

The Annual Quality Assurance Report (AQAR) of the IOAC

1. (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A **2018 -19**

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution : Kishori Mohan Tripathi Govt. Girls College, Raigarh

1. Name of the Head of the institution : Prof. K C Kachhawaha

- Designation: Principal (in-charge)
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: 07762-223104
- Mobile no.: 9300975019
- Registered e-mail: kmtggc@gmail.com

- Alternate : [Email: kmtiqac@gmail.com](mailto:kmtiqac@gmail.com)

Address : Shyam Talkies Road, Raigarh (C.G) 496001

- City/Town : Raigarh
- State/UT : Chhattisgarh
- Pin Code : 496001

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Women

- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) : UGC 2f and 12 (B), one course in self-financing
- Name of the Affiliating University: Atal Bihar Vajpayee Vishwavidyalaya,Bilaspur (Chhattisgarh)
- Name of the IQAC Co-ordinator : Dr Rakesh Tiwari
- Phone no. :

Alternate phone no.

7587158709

- Mobile: 9981122787
- IQAC e-mail address: kmtiqac@gmail.com
- Alternate Email address: kmtggc@gmail.com

3. Website address:www.kmtggc.org

Web-link of the AQAR: (Previous Academic Year):

<https://kmtggc.org/wp-content/uploads/2020/05/AQAR-2017-18-FINAL-converted-1.pdf>

4. Whether Academic Calendar prepared during the year? Yes/No. Yes

if yes , weather it is uploaded in the Institutional website : Yes

Web link: <https://kmtggc.org/annual-calenders/>

5. Accreditation Details:

Cycle	Grade	CGPA / Institutional Score	Year of Accreditation	Validity Period	
1 st	B+	77.00	2007	from:31/03/2007	to:31/03/2012
2 nd				from:	to:
3 rd				from:	to:
4 th				from:	to:
5 th				from:	to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 14/11/2017

7. Internal Quality Assurance System

7.1 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

➤ Four meetings of IQAC organized during the session	25/09/2018,18/12/2018,18/03/2019, 06/06/2019	09, 10, 11,11
➤ Feedback obtained from stake holders	28/02/2019	221
➤ Career opportunity in E-commerce –a workshop	6/12/2018	71
➤ Awareness program on Vishwa Drishti Divas	11/10/2018	52
➤ Observing Surgical Strike Divas	05/10/2018	42
➤ Guardian , teachers and students meet	16/04/2019	38
➤ Conducting meetings about preparing for A&A of the institution	05/07/2018	15
➤ Conducting meetings about preparing for A&A of the institution	17/12/2018	15
➤ Conducting meetings about preparing for A&A of the institution	20/06/2019	18
➤ AIDS Awareness programme	1/12/2018	25

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

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
Nil	Nil	Nil	Nil	Nil

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

*upload latest notification of formation of IQAC

(<https://kmtggc.org/wp-content/uploads/2021/04/Scan-21-Oct-2020-iqac.pdf>)

10. No. of IQAC meetings held during the year: Four

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

Yes

(https://kmtggc.org/wp-content/uploads/2020/05/10826_Minutes.pdf)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount:

Year:

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

- Encouraging teachers for using ICT enabled in Teaching/evolution.
- Provided guidelines for proper maintenance of office records
- Utilizing Social Media for quick transformation of messages among staff and students
- Encouraging teachers for participation in seminar /Workshop and publication of

research Papers.

- Arranging One Day training on conducting meeting on Skype/ Zoom/ Google Meet.
- Taking initiatives for gearing up staff and teachers for NAAC's preparation.
- Granite fitting and new name board at main gate.

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

Plan of Action	Achievements/Outcomes
➤ Started Online Admission Process for Fair and transparent Admission	➤ To ensure fair admission at entry point
➤ Highlighting merit list in the college magazine and displaying on flex	➤ Encouraging students for better performance
➤ Repair of main gate and new name board of college.	➤ For highlighting college name and location.
➤ Obtaining feedback from the stakeholders	➤ For quality improvement in teaching and management
➤ Strict observance of reservation policy in admission	➤ Adherence to govt. rules and regulations for the rights of the reserved category in admission.
➤ Computer training for teaching and non teaching staff	➤ For better ICT use by teachers and office management
➤ Engaging NSS unit and union for extension services to society	➤ Better exposure to the students and for imbibing the spirit and importance of labour and selfless service

