged to develop their persona and become a best product excelling in qualities ensuring employability. Senior students become excellent mentors and with their supervision the juniors learn the fundamentals of the learning process of the higher education institutions that contributes to the development and delivery of learning in a meaningful, holistic manner. Yearly lecture planning is a complex process where faculty defines intended learning outcomes, assessments, content and pedagogic requirements necessary for student success across an entire curriculum. The faculty members are encouraged to prepare an active plan for their classroom teachings for the whole academic session before the academic year commences. The HODs are directed to make sure of the same. The preparation of such a plan helps with equal and effective distribution of lectures engaging all the faculty members actively in the teaching process. This helps in keeping the clarity of distribution of curriculum and timely completion of the course well before the start of the final examination at the end of the curriculum year. All the student members are encouraged to attend the seminars presented by the fellow student members to brush up their knowledge of the topics and to add the individual insights for enhancement of theoretical as well as the practical knowledge of the topics covered. The projects, if any, are allotted after careful consideration of their qualifications, subject specializations, experience and performance.

#### 1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
	No Da	ata Entered/N	ot Applicable	111	

#### 1.2 – Academic Flexibility

#### 1.2.1 - New programmes/courses introduced during the academic year

Programme/Course Programme Specialization		Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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			
No Data Entered/Not Applicable !!!					
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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			
No Data Entered/No					
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
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

The college has a well organized feedback system to obtain feedback from all the stakeholders like students, teachers, parents and alumni. Feedback forms are available both online and offline for anyone who wishes to share his/her feedback with the college. Feedback from the concerning stakeholders are the most significant indicators of the improvement of the academic environment of the college. The college then analyses the feedback from various stakeholders obtained from both online and offline means. The outcomes of the feedback analysis are then brought before the IQAC. The members of the IQAC discuss and finalize the due course of action for a particular academic year on the basis of the feedback received by the college. Areas in which the college has received negative or poor feedback are the main focus of the quality enhancement of the college. These areas are taken as challenges and careful and sustained efforts are initiated to improve upon the shortcomings.

#### 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	
BCom		90	128	90	
BA		230	377	230	
BSc		90	457	90	
MA	Hindi Literature	20	152	20	
MA	Political Science	20	63	20	
MA	Economics	20	13	13	
MA	Sociology	40	52	20	
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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	institution	Number of teachers teaching both UG and PG courses
2015	1001	91	15	4	15

#### 2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e- Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
13	5	53	1	Nill	1

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students are at the center of every academic and co-curricular activities of the college. Mentoring of students is done keeping in view the overall improvement of the persona of the student. Equal emphasis is given to the academic, social, cultural and sports related activities. The respective departments maintain the records of internal tests/class tests/surprise tests, attendance records, seminars etc. related to the reviewing of the performance of the students. Teachers maintain interaction with students through individual meetings. The students of our college get excellent guidance in the sports activities. College NSS, Red Cross Units lead the way to inculcate social, cultural and moral values amongst the students. Parents are regularly informed about their ward's attendance and academic performance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1092	15	72.8

#### 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
19	15	4	Nill	4

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			
No Data Entered/Not Applicable !!!						
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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
BCom	09	III	26/04/2016	30/06/2016
BCom	08	II	24/04/2016	30/06/2016
BCom	07	I	25/04/2016	09/06/2016
BSc	06	III	27/04/2016	01/06/2016
BSc	05	II	28/04/2016	11/06/2016
BSc	04	I	20/04/2016	30/06/2016
BA	03	III	25/04/2016	17/07/2016
BA	02	II	29/04/2016	28/06/2016
BA	01	I	14/05/2016	07/07/2016
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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has taken initiatives to ensure continuous internal evaluation :Biennial internal examinations for the yearly courses are organized according to the academic calendar. Departmental seminars on subject topics in Post Graduate classes (semester system) are organized. • Multiple Choice Questions, Short answer questions, regular class test, surprise tests are organized..

