



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	KISHORI MOHAN TRIPATHI GOVERNMENT GIRLS COLLEGE, RAIGARH
• Name of the Head of the institution	Prof. K C Kachhwaha
• Designation	Principal (In-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07762296906
• Mobile no	9300975019
• Registered e-mail	kmtggc@gmail.com
• Alternate e-mail	iqackmt@gmail.com
• Address	Shyam Talkies Road, Raigarh (C.G.) 496001
• City/Town	Raigarh
• State/UT	Chhatisgarh
• Pin Code	496001
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Shaheed Nandkumar Patel Vishwavidyalaya, Raigarh (C.G.)				
• Name of the IQAC Coordinator	Dr. Rakesh Tiwari				
• Phone No.	07762296906				
• Alternate phone No.	07762296906				
• Mobile	9981122787				
• IQAC e-mail address	iqackmt@gmail.com				
• Alternate Email address	rtiwari.eng@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://kmtggc.org/aqar-2/">https://kmtggc.org/aqar-2/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://kmtggc.org/annual-calenders/">https://kmtggc.org/annual-calenders/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	77.00	2007	31/03/2007	31/03/2012
<b>6.Date of Establishment of IQAC</b>			30/11/2019		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	nil	nil	nil	00	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Making arrangements and ensuring uninterrupted online classes. 2. Initiated an online feedback system from students and other stakeholders. 3. Organizing a National webinar and e-quiz on various topics. 4. Construction of two shades for safety from the sun and shower. 5. Raising levels of a few rooms with tiles work for safety from waterlogging and smooth transactions of office works and for the safety of books in the library even during the rainy session. 6. Ensuring regular guidance of the students by the teachers during Covid-19 pandemic. 7. Engaging NSS cadets union for making people aware of the Covid-19 guidelines by assisting State agencies.</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
1. Strictly following Covid-19 guidelines	To keep students and staff protected from pandemic.	
2. Fair and transparent admission following the guidelines of the new university.	Hassle free admission at entry level.	
3. Ensuring timely circulation of academic calendar.	Timely distribution of papers and timely commencement of classes.	

4. Conduct of classes as per govt's instruction both online/offline modes.	Conduct of uninterrupted classes for the convenience of the students as per Govt.'s instructions.
5. Introducing online feedback system from this session from the stakeholders.	Open to all the students irrespective of class, convenience in analysis.
6. Capacity building programmes for staff and teachers.	Tech-friendly staff and teachers and better use of ICT.
7. Procuring 10 desktops for PGDCA lab.	Smooth conduct of Lab works.
8. Construction of shades and raising of room floor level and furnishing with tiles.	Better work environment, helpful in getting rid of water logging problems.
9. Fencing of ground with steel bars and provisioning of seating facilities for the students.	Safety of the ground and its plants, beautification of campus.
10. Procuring books for PGDCA classes as per the latest syllabus.	Keep students update with the latest literature in the subject.
11. Renovation of Reading Room.	Provisioning better academic environment
12. Encouraging teachers for participation and organising webinars.	Developing research aptitude and innovative teaching practices.
13. Engaging NSS unit for various outreach and awareness programmes.	More awareness and social services programme even during lockdowns at various stages.
14. Organising meetings of IQAC.	Planning overall development of the institution.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Staff Council	15/12/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-2021	25/01/2022

**Extended Profile****1. Programme**

1.1	124
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2. Student**

2.1	1456
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	378
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	508
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.Academic	
3.1	14
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	16
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
4.Institution	
4.1	06
Total number of Classrooms and Seminar halls	
4.2	12.9
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	22
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<ol style="list-style-type: none"> <li>1. Our institution 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.</li> <li>2. At the beginning of the session, papers are distributed among the teachers by the concerned HODs after proper planning and discussion among the faculty members.</li> <li>3. The college timetable is displayed on the notice board and is also held in the department or both for UG &amp; PG semester</li> </ol>	

classes. Department - wise time table is also prepared and displayed.