14. Whether the AQAR was placed before statutory body? : Yes

Name of the statutory body: Staff Council

Date of meeting(s): 06/04/2021

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

Yes/No: No

Date:

16 Whether institutional data submitted to AISHE: Yes

Year: 2018

Date of submission: 12/12/2018

17. Does the Institution have Management Information System?

Yes

If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

The college adopts a partial information management system. It facilitates the online admission, registration, exam forms, scholarship, degree and migration and other various online activities for the student and office management. Apart from the use traditional notice boards displayed at various important locations in the campus for the display of important notices, college website also serves as a major information gateway for the various stakeholders SMS, E-Mails, & Other Social Media are also used for dissemination of information or messages to it stakeholders. A whatsapp group has particularly been formed including teaching and non teaching staff strictly for transmitting official information and messages among the group members and the members to act accordingly. At times the information is also circulated through newspapers to reach even to the stakeholders in the distant and remote rural areas.

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					
<ul style="list-style-type: none"> ➤ Our college follows the following mechanism for effective delivery of curriculum adhering strictly to the academic calendar issued by higher education department in the beginning of the session ➤ In the beginning of the session papers are distributed among the teachers by the concerned HODs after proper planning and discussion among the faculty members ➤ College time table as displayed at the notice board and is also held in the department or both for UG & PG semester classes. ➤ Students are allowed to have books from main library as well as departmental library. ➤ Teachers prepare teaching plan and maintain a daily dairy making record of their every day teaching. This dairy is duly signed by the HOD and the Principal by the fifth day of the next month . ➤ Classes are conducted under the supervision of the college administration. ➤ For the effective delivery of curriculum different class room teaching methods are adopted as required for a particular subject, such as, blackboard and chalk method , use of ICT, chats and models, distribution of notes in PDF to the students ➤ Students are encouraged to participate in group discussion organized during the class; PG Students are to present papers in Departmental seminars. ➤ Students are also required to complete project works in environmental studies paper in which they have to visit the actual site particularly rural to complete their project assignments. ➤ Internal assessments both written and oral are conducted on regular basis to assess the growth and improvement of the students. ➤ Weak students are traced out and given special attention by the teachers of the concerned subjects. ➤ College administration is watchful over the performance of the students in exams .University result of every class is analyzed and effective majors are adopted for further improvement. ➤ Students are also motivated to visit various educational websites to and digitally available study material to further enrich themselves in terms of knowledge and skill. 					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year NO					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
1.2 Academic Flexibility No					
1.2.1 New programmes/courses introduced during the Academic year Yes					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
-	-	-	-		
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. No.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
-	-	-	-	-	-
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year NA					

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG Courses
2018-19	1177	134	10	6	6
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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques Used
16	5	LCD projector , internet , Smart Boards , Wife laptops	1	1	Websites like Gyan gana , EPG pathshala , Youtube , NDL ,etc
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
<p>The institution did not have a formal monitoring system, however all students in the beginning of the session are instructed that they can have open access to the teachers for any short of problem they face, may it be, official, academic or psychological The students are guided to particularly to consult the teachers who where there in their admission committee. The admission committee has the standing instruction to look into and solve the problems of the students on priority basis. These teachers would work as Mentors to the class assigned to them. Frequently they visit the class and enquire about their well- being and also provide them necessary counseling regarding their problems keeping mind their educational socio economic background. Apart from that there exists a formal way of mechanism to guide them on gender sensitivity and social responsibilities This institution being a women college, various programs on gender awareness and awareness about the rights of women are organized with help of local authorities. .At PG level, HOD of the department provides the necessary guidance to students.</p>					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
1311		16		1:82	

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
16	14	2	2 teachers were employed on contract	8

			basis	
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2.4.2 Honours and recognitions 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
Nil	Nil	Nil	Nil