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

The college is affiliated to the Bilaspur University and hence the pattern prescribed by the University is strictly adhered to. The Department of Higher Education Chhattisgarh provides an academic calendar that specifies the date of commencement and end of the classes for each exam along with the government holidays.

#### 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)

# 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
MA Sociology	MA	Sociology	1	1	100.00
MA Economics	MA	Economics	15	6	40.00
MA Political Science	MA	Political Science	3	3	100.00
MA Hindi LIterature	MA	Hindi Literature	10	8	80.00
BSc	BSc		38	35	92.11
BCom	BCom		61	49	80.33
BA	BA		126	109	86.51
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# 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://gnkckota.ac.in/Uploads/Student%20Satisfaction%20Survey 2020171111025 7.docx

# 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
Minor Projects	943	UGC	1.5	1
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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
No D	ata Entered/Not Applicable	111

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	
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	1	Name	Spons	sered By	Name o Start-		Natur	e of Star up		Date of ommencement
		No I	oata Er	ntered/N	ot Appli	cable	111			
				No file	uploaded	d.				
3.3 – Research P	.3 – Research Publications and Awards									
3.3.1 – Incentive to the teachers who receive recognition/awards										
S	tate			Natio	onal			Inte	ernatio	onal
	0			0					0	
3.3.2 – Ph. Ds awa	arded du	ıring the yea	r (applic	able for PG	College, R	Research	Cente	r)		
N	ame of t	he Departme	ent			Num	ber of	PhD's A	warde	d
		Nill						Nill		
3.3.3 – Research	<sup>2</sup> ublicati	ons in the Jo	ournals r	notified on l	JGC websi	te during	the ye	ar		
Туре			epartme	ent	Number	of Public	cation	Aver	-	npact Factor (if any)
		No I	oata Er	ntered/No	ot Appli	cable	111			
No file uploaded.										
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										
		No I	ata Er	ntered/No	ot Appli	cable	111			
				No file	uploade	d.				
3.3.5 – Bibliometri Veb of Science or		•	_		ademic yea	r based	on ave	rage cita	tion in	dex in Scopus/
Title of the Paper	Name Autho		of journa	al Yea public	-	itation In		Institution affiliation mentione ne public	n as ed in	Number of citations excluding self citation
		No I	ata Er	ntered/No	ot Appli	cable	111			
				No file	uploade	d.				
3.3.6 – h-Index of	the Instit	tutional Publ	ications	during the	year. (base	d on Sco	opus/ V	Veb of so	cience	)
Title of the Name of Title of journal Paper Author		al Yea public		h-index		Numbe citation excluding citatio	ns g self	Institutional affiliation as mentioned in the publication		
No Data Entered/Not Applicable !!!										
No file uploaded.										
3.3.7 – Faculty pa	ticipatio	n in Semina	rs/Confe	rences and	Symposia	during tl	he year	·:		
Number of Facu	lty	Internation	nal	Natio	onal		State			Local
Attended/S nars/Worksho		2		: 	11		Nill	L		1
Presente papers	đ	Nill		:	11		Nill	L		1

Resource persons	Nill	Nill	Nill	Nill
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#### 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		
Social Awareness NSS 4 34					
No file uploaded.					

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			
No Data Entered/Not Applicable !!!						
	No file uploaded.					

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites		
Health Hygiene	NSS, Red Cross	Yoga and Meditation	15	132		
Digital India Programme	IQAC, NSS	Seven day Digital Awareness Programme	15	72		
SVEEP Programme	NSS	Voter Awareness Programme	7	49		
Social Awareness	NSS	Seven day special camp at Kalmitar	8	50		
Swachcha Bharat Abhiyan	NSS	Campus Cleanliness Drive	15	68		
Environmental Awareness	NSS, Red Cross	Tree Plantation Drive	15	80		
	No file uploaded.					