4. Students are allowed to have books from the main library as well as the departmental library.
5. Teachers prepare teaching plans and maintain a daily diary making a record of their everyday teaching. This diary is duly signed by the HOD and the Principal by the fifth day of the next month.
6. Classes are conducted under the supervision of the college administration and shift in charge. The Principal and IQAC also monitor the classes, ensuring the timely completion of the syllabus.
7. For the effective delivery of curriculum different classroom teaching methods are adopted as required for a particular subject, such as blackboard and chalk method, use of ICT, charts and models. The teachers also distribute notes in PDF to the students as required.
8. Students are encouraged to participate in group discussions and debates, quizzes organized during the class; PG Students are to present papers in Departmental seminars.
9. 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. Students of PGDCA and M Com Sem IV are also required to submit their projects as part of their evaluation process.
10. Internal assessments both written and oral are conducted on regular basis to assess the growth and improvement of the students.
11. Weak students are traced out and were given special attention by the teachers of the concerned subjects, whereas, the quick learners are motivated to advance learning.
12. College administration is watchful over the results, university results of every class are analyzed and effective majors are adopted for further improvement.
13. Continuous assessment is made to measure assimilation on the part of the students about their subjects.
14. Students are also encouraged to view subject-based videos available on various education platforms. The teachers also facilitate students by providing them information about study materials available on the internet for different subjects.
15. In the wake of Covid -19, the teachers were assigned to prepare video lectures for online classes of the students. The same was prepared and uploaded on the government's portal cgscool.in for the access of the students all over the state.
16. Due to Covid-19, internal and university exams were conducted

in blended mode by the teachers as per the state and university guidelines.

17. The institution is well equipped with audio-visual and ICT facilities which are being used by the teachers to make the delivery of the curriculum more interesting and effective. The teachers also focus on interactive and experiential learning directly engaging the students in teaching-learning processes.
18. During the pandemic, the teachers were able to turn the crisis into an opportunity by teaching students through online platforms and keeping the morale of the students high giving them all necessary mental, moral and psychological support.
19. In the changing scenario during the Covid-19, the faculty members quickly adopted the online and blended mode to continue with the regular assessment of the students through internal tests and the conduct of university examinations.
20. After the first lockdown the entire classes were conducted in online mode through google meet webex and Zoom apps.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

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

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 departments and distribution of papers to the teachers for their subjects. The calendar contains the admission process, the number of teaching days and the schedule of internal, main, and supplementary exams, and also the schedule of the declaration of results., it also contains national, state level, local holidays, and the list of vacations. The academic calendar also includes extracurricular activities like annual sports, the constitution of the students union, conduct of the activities of NSS and NCC, and annual sports and cultural activities. The institution follows the schedule of the academic calendar of the department at its best. Throughout the year academic and co-curricular activities are conducted in the college as per the schedule of the Academic calendar. Apart from the academic calendar, various other activities are planned by the college and conducted throughout the



year. New programmes are included from time to time as per the instructions of the higher authorities. On the basis of the academic calendar, the timetable of the unit tests and internal assessment is prepared to keep in mind the Govt and local holidays. For the conduct of the internal exams at the UG level, a committee comprising of professors is formed by the principal. This committee is responsible for the conduct of the internal assessment. At PG level, the conduct of Internal tests is the responsibility of the HODs who check the schedule of the tests. A record of such tests is maintained in the college. The grievances of the students related to their performance are addressed by the subject teachers and resolved at the earliest. In PG classes, seminars, assignments.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

The syllabi designed by the affiliating University give enough importance to the issues related to Gender, Human values, Environment, and Sustainability. These cross-cutting issues are part of the teaching-learning process as it has been integrated into the

various courses offered in a program. One of the most important parts is the concern for the environment. The University has introduced a compulsory course/paper on the studies of environment and the issues related to it at the undergraduate level along with a field assignment attached to it. The areas of its study are natural resources, ecosystem, biodiversity, pollution, waste management, and the social issues and ethics related to the environment. The various chapters included in Geography courses address the issue of man- environmental relations, human adaptation to the environment, global warming deforestation, climate change, and pollution.

The syllabi encompass the social status of women, Feminism- a movement launched worldwide for the eradication of inequality between men and women and to safeguard the rights and interests of women. English, Political Science, and Sociology subjects contain such topics that directly address the problem of gender, status of women and women empowerment, domestic violence and other crime against women, and also the various rights of women provisioned in the Indian constitution. Apart from the enrichment on the issues, from time to time various programs are also organized, sometimes inviting local agencies looking after the welfare of the women, to make them thoroughly aware of the rights of women. One of our best practices is fully devoted to this cause.