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
B.A 1 st year	001	2018-19	29/04/2019	10/06/2019
B.A 2 nd year	002	2018-19	29/04/2019	13/06/2019
B.A 3 rd year	003	2018-19	29/04/2019	07/06/2019
B.Com 1 st year	007	2018-19	29/04/2019	09/06/2019
B.Com 2 nd year	008	2018-19	29/04/2019	13/06/2019
B.Com 3 rd year	009	2018-19	29/04/2019	30/05/2019
M.A Hindi sem-I	411	2018-19	4/01/2019	2/05/2019
M.A Hindi sem-II	412	2018-19	27/06/2019	23/07/2019
M.A Hindi sem-III	413	2018-19	2/01/2019	27/03/2019
M.A Hindi sem -IV	414	2018-19	29/06/2019	25/07/2019
M.Com sem-I	591	2018-19	9/01/2019	29/04/2019
M.Com sem-II	592	2018-19	1/07/2019	10/07/2019
M.Com sem-III	593	2018-19	7/01/2019	5/03/2019
M.Com sem-IV	594	2018-19	29/06/2019	19/07/2019
PGDCA	072	2018-19	29/03/2019	4/06/2019

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Apart from traditional methods of evaluation of a student's performance, the teachers of the college

employ other methods for evaluation also. In the paper Environmental Studies, students are assessed through project work for 25 marks and theory for 75. Students of P G classes are required compulsorily to present papers in departmental seminars in which they learn the skills of expression, content development and how to write references. MCQ type questions, short answer questions debates and group discussion also form part of the internal evaluation process of the institution. PGDCA students are also required to submit a working project with CD and a short thesis. 10% marks in every subject paper is added in the final result.

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 we blink)

<https://kmtggc.org/wp-content/uploads/2021/04/FINAL-OUTCOMES-PDF..pdf>

2.6.2 Pass percentage of students

	Programme Name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BA	Bachelor of Art	237	220	93
M.A Hindi	Master of Arts	33	32	97
B.Com	Bachelor of Commerce	141	141	100
M.Com	Master of Commerce	34	33	97
PGDCA	PGDCA	29	15	52

2.7 Student Satisfaction Survey : Not Done

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

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 organizations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	Nil	Nil	Nil	Nil
Minor Projects				
Interdisciplinary Projects	-	-	-	-
-Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects <i>(other than compulsory by the College)</i>	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	
Total	-	-	-	
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(s)	
Nil	Nil		Nil	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the Innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
NIL	NIL		NIL	
Name of the Start-up				
Nature of Start-up		Date of commencement		
NL		NIL		NIL
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards NIL				
State	National		International	
NIL	NIL		NIL	
3.3.2 Ph. Ds awarded during the year <i>(applicable for PG College, Research Center)</i>				
Name of the Department		No. of Ph. Ds Awarded		
NIL		NIL		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	-	-	-	

Inter national	commerce	1	5.190			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Nil		Nil				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the

R						Publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops		19	11	
Presented papers	01	50	00	
Resource Persons		01	01	

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	Organizing unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
➤ AIDS Awareness program	JSPL & NSS unit	4	40
➤ Hand-wash day, Swachhatha hi seva	NSS Unit	2	15
➤ National Integration day	NSS Unit	13	46
➤ Constitution Day	SVEEP	13	45
➤ Voters Awareness Program(SVEEP)	NSS Unit & Others	10	60
➤ International Yoga Day	NSS Unit /Sports	12	14
➤ Plantation	NSS Unit	12	35
➤ One day workshop on Developing Sensibility towards Divyangjan	Union	14	102

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	No. of Students Benefited
Nil	Nil	Nil	Nil

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 coordinated such activities	Number of students participated in such activities
AIDS awareness	JSPL Raigarh	Awareness against AIDS	4	70
Voter Awareness	District Authorities	Maximizing voter participation in democratic process by educating them	7	35
Plantation	Lions Club /Rotary Club/Press Club	Sapling Plantation	2	32

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	Nil	Nil	Nil

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-To)	Participant
Nil	Nil	Nil	Nil	Nil

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries,

corporate houses etc. during the year						
Organization	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs			
Nil	Nil	Nil	Nil			
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				
State Govt. - 1341000		534818				
AF- 636972		636972				
JB- Nil		Nil				
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities		Existing		Newly added		
Campus area		7.5 Acers		Nil		
Class rooms		6		Nil		
Laboratories		3		Nil		
Seminar Halls		0		Nil		
Classrooms with LCD facilities		0		Nil		
Classrooms with Wi-Fi/ LAN		1		Nil		
Seminar halls with ICT facilities		0		Nil		
Video Centre		0		Nil		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		2		Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)		2008895		8850		
Others (computer table)		36		Nil		
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 partially)		Version		Year of automation	
Nil	Nil		Nil		Nil	
4.2.2 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23171	4914721	1181	299217	24352	5213938
Reference Books	1497	150800	-	-	1497	150800
e-Books	00	00	00	00	00	00
Journals	00	00	00	00	00	00
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00