# 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		
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!					
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
Dr. C V Raman University Kota	13/08/2015	Academic, Scientific and Cultural Cooperation	124
Govt. Bilasa Girls PG College, Bilaspur	29/07/2016	Academic, Scientific and Cultural Cooperation	45
Govt. J P Verma Arts and Commerce College, Bilaspur	29/07/2015	Academic, Scientific and Cultural Cooperation	97
Central Institute of Mining and Fuel Research	10/07/2015	RD about the process from mine to market	32
	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
16.42	16.42

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added	
No Data Entered/Not Applicable !!!		
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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
Inflibnet	Partially	2.0	2015

# 4.2.2 - Library Services

Library Existing Service Type		Newly Added	Total		
No Data Entered/Not Applicable !!!					
<u>View File</u>					

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	e of the Teacher Name of the Module		Date of launching e- content		
No Data Entered/Not Applicable !!!					
No file uploaded.					

#### 4.3 - IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Туре	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	43	1	1	0	1	1	11	10	0
Added	4	0	0	0	0	0	0	0	0
Total	47	1	1	0	1	1	11	10	0

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

10 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		
No Data Entered/Not Applicable !!!			

#### 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 incurredon maintenance of physical facilites
3.5	3.5	16.42	16.42

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)

Situated amongst the beautiful Maikal Range the college sits pretty in a sprawling 15 acre campus College has an adequate infrastructure which consists of 14 class rooms, 5 laboratories, Computer Lab 1 Hall(open auditorium), girls common room, principal chamber, staff room, office and library, cycle stand, 4washrooms, water-coolers. Funds are generated for physical maintenance and utilization of infrastructure by self financing, Janbhagidari samiti, state government funds etc. Around 47 computers are available for use of student

faculty.. This is overseen by a designated teacher and a computer operator. The college has a seven station Gymnasium fully equipped with state of the art tools for workouts, teachers and students take full advantage of the facilities in maintaining good physic. A dedicated Librarian keeps check on upkeep of the library, assisted by a book lifter. The activities like library neat and clean and free without insects are done frequently by library staff. A dedicated sports officer overlooks maintenance of sport ground and related sports material and equipment. The college garden, cycle stand, wash rooms are well managed and maintained by the local labourers paid by self finance. The college administration formulates committees for physical maintenance and verification. There is a separate building committee in the college which look after the matter related to construction/renovation, maintenance and minor repair work and which works in coordination with Government agencies. The committee seeks departmental requirements, needs of laboratories, class rooms research rooms, library etc. and send the proposal with details of budget requirements funding agencies etc. to the Government of Higher Education for approval. The building and infrastructure committee makes proposal. White wash, any new construction or major repair are also executed by Public Works Department (PWD) in the similar manner. Minor repairs are managed at the college level. Annual physical verification is taken up by such committees. College adopts manual and computerized systems for recording and maintenance of records.

https://gnkckota.ac.in/Uploads/Achievements%20of%20The%20College%204.4.2%202015-16 2020051211394 5.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	Nill	Nill	Nill	
Financial Support from Other Sources				
a) National	Nill	Nill	Nill	
b)International	Nill	Nill	Nill	
<u>View File</u>				

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 implemetation	Number of students enrolled	Agencies involved			
No Data Entered/Not Applicable !!!						
<u>View File</u>						

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 passedin the comp. exam	Number of studentsp placed
2016	Career	73	12	7	12

#### Counseling and Guidance Scheme No file uploaded. 5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year Avg. number of days for grievance Total grievances received Number of grievances redressed redressal Nill Nill Nill 5.2 - Student Progression 5.2.1 – Details of campus placement during the year On campus Off campus Nameof Number of Number of Nameof Number of Number of organizations students stduents placed organizations students stduents placed visited participated visited participated No Data Entered/Not Applicable !!! No file uploaded. 5.2.2 - Student progression to higher education in percentage during the year Year Number of Programme Name of Name of Depratment students graduated from graduated from institution joined programme enrolling into admitted to higher education No Data Entered/Not Applicable !!! View File 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 No Data Entered/Not Applicable !!! No file uploaded. 5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year Activity Level Number of Participants No Data Entered/Not Applicable !!! View File 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) Student ID Name of the Year Name of the National/ Number of Number of award/medal Internaional awards for awards for number student **Sports** Cultural No Data Entered/Not Applicable !!! No file uploaded. 5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of

the institution (maximum 500 words)