Human values also form part of our courses offered in the institution. Topics covered in the syllabus that can instill healthy human values among the students can be traced in various courses are the concept of the welfare state, the constitution of India, caste religion, language and region, human rights, corruption, ahimsa, ethnography, the universality of religion, Fundamental duties. Apart from that, on various occasions, religious preachers are invited to deliver their valuable talks on morality and a healthy way of life. By imbibing these human values, the students come out as responsible citizens of the nation. As entrepreneurship, business management, business law, business regulatory framework, etc. form the part of the courses taught at commerce UG and PG levels, mainly highlights professional ethics. Thus the courses covered under various programs exhibit the institutional consciousness towards these contemporary crosscutting issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

04

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

492

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students**

**B. Any 3 of the above**

Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	<a href="https://kmtggc.org/feedback-report/">https://kmtggc.org/feedback-report/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://kmtggc.org/analysis-report/">https://kmtggc.org/analysis-report/</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>1456</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
<b>377</b>	

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Test in various modes is a method of assessing the assimilation of the students' knowledge of the subject taught to them. Our institution adobes a mechanism for continuous evaluation of student performance. After the beginning of the session, the subject teachers conduct written/ oral/tests to judge the level of students admitted to the college. This test is aimed at distinguishing the slow learners and the advanced learners. After the identification of such learners, the teacher adopts the methodology as found suitable for the learners. The central focus is on slow learners who are not only encouraged for hard work and better performance but also special attention is paid by the teacher to such learners. These students are regularly guided and given special tips and coaching for bringing about improvement in their performance. Teachers usually boost the morale of such slow learners by giving positive feedback about their performance. Slow learning is not a disability on the part of the students; it's only that they acquire knowledge at a rate below the average students. The teachers give more times to support the learning skill of the students who take long a time to understand and grasp the concepts of a subject. Advanced learners are those who acquire knowledge or skill faster than slow learners. Such students are highly appreciated by the teachers. They are encouraged to go for a higher level of studies, for research-oriented studies, the difficulty level of assignments given to the advanced learners to engage them with a higher level of studies.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1456	14

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

In the preceding years, many changes have been witnessed in the traditional teacher's centric methodology of teaching-learning to taught centric methodology. This has brought about adopting a different mode of pedagogy while imparting knowledge to the students. Students are no more passive and receptive entities but themselves take lead in accruing knowledge through active participation in the discussions or lectures exploiting the benefits of experiential learning. The teacher is now like a coach and facilitator who ignite the wings of fire in the students and guide them to grow at their home. Thus experiential learning, participating learning, and problem-solving methodologies form part of the global academic ways of delivering the curriculum.

Our institution also adopts this innovative methodology in imparting knowledge and skills to the students in all the programs both at UG and PG levels. The practical-based courses offered in the institution are Geography, Home Science and PGDCA. The students actively participated in lab and field works. Here they are not simply observers but they involve themselves in the activities conducted in the lab and fieldwork. The project works assigned to the students of PGDCA, M.Com. and students at UG in environmental studies, provide them an opportunity to acquire first-hand knowledge through experiential learning. The teachers, as coaches, give them the opportunities to act on their own. The participation of the students in the class and their interaction with the teachers turn the class live and into a Flipped classroom providing ample opportunities for the students to gate their doubts and queries clarified by the teachers in the classroom itself. The problem-solving methodologies are also adopted by various teachers in course of their curriculum delivery. Multiple tasks are assigned to the students and the solution offered by them are discussed with the teachers. This methodology makes us assess the thinking ability and their insight into suggesting a solution to the problem. The seminar organized at the PG level gives them the opportunity to collect and

arrange their material in logical sequence while presenting their paper. Various extracurricular activities organized in the college give the students a platform to learn through participative and experiential learning. Apart from that, the institutional visit, geographical tour and field visit for various projects and extension services of NSS and Red Cross add another dimension to participative and experiential learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">Nil</a>