CD & Video	00	00	00	00	00	00
Library automation	00	00	00	00	00	00
Weeding (Hard & Soft)	00	00	00	00	00	00
Others (Magazine & papers) Annual subscription	00	00	27	20484	27	20484

4.3 IT Infrastructure									
4.3.1 Technology Up gradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	25	15	20	3	1	3	2	10 mbps	5 Laptop 6 Printer 2 projector
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	25	15	20	3	1	3	2	10 MBPS	5 Laptop 6 Printer 2 Projector
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
10 MBPS..... 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			
4.3.4 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			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
AF – 136994	136994	499978	499978
State Govt. – 75192	75192	526078	526078
JBS – Nil	00	185727	185727
Self Fin. – 4000	4000	17653	17653
Total -216186	216186	1229436	1229436
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link) :-			
<p>The institution adopts a mechanism for maintenance and utilization of physical, academic and support facilities. There are three labs in the college for Home Science, Geography and Computer. The routine cleaning work in the labs and classrooms is done by the office sweeper and lab attendant appointed by the Govt. For maintenance of the library, we have book lifter who maintains the proper sequence and subjects wise</p>			

keeping of the books and works under the supervision of professor in charge, library The sports complex is maintained by daily wages employees and casual laborers as and when required for maintenance of the campus. Extension of the facilities and equipment required in them is reported to the principal and the after verification and as the need be procured through official process through Govt. or non govt. fund.

<https://kmtggc.org/wp-content/uploads/2021/06/Maintenance-of-Support-Facilities-converted.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	JBS fee exemption to disabled and BPL Students	4	1200
Financial support from other sources			
a) State	Post- matrix Scholarship For SC, ST & OBC	733	3126019
State	Book bank and stationery for SC /ST Students	397	86450
b) National	Minorities Scholarship	8	48000
c) International			

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

Name of the capability enhancement scheme	Date of Implementation	Number of students Enrolled	Agencies involved
Mentoring and personal counseling	1 st july 2018	1311	College Teachers
Yoga (international yoga day)	21 st June 2019	45	Gayatri Shakti Peeth Raigarh

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Career Opportunity in E – Commerce	60	00	00	00

5.1.4 Institutional mechanism for transparency, timely redressed of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressal		Average number of days for grievance Redressal	
06		06		2-3 days	
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 Participate D	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	Nil	Nil	Nil
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
2018-19	13	BA	Arts	Kishori Mohan Tripathi Govt. Girls College, Raigarh	MA (Hindi)
	32	BCom	Commerce	Kishori Mohan Tripathi Govt. Girls College, Raigarh	MCom
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		No. of Students selected/ Qualifying		Registration number/roll number for the exam	
NET		Nil		Nil	
SET		Nil		Nil	
SLET		Nil		Nil	
GATE		Nil		Nil	
GMAT		Nil		Nil	
CAT		Nil		Nil	

GRE	Nil	Nil
TOFEL	Nil	Nil
Civil Services	Nil	Nil
State Government Services	Nil	Nil
Any Other	Nil	Nil

5.2.4 Sports and cultural activities / competitions organized at the institution level during the year

Activity	Level	participation
➤ Welcome and farewell	Institutional	535
➤ Annual Cultural Program	Institutional	207
➤ Youth Festival	Institutional	55
➤ Teachers Day Celebration	Institutional	160
➤ Annual Sports Indoor/ Outdoor	Institutional	486
➤ Essay , Debate , Extempore , Quiz Computation	Institutional	103
➤ Rangoli , Kalpana , Painting , Mehendi , Cooking , Etc	Institutional	100
➤ National Integration & youth (Slogan Writing ,Songs , Poem Composition)	Institutional	66
➤ NSS Day	Institutional	43
➤ Mother Tongue day	Institutional	37
➤ PG Council programs	Institutional	136
➤ Various programs on Gandhi Jayanti	Institutional	56
➤ Nasha Niwaran Paricharcha	Institutional	51
➤ Eye donation awareness programes	Institutional	47