The student council comprises the elected members amongst the students of the college. The student council is constituted in accordance with the guidelines of the Department of Higher Education. The office bearers constituted as an elected body comprising President, Vice President, Secretary, Joint Secretary and Class representatives. Out of these posts one is reserved for girls as per the directions of the Department of Higher Education. The complete procedure is kept transparent. The entire activities have been performed under the supervision of Professor in-charge, as directed by the Principal. The constitution, functions and activities of the Student council is enshrined in the schedule of the college program /calendar. The departmental associations are formed in postgraduate departments which are constituted by merit / mass opinion, as per the norms of the department and their activities are conducted under the guidance of the Head of the department concerned. The members of the students council actively participate in the committees like NSS, Nature Club, SVEEP, Red Cross Society etc. The student council represents their active participation during the various meetings organized in the institution for academic and administrative purposes and they give their suggestions as well as their cooperation. Students' council ensures a disciplined atmosphere in the college. The Student Council organizes different cultural programmes to observe important days such as Teachers Day, Republic Day, Independence Day etc. Annual day is celebrated in the college by the Students council with gusto celebrating the cultural diversity of our indegenous culture : during the annual sports day various sports and games are also organized in the college along with the cultural events. Meritorious students and students who excel in cultural and sports activities are given prizes to encourage their talent Activity of student council and representation Enrolled students of our college contribute through their active participation in various committees. Their participation, suggestions, views and healthy representation in various academic, administrative and extracurricular activities through departmental Board of Studies, Internal Quality Assurance Cell, Amalgamated Fund committee, Sports committee, Cultural committee and other different committees along with various student unit like departmental association, NCC, NSS, YRC and student council help in proper execution and functioning of the committees. The College has an active Student Council which is constituted through direct election/as per guidelines provided by the department of Higher Education, Government of Chhattisgarh under the recommendation of Higher education of India / Lyngdoh Committee. Apart from the activities of the student council concerned to the college, the departmental associations have performed their activities as per the requirement of the department concerned. The students have active representation in the academic bodies of the institution. The Board of Studies of every department has a post graduate meritorious alumnus as student representative. The student representative contributes in the curriculum design and development. The feedback of the students is also considered while designing the curriculum. The Student Council draws up the program of activities to be undertaken by the council during the academic session and make necessary contributions towards the implementation

#### 5.4 – Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

18

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

5.4.4 - Meetings/activities organized by Alumni Association:

02

## 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 Janbhagidari committee of the college is formed in accordance with the government guidelines. The committee members are representatives from all walks of society, the committee also includes two alumni of the college. The committee actively participates in all the major initiatives of the college, keeps a watchful eye on the various academic and nonacademic activities from time to time and it also offers suggestions for the proper utilization of the Janbhagidari fund of the college as the college requires the committee to approve the expenditure from the aforementioned fund. The IQAC functions as the monitoring agency for the various quality initiatives taken up by the college it also promotes participative management to achieve quality standards in academic and nonacademic activities. Out of various practices of decentralization and participative management notably, two practices are - i. All Postgraduate departments have an organized departmental association consisting of selected/nominated students coordinated by a Prof. in charge under the supervision of HOD, performed various academic and administrative activities like conduction of seminar test under internal assessment, use, and management of the departmental library, management of laboratory equipment/items. ii. Cultural committee and is constituted in our college comprising the representative from all stakeholders performed various studentcentric academic and extracurricular activities coordinated by senior Professor under the supervision of the Principal.