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

ICT-enabled teaching provides support in enhancing, supporting, and optimizing curriculum delivery. It is, in addition to the traditional methods of classroom teaching in education. Teachers in our institution use IT-enabled learning tools, which includes PPTs, videos, audio system, tapping online resources to expose the students to better and practical learning. One classroom is fully equipped with an LCD projector and computer. The institution also has a projector system which is used by teachers as and when required by a particular teacher for the conduct of an ICT-enabled class. The institution has provided five laptops to teachers, in addition to their personal system, for the smooth conduct of ICT-enabled classes. In the wake of Covid-19 the teachers who were not competent enough in handling the ICT tools were trained to conduct their classes through an online platform like Webex, Zoom, Meet, etc. The teachers also guide students on how to access study material on various educational websites related to their subjects/topics on the internet. The institution has a vision of equipping all the classrooms with ICT facilities in the coming years. During the peak of the pandemic session 2020-21. Teachers of the college prepared video lectures for UG and PG classes and uploaded them on govt. portal cgschool.in which were accessible to the students all over the state.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

#### 2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

08

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

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

15

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is an integral part of the continuous evaluation system of the institution. It's an important tool to measure the acquisition level of the students and the faculty to take necessary steps and to adopt reformative pedagogy to uplift the grasp and interest of the students in the area of their weakness in a particular subject or topic. On the basis of the academic calendar, a schedule is prepared for the conduct of internal assessment during the session. The timetable of the internal examination is notified to the students well in advance. The concerned teachers of the subjects discuss the results with the students and their weak areas are mapped. The analysis of the individual result provides the data on the learning level of the students. Thus the teacher-student face-to-face interaction regarding the weak area and the solution suggested by the teacher become important for the students to improve themselves. The grievances of the students related to their internal examination and performance are redressed by the concerned teacher of the subject. The marks obtained are shown to the students and their grievances are cordially accepted. The mentors also keep a

watch on the performance of their mentee in the internal examination and guide them accordingly for further improvement. Various modes of internal assessment are adopted by the teachers to assess their performance levels. Assignment submission, project submission, paper presentation in the departmental seminars, and conduct of viva-voce form part of this assessment process. There is a provision for the conduct of internal examination at the instruction of affiliating University in the second half of the academic session. At UG level 10% of the total paper marks are allocated for internal examination whereas 20% of marks are allocated at PG level. The internal examination is thoroughly transparent and has provision for grievance redressal of the students. During the Covid pandemic the internal examinations were also conducted in blended mode, that is, online-offline keeping in mind the safety of the students and the guidelines issued by the Govt. and the Health Department from time to time.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://kmtggc.org/exams/">https://kmtggc.org/exams/</a>

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

There are two types of exams conducted in the institution internal and external exams. For the conduct of an internal examination, a committee is formed in the institution. The annual examination for all the programs at UG and PG level is conducted as per the instruction and time - table designed by the affiliating University. For the smooth conduct of the annual examination, the affiliating University prepares a timetable in three shifts - the morning shift is 07 AM to 10 AM, the second shift from 11 AM to 12 PM, and the evening shift exam is conducted from 03 PM to 06 PM. The superintendent, Asst. superintendent and other supporting staff are appointed by the University. During the exam, the grievances of the students are mostly settled by the shift superintendent and in case of any criticality, it is looked into by the principal, and the case is referred to the University for a timely resolution of their problems. For the early redressal of the grievances, if related to University, a special WhatsApp group has been created by the University which includes all the principals and exam superintendents of all the three shifts. The same group looks into and resolves the problems related to the correction required in the mark sheet, attendance, spelling error, and any other such

grievances raised by the students. At PG level internal examinations are the responsibility of the HOD, that is, the conduct of internal tests, seminars, and valuation of assignments. The uploading of the marks of the internal exams on the University portal is also the responsibility of the HODs'. However, the committee constituted by the principal is responsible for the conduct of the internal examination prepared time - table arranges the answer sheets. They also get the question papers printed in time after seeking them from the concerned teachers. The committee also resolve the grievances received from the students related to various aspects of the examination as early as possible. Efforts are made to resolve their issues either on the same day or the very next day. The common grievances are mostly related to the arrangement of drinking water, seating arrangements, toilet facility, and other amenities required during the exam period. The institution is watchful over such grievances and the principal and the senior professors are vigilant enough to settle the grievances at the earliest and to the satisfaction of the examinee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://kmtggc.org/wp-content/uploads/2022/02/Exam-team.pdf">https://kmtggc.org/wp-content/uploads/2022/02/Exam-team.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