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	Sports	Cultural	Student ID number	Name of the Student
2018-19	Silver	International(UAE)		International classical dance (UAE)	BUB17164637	Tabbu Parveen
2018-19	Winner	State		Miss Icon Chhattisgarh 2018	BUB17078465	Suman Sharma
2018-19	Participation	National	Cricket		BU170036336	Lalima Patel
2018-19	Participation	National	Basket ball		BU180002559	Vibhuti Yadav
2018-19	Participation	National	Volleyball		BUB17159595	Ritu Shriwas

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

The student union of the college has been for this session formed on the basis of merit and not by voting. It works for benefit of students and in the interest of the institution throughout the year. It works as a catalyst to mobilise the student for several activities within and without campus. The officials also help staff in managing the various affairs of the institution and maintaining order and discipline amongst the students. They also motivate/suggest administration on reforms required in the campus in response to the immediate crisis.

- Organizing welcome and farewell for the incoming and outgoing students.
- Celebration of Teachers Day as a mark of their tribute to Dr. S Radhakrishnan
- Motivating students to participate actively in annual youth festival and several games and sports activities organized at institution, sector and university level.
- Student union plays an important role in organizing the annual cultural program at the college.
- The college union is also instrumental in organizing various important national and international days. Like World Environment Day, Mother Tongue Day., Hindi Diwas . Women's Day etc.
- The student union also assists NSS Unit in initiating and conducting of various programs like plantation, cleanliness drive, and other awareness activities. They also keep liaisoning with local bodies and solicit their cooperation in various in progamms conducted in the college.
- The student union also functions as watchdog for the timely redressal of the grievances of the students.
- Encouraging Students for participation in cultural activates and other extracurricular activates.
- Participating actively in various Activites Societies and eco clubs for environmental consciousness
- Fully supporting and engaging students in keeping the campus plastic free, a best practice adopted by the college.

5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):
No Our college is the only girls college of this district empowering female folk through imparting them higher education. Right from its establishment in 1983, thousands of students have passed out from the college and are serving at various positions. These alumni members are not simply professionally associated with the institution, but also maintain an emotional bond with their parent institution. The institution does not have a registered alumni association however an annual meeting of the alumni members is hosted in the college where the members enrich us through their insight by giving valuable suggestion for the academic and administrative improvement in the college, they provide all around support to the institution by giving the input through feedback on academic and management aspects.
5.4.2 No. of registered enrolled Alumni:
124
5.4.3 Alumni contribution during the year (in Rupees) :
Nil
5.4.4 Meetings/activities organized by Alumni Association :
One
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)
<ul style="list-style-type: none"> ➤ At the very outset of the session several committees are formed by the principal in which the teachers, staff member and even students serve as members ➤ Professor in-charge for both morning and day shift of the college were appointed to monitor the teaching learning activities ➤ One teacher was detailed for the verification of cash book and service books of the employees. ➤ Composition of purchase committee, sports committee and A F committee. ➤ Students are also engaged in various committees as part of the participative practices in the college. ➤ Students are also invited at various meeting planning some programmes to be conducted in the college. ➤ All major decisions are taken in the meetings of Staff Council which is the highest body of the institution ➤ In various committees as a part of participative management students are also nominated as members and their suggestions are also appreciated and appropriated in planning and execution of the work.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:
Yes (partial) Accounts section and office management is computerized <ul style="list-style-type: none"> ➤ Online admission process has been adopted by the college for transparency and fairness at entry level. ➤ All the important notices are displayed prominently on notice board and website. ➤ SMS/whatsapp is also used for the dissemination of information among the staff and students. ➤ The college website also serves as a major source of dissemination of information ➤ Admission, result, registration, mark sheets and all other university related works are in online mode. ➤ Internal tests marks are also uploaded securely on university portal.
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (within 100 words each):