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

Yes

#### 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
Library, ICT and Physical Infrastructure / Instrumentation	The following initiatives have been taken up by the college for infrastructure development:  1.Construction of New Cycle Stand  2.Procurement of Computers for ICT Automation of the college  3.Construction of the entrance gate  4.Laboratory Automation 5.Renovation of the college building 6.Renovation of the College garden 7. Well equipped library with Inflibnet
Teaching and Learning	An orientation programme is conducted after the admission process for the first year of UG and PG students, so that they can understand the semester system, internal tests/assignment/seminar system, and

examination system. The details of the academic calendar showing the academic activities of the session are provided by the department of higher education of state government/ university is displayed to the students through the notice board and also through the college website. The time-table of classes is prepared by the college committee and the lesson plan in a subject/paper/unit is prepared by every faculty at the beginning of each session. The daily progress is also maintained in the form of a teaching diary and verified by the head of the department and then by the principal. The teaching process comprises: ClassRoom Learning, PowerPoint Presentation, Assignments, Seminars and Web based resources. A copy of the syllabus is maintained for students by each department. Outline of the course schedule and topics to be taught by the teacher, is provided to the student prior to the commencement of classes. Students are evaluated regularly through internal tests, assignments and seminars. Learning is made more studentcentric by encouraging them to prepare a detailed note/report on their seminar/ project topics and discuss their seminar topics/ project reports through power point presentation under the supervision of faculty members. Besides, workshops, group discussions, field study, participation in quiz, Poster and Model Presentation, participation in extension activities, etc are also included in the academic practices. The college has a rich, well equipped and automated library with INFLIBNET and internet facilities. Different departments have their own departmental libraries for PG students. Being a government college we have to Curriculum Development follow the curriculum provided by the affiliating Bilaspur University. But the teachers of our college as members of Boards of studies in many subjects have their say in the curriculum development committee meetings. Examination and Evaluation Details of various courses, syllabus, examination pattern and examination process are provided to the students at the time of admission through admission brochure and respective departments. The dates of internal exams, unit

	tests, assignments and seminars are declared well before through notice.  The dates of UG and PG yearly examinations are declared by the affiliating Bilaspur University at least one month before the commencement of the examination.
Research and Development	Faculty members are motivated for publishing their research work and participate in research seminars. Encouraging faculties to act as Ph. D supervisor
Human Resource Management	Motivating and facilitating the faculty members to participate in refresher and orientation courses, conduction of short term computer program for non teaching staff, organization of workshop on different safety measures have been performed. Self appraisals of teachers through maintenance of academic dairy, establishment of grievance redressal cell, anti ragging committee, sexual harassment committee etc. are functional
Industry Interaction / Collaboration	Students are visited the local industries to prepare their assignment.
Admission of Students	Following the guidelines provided by the department of Higher education, Govt. of Chhattisgarh, the entire admission procedure is governed by admission committees, which are formed department wise for PG and subject group-wise for UG. Ph. D. program is being taken into process as per the meetings and decisions taken by the parent university as per UGC regulations. All reservation rules laid down by state government and Higher Education department are strictly followed

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

E-governace area	Details
Planning and Development	Communication with the Department of Higher Education Govt. Of Chhattisgarh, Bilaspur University, UGC CRO Bhopal, RUSA, State Project office Raipur and concerned officials have been made through Email.
Administration	As far as practicable the administrative activities based on the use of e-facility is used extensively, which helps in faster communication and timely completion of work. All the HOD

	and principal office communicate via Email. E mail is the mode of communication within the institution for providing the centralised information about the rule, regulations, notices and circulars of the government and parent university.
Finance and Accounts	As the college is a government institution as per the rule of the Govt. All salaries are made online in e- kosh software of the Department of finance Govt of CG. All the payment of salaries is done through online transactions. The payment of purchase of various articles are done through treasury challan by making an online bill. All grants from the government agencies are received through online transactions.
Student Admission and Support	Disbursal of Scholarship and application for scholarship is done through a specific portal developed by the Govt. of Chhattisgarh.

# 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			
No Data Entered/Not Applicable !!!							
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)
2015	Digital India Workshop	Digital India Workshop	16/11/2015	23/11/2015	15	4
	No file uploaded.					

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	Number of teachers	From Date	To date	Duration
professional development	who attended			
programme				

Refresher	1	18/11/2015	09/12/2015	22		
Course						
No file uploaded.						

# 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teac	hing	Non-teaching			
Permanent Full Time		Permanent	Full Time		
No Data Entered/Not Applicable !!!					

# 6.3.5 - Welfare schemes for

# 6.4 - Financial Management and Resource Mobilization

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

All financial transactions, purchases and expenditures are done by the Principal as per Govt. norms duly recommended by the Purchase Committee of the

college and proposed by various departments. The effective and efficient use of financial resources is ensured through a proper system adopted by the college. College gets funds from four different sources, such as the University Grants Commission, State Govt. Higher education department, Janbhagidari Samiti, funds generated through self-financing courses. The internal financial accounting is done every month and is completed before the 10th of every month considering all the previous months transactions. After completion of the monthly accounts, the same accounts are audited by the internal auditors from departmental staff appointed by the Principal. The External Audit is undertaken by AG and Govt. of Chhattisgarh auditors. Sometimes Chartered Accountants are also engaged to audit the accounts of the college, especially the accounts of grants provided by UGC/CG/COST/Self-financing/Autonomy.

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			
No Data Entered/Not Applicable !!!					
No file uploaded.					

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

#### 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	Nill	Yes	IQAC	
Administrative	No	Nill	Yes	A specialized committee appointed by the Pricipal	

- 6.5.2 Activities and support from the Parent Teacher Association (at least three)
  - 1. Discussion of academic performance 2. student facilities and motivation 3.

    maintenance of infrastructure and lab facility
- 6.5.3 Development programmes for support staff (at least three)

Family Tour and Gathering, Orientation, Physical and Mental Health Checkups

- 6.5.4 Post Accreditation initiative(s) (mention at least three)
  - 1. Academic audit has been initiated in the college. 2. Online learning programme for teaching and non-teaching staff. 3. Systematic and synchronized feedback system has been initiated to obtain feedback from the stakeholders.
- 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	
1	No Data Entered/Not Applicable !!!						
	<u>View File</u>						

# **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
Gender Sensitization Programme	18/08/2015	18/08/2015	44	11
Debate and Rangoli Competetion On Gender Equality	15/12/2015	15/12/2015	14	6
Awareness Programme on Women Empowerment and Women Literacy	08/02/2016	08/02/2016	53	27

# 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

Bio fertilizer (Compost) pit created. Awareness campaign for no use of single plastic. Rain Water Harvesting system.

#### 7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries	
Scribes for examination	Yes	2	

# 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
	No Data Entered/Not Applicable III						

#### No Data Entered/Not Applicable !!!

No file uploaded.

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

Title	Date of publication	Follow up(max 100 words)
Teaching Staff	01/07/2015	AS the college is a government institution we follow the rules and

		regulations applicable for the government employees of Govt. Of Chhattisgarh.
Non Teaching Staff	01/07/2015	AS the college is a government institution we follow the rules and regulations applicable for the government employees of Govt. Of Chhattisgarh.
Students	01/07/2015	AS the college is a government institution we follow the rules and regulations applicable for the government employees of Govt. Of Chhattisgarh.

# 7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Digital India Week	01/07/2015	07/07/2015	48
International Skill Development Day	15/07/2015	15/07/2015	69
Teachers Day	05/09/2015	05/09/2015	62
NSS Day	24/09/2015	24/09/2015	72
Gandhi Jayanti	02/10/2015	02/10/2015	78
Rashtriya Ekta Diwas	31/10/2015	31/10/2015	64
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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Orientation program through NSS, Tree Plantation Drive, Regular Campaigning Via Rallies, Slogan writing etc. Plastic removal Drive. Highlighting the importance of Water Conservation through posters. Talk on the importance of Sanitation.