- | |
|---|
| <p>❖ Curriculum Development :-</p> <ul style="list-style-type: none"> ➤ Curriculum is designed by the BOS composed by the university. The teachers of the college participate in the meetings of BOS to develop the curriculum at UG/PG levels .The syllabus taught at UG level is designed by a central board of studies at state level. Throughout the state common/ unified syllabus has been adopted by all universities of the state and their constituent colleges. However PG syllabus is prepared by universities independently. In Environmental Studies paper at UG Level project assignment is given to the students. PG students are required to present papers in the seminars organized by the department for each paper. PGDCA students are also required to submit their short thesis as part of their working project. To test the assimilation, tests in various modes are conducted on regular basis. |
| <p>❖ Teaching and Learning :-</p> <ul style="list-style-type: none"> ➤ Apart from traditional methods of teaching, use of ICT is encouraged. ➤ Industrial and institutional visits organized. The learning skills of students are enhanced through participation in seminar / Group Discussion/debates. ➤ Free WIFI made available to the students, helps them enriching their knowledge through internet services, exploring various digital learning sites. ➤ JIO Company has also provided free internet data for the students and staff through its wife services. |
| <p>❖ Examination and Evaluation :-</p> <ul style="list-style-type: none"> ➤ In addition to the traditional mode of written examination, acquisition of the knowledge is also tested through debate, group discussion, and interaction with the teachers. Various tests are conducted on regular basis to test the assimilation and growth of the students. ➤ Online exam forms are filled on university portal. ➤ Admit card is also generated online with full details of subjects, dates, time and photo of the examiner. ➤ Results are published online and provisional mark sheet is also downloaded from university portal. ➤ Provision for online uploading of internal test marks on university portal. |

❖ Research and Development :-



- 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.
- Students and faculty members are also pressed upon organizing seminars at department , institution , state and national levels
- Teachers with Ph.D are motivated to act as guides, and those without, to register for it.
- They are also encouraged to publish books and write chapters in books and to apply for MRPs from UGC.
- Teachers are advised to participate for Orientation, Refresher and Short Term Courses



Library, ICT and Physical Infrastructure / Instrumentation :-

- Initiatives were taken to take over girls hostel of the institution from district administration
- Free Wifi facilities have been provisioned for use of students as e-learning resource.
- Books and journals are purchased for academic upliftment of the students.
- Procurement of smart notice board for the display of information of notice.
- Free wifi data made available for students with JIO's courtesy.
- Competitive magazines /books on current affairs/Newspapers are procured on regular basis.

❖	Human Resource Management <ul style="list-style-type: none"> ➤ Faculty members are motivated for Orientation / Refresher courses. ➤ Maintaining anti- ragging, sexual harassment committees and grievance redressal cell ➤ Inviting doctors of various field to guide staff and students on various clinical issue ➤ Teachers and staff's self appraisal on the basis of their performance in academic and admin field. ➤ Maternity and child care leave are admissible to female staff. ➤ Provision for promotion of lower category staff to the higher category. ➤ Time to time teachers and staff are guided on use of computer and ICT.
❖	Industry Interaction / Collaboration <ul style="list-style-type: none"> ➤ Few awareness programs particularly on AIDS organized in the collaboration with JSPL Raigarh . ➤ MSP & JSPL Raigarh Provide transportation facilities to girls for to and fro journey to their annual NSS camp site. ➤ JSPL Raigarh allows and provides transport facilities to the students for plant visit, for geographical excursion and institutional visit of the students.
❖	Admission of Students <ul style="list-style-type: none"> ➤ Online Admission process at entry levels of UG and PG classes. ➤ Online admission is transparent and on the basis of merit. ➤ Strict observance of Govt. rules of reservation policy. ➤ Selection list is published on institutional website
6.2.2 : Implementation of e-governance in areas of operations:-	
❖	Planning and Development <ul style="list-style-type: none"> ➤ Use of SMS and Whatsapp for dissemination of information. ➤ Submission of demands and budget requirements. ➤ For the quick delivery of official letters, E-mail is used.
❖	Administration :- <ul style="list-style-type: none"> ➤ Various information made available on website. ➤ Notices and other information to staff members are transmitted through mail or whatsapp ➤ Several university information like result, admission card, marks sheets are made available online for the easy access of the students. University notification/ time table are also made available on university portal.
❖	Finance and Accounts <ul style="list-style-type: none"> ➤ Account section and office are computerized. ➤ All govt. budgets including salary is received through online portals. ➤ Salary slips and GPF deduction details are available on C.G Govt. portal. ➤ Efforts are being made for the online submission of the fee at the time of admission which has so far been in offline mode.
❖	Student Admission and Support <ul style="list-style-type: none"> ➤ Online admission system. ➤ Students database system. ➤ Syllabus and previous year question papers made available through university portal. ➤ College Help Desk is available for any sort of inquires for the stake holders. ➤ AISHE data uploading
❖	Examination <ul style="list-style-type: none"> ➤ Online registration and filling of exam forms through university portal. ➤ Online availability of attendance sheet / absentee report through university portal. ➤ Exam related notices, ordinance / can be viewed on university portal through college login system. ➤ Online uploading of internal marks on university portal. ➤ Various exams related links are made available on the College 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	
2018-19	Nil	Nil	Nil	Nil	
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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-19	Tech- Friendly 1. Meetings on SKYPE/ZOOM/Google Meet	Tech- Friendly Meetings on SKYPE/ZOOM/Google Meet	7/8/2018	13	3
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	Date and Duration (from – to)	
Nil			Nil	Nil	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime ;	Permanent		Fulltime /temporary :-
-		03(adhoc)	-		02
6.3.5 Welfare schemes for					

Teaching	TWF, GPF/CPS,GIS,Medical Facilities,GPF Loan Facilities
Non teaching	Tyohar Agrim upto 8000,Grain Advance, GPF/CPS,GIS,Claim on Medical Expenditure, Uniform and Washing Allowance for class IV employees
Students	<ul style="list-style-type: none"> ➤ Scholarships ➤ Book Bank Facility for SC /ST Student ➤ Free stationery for SC /ST Students ➤ JBS fee Exemption to BPL Applicants

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

- Internal audit / checking of Cash Book by teacher appointed by the Principal
- Departmental audit by higher education office.
- Audit by AG office
- Financial audit by CA for JBS , RUSA , Red Cross Society & UGC

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/ Grants received in Rs.	Purpose
State Bank of India ,Raigarh	00	Split AC -1 Water Cooler -1

6.4.2 Total corpus fund generated :- nil

6.5 Internal Quality Assurance System

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

Audit Type	External	Internal

	Y es /N o	Agency	Yes/No	Authority
Academic	Yes	N/A	Yes	IQAC
Administrative	No	N/A	Yes	Committee appointed by Principal.
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<ul style="list-style-type: none"> ➤ Usually a meeting of teacher- parents and students is organized in the college every year to obtain input on over all performance/ development of the college. ➤ Providing valuable suggestions for improvement in the academic and office management ➤ Bringing to notice of the college what students are afraid of discussing with college administration/ teacher. ➤ Suggesting solution to the various problems also faced by the institution 				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none"> ➤ Along with the teaching faculty, support staff of the college is also imparted training on handling useful apps on computer and cell phones. ➤ Computer training to staff and teachers for handling of online admission process and other online works initiated by the university at different stages. ➤ Use of SKYPE/Google Meet/ZOOM was practically taught to them along with teachers. 				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ul style="list-style-type: none"> ➤ Data submission on AISHE portal ➤ Initiating taking over of girls' hostel constructed out of UGC fund for the use of institutional stake holders. ➤ Expansion of buildings for better space and housing new PG courses 				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No) YES				
b. Participation in NIRF : (Yes /No) NO				
c. ISO Certification : (Yes /No) NO				
d. NBA or any other quality audit : (Yes /No) NO				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting Activity	Duration (from ----)	Number of participants
2018-19	Career Opportunity in E-commerce Workshop	16/12/2018	16/12/2018	71
2018-19	Parents Meet	16/04/2019	16/04/2019	38

2018-19	Alumni Meet	22/02/2019	22/02/2019	34
2018-19	Obtaining feedback from stake holders	01/02/2019	28/02/2019	221
2018-19	Extension of Canteen	24/06/2019	24/06/2019	1311
2018-19	Arranging geographical tour (Botalda)	06/02/2019	06/02/2019	40
2018-19	Help -Desk Formation	06/05/2019	06/05/2019	1311

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-to)	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

The college does not have any provision for using renewable source of energy , however the college has started saving energy by replacing traditional lights with LED lights and other energy saving appliances instead of high energy consuming devices. Plantation and cleanliness drives, sharing bikes, using public transports and bicycle in place of power bikes by the students is a mark of our concern for environment.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	01
Provision for lift	NA	

Ramp/ Rails	Yes	01
Braille Software/facilities	No	
Rest Rooms	No	
Scribes for examination	yes	01
Special skill development for differently abled students	No	
Water Cooler, Multi-station Gym, Generator	Yes	Students and staff members