Green Audit.

#### 7.2 - Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1.Plantation and Identification of the plants of the Medicinal value Objective of the Practice To plant and identify plants of medicinal value around the vicinity of the college so that the vast resources of such plants are utilized for the well being of the community. The Context Sitting cozily amidst the scenic mountains belonging to Maikal ranges the college is the home of diverse flora and fauna. Because of sustained and systematic tree plantation drives since its inception, the college is now the home of an amazing variety of medicinal plants like Ashwagandha, Giloy, Sarpagandha, Parijaat, Sahjan, Chiraita, Kaitha, Aloe vera, Pudina, Tulsi, Neem are a few to mention among more than 50 local and exotic varieties of medicinal plants in the college campus. These plants are sparingly used by the members of the college family and local populace alike for medical and nutritional purposes. The Practice: A

specialized committee appointed by the principal of the college does the preliminary groundwork of the Green Audit under the supervision of the Department of Botany a team of teachers, as well as students, conduct a thorough survey of the area adjacent to the college for the plants of medicinal value. Identifying and labeling of the plants is done and plants that need proper attention are segregated. An awareness drive is organized to make students aware of the properties of such plants. 2.Biodegradable wastes recycling Objective of the Practice To recycle the biodegradable waste of the campus and make the students aware of the environment. The Context Garbage or Wastes that rot by the action of decomposers are called biodegradable wastes. Dead plants and animals and their products (e.g., fruit and vegetable peels, paper, and leaves) decay very easily. These wastes mix with the soil and produce manure. This process is important to trash out the land and environment which is a prime concern of this era. Waste reduction initiatives save natural resources, energy, and landfill space. It also provides numerous opportunities for the students to understand this issue and its implications on the local environment. The Practice A Lush green campus of the college enhances the beautification in one hand but generates lots of biowaste in the form of twigs, leaves, flowers, weeds, etc. Our management ensures the proper disposal of biodegradable waste from the college and college canteen. For proper disposal of solid waste (Bio) environment committee of the college has decided to take proper management of this bio-waste of the campus and the following steps has been taken : Separate dustbins all over the campus have places to ensure proper disposal of waste. Every day workers of the college broom the campus and garden, gardeners clean and trim the garden plants, manage the shape size of large trees. The leaf litter and garden waste waste derived from fruit and vegetable origin from the hostel and canteen are collected transported to a compost pit. In the campus, two such compost pits were constructed.

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

https://gnkckota.ac.in/Uploads/BEST%20PRACTICES%202015-16 20202212122508.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

Institutional distinctiveness - The institute is situated in a remote scheduled area and caters to the educational needs of the backward and downtrodden sections of the society nearly 88 of our students belong to ST/SC/and other backward classes. The majority of the students come from the BPL section of the society yet our college is known for excellent annual results. More than 80 of our students were successful in last years university examinations. This is the outcome of the grit of our students as well as the innovative teaching methods used by our teachers. The intellectual output appears to be significant as most of our students are first-generation learners.

#### Provide the weblink of the institution

https://gnkckota.ac.in/Uploads/Institutional%20Distinctiveness%202015-16\_202022 12121529.pdf

#### 8. Future Plans of Actions for Next Academic Year

The institute plans to perform the following action under academic /examination reform, infrastructural and other developmental initiatives - 1.Proposal for New Post Graduate Programme for arts, commerce and science faculties. 2. Special focus on the physical and mental health of the students of the college. 3. The Efforts for collaboration and extension activities 4 Extension activities connecting the society NSS and Red Cross. 5 Beautification of the main college

campus and the college garden. 6. Up-gradation and new designing of college website. 9. To manage the rainwater harvesting system in the college.