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19	01	01	10/01/2019-16/01/2019	NSS camp in the village Bhagora	Youth and Hygiene cleanliness &	50
2018-19	01	01	01/12/2018	World AIDS Day	Awareness against AIDS & Public Health	50
2018-19	01	01	11/10/2018	World Sight Day and Eye Donation Awareness	Awareness about importance of Eye donation and Eye safety	52

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
College Brochure	Every Academic Year (01/072018)	A Code of conduct for students is published in the college brochure every year for the perusal and conduct of students. The same has been uploaded in college website. Parents and their wards are required to submit separate affidavit at the time of admission regarding anti ragging move.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to -----)	Number of participants
----------	------------------------------	------------------------

Celebration of Gandhi Jayanti	2/10/2018	56
Republic Day	26/01/2019	35
Teachers Day	05/09/2018	58
International Yoga Day	21/06/2019	29
Independence Day	15/08/2018	38
Surgical Strike Day	5/10/2018	42

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

- Plastic free campus drive.
- Plantation with Local bodies and NSS/ Red Cross.
- LED lights are preferred to save energy.
- Water Harvesting.
- Students are advised to use cycles rather than power bikes and also to use public transports as far as possible.

7.2 Best Practices

Describe at least two institutional best practices

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

Women Empowerment :-

The only girl's college of the district at the outskirts of the state functions with its mission to liberate women from the shackles of orthodox mentality by empowering them creating awareness about their legal rights. Undoubtedly the women in our society is kept at periphery by the patriarchy and face discrimination. Members of the **Mahila Utpidan Nivaran Samiti** of the college regularly guide students on their legal rights, make them aware about the acts that safeguards women against oppression at home and at workplaces. They also educate girls against the domestic violence and the law related to the check such violence against women. Local organizations like Sakhi One Stop and officials from the police and legal departments are also invited to brief the students on these issues.

Awareness about Fundamental Duties and Human Rights:-

It is usually seen in the society that people fight for their rights but forget to obey the fundamental duties our constitution adopted almost all the principles of the universal declaration of human rights. Everyone has duties to the country in which alone the free and full development of his personality possible. We educate our students on this obligation also so as to make them a true citizen of the country. Our this move make our students learn the significance of these (Ten commandments) duties to create a climate in which the people will feel that their obligation to society are as important as their rights.

<https://kmtggc.org/best-practices/>

7.3 Institutional Distinctiveness

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

Established in 1983 with the aim of empowering women through higher education at the eastern border of the state of Chhattigarh, our college is dedicated to provide quality education to the female folk of the area. This is the only girl's college of the located in the heart of the city which even attracts the aspirants even from far rural area, who are socially and economically very backward.

Started with the limited number of students, the college now is a center of learning for more than a thousand of girls aspiring for a better life and career when they pass out from here. Keeping into mind the further progression of the students, the PG Courses were also started in Hindi and Commerce respectively. In order to claim stakes in job market, PGDCA course started in the college since 2016-17. The institution makes consistent efforts in fulfilling its social responsibility towards the downtrodden and marginalized section of society. We also make our students imbibe the healthy human values and ethics to enrich their personality in order to transform them as good citizen of the country.

<https://kmtggc.org/wp-content/uploads/2021/06/distinctiness-converted.pdf>

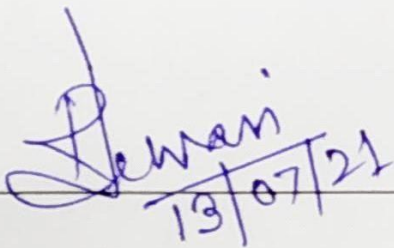
2021/

8. Future Plans of action for next academic year (500 words)

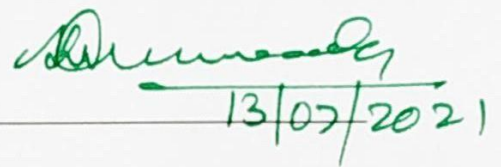
- Registration of Alumni Association, yet due, is to be completed.
- Upgrading the library.
- Taking over of girl's hostel.
- Encouraging teachers for enhancing ICT enabled teaching.
- Procuring more systems for PGDCA computer lab.
- Starting new job oriented courses after the completion of under constriction six rooms.
- Beautification of the campus.

Name : Dr. Rakesh Tiwari

Name : Prof. K C Kachhawha


13/07/21

Signature of the Coordinator, IQAC
IQAC


13/07/2021

Signature of the Chairperson,