The institution offers 2 programmes at the UG level which includes B.A. and B.Com and 3 programmes at the PG level- M.A.(Hindi), M.Com and PGDCA. The Programme Outcomes and Programme Specific Outcomes are accomplished through the curriculums for all the programmes offered in the institution, the departments prepare the Programmes Outcomes, Course Outcomes and Programme Specific Outcomes. These programmes have been framed and uploaded on the institutional website under the titles POs, COs and PSOs for the easy access of the stakeholders. Their uploading on the website would be beneficial for the stakeholders particularly the students and their guardians to judge and select a particular programme on the basis of their interest and the career possibilities offered by it. Though these Outcomes are available on the website, at the time of admission the teachers and the concerned committee guide the students to acquaint themselves with the available POs, COs, and PSOs. The teachers also

assist students in these issues and also in selecting the subject combination at the entry point. Thus displaying this information on the institutional site is of immense importance in deciding the present and the future course of specialization of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://kmtggc.org/course-program-outcomes-and-program-specific-outcomes/">https://kmtggc.org/course-program-outcomes-and-program-specific-outcomes/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Outcome-based education is a taught-oriented teaching and learning methodology in which the course delivery and assessment are planned in such a way to achieve the probable objectives and outcomes. It aims at measuring students' performance, that is, their outcomes at different levels. Various probable outcomes are defined for the programs offered at our institution and the concerned departments try to analyze and ascertain whether the outcomes are attained as specified after the examinations. The performance of the students and the teaching methodologies employed in the institution by the teachers for the delivery of the curriculum undergoes its litmus test when this performance is evaluated. A good number of students find various positions in the university merit list which is the mark of the attainment of program and course outcomes. Qualifying UGC NET, SET, and other competitive examinations at different levels and selection for Ph.D. courses in various universities evidently exhibit the level of attainment of these programs. The analysis of the results at the department level and the measures taken thereafter to bring about further improvement in the performance of the students is a mark of our institutional concern in achieving the goal of attainment. Our college is the only girl's college in the district empowering female folk through quality higher education. The institution's long list of alumni serving at various positions in the field of school education, higher education, judiciary, police services, etc. Many of our students are directly employed by the local CAs as tax assistants and office assistants. A good number of students are also employed in the private sector also. To monitor the better attainment of the probable outcomes, the continuous assessment of the student's performance is of immense importance and helpful in improving the overall development of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">Nil</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

508

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">Nil</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://docs.google.com/forms/d/e/1FAIpQLSdC76J57EgHYXxmsKBAJo0Nq613GMaoifK3RvCbi6jKjFpCog/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdC76J57EgHYXxmsKBAJo0Nq613GMaoifK3RvCbi6jKjFpCog/viewform?usp=sf_link)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">Nil</a>

## 3.2 - Innovation Ecosystem

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

Creation and transfer of knowledge is one of the most important goals of any educational institution. Innovations bring about a

valuable and positive transformation in the field of teaching - learning environment. Innovation inspires student and teachers in research and exploration by using all possible tools to uncover something new. It involves a new way of looking at problems and solving them. It also takes us to a higher level of thinking and resolving complex problems. Our institution runs 2 programmes at UG level and 2 programmes at PG level and 1 programme PGDCA, implemented specially for the students under the self-finance scheme to prepare them to compete with the challenges of the job market. PG Diploma in Computer Application is a distinct programme offered only by our institution among all the Govt. colleges of the district.

The admission process is fully transparent and fair and only on the basis of merit and in observance with the reservation policies framed by the state Govt. time to time. Being the only Govt. girls' college of the district, hues number of aspirants both from rural and urban region apply for the admission at entry level and face a tough competition. Our institution has a central library with appx. 25,000 books available for the faculties and students. Apart from this there are two departmental libraries which contain quality books for the students of PG programmes. The well equipped labs also helps creating better echo system for creation and transformation of knowledge. Our reading room is rich with the latest competitive books and magazines which keep our students a breast with the latest knowledge in the field of current affairs and sharpening their numerical and reasoning aptitude. This way our institution makes constant efforts for creating an echo system for innovations and creation and transfer of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

0



File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Educational institutions play an important role in preparing students not only through imparting knowledge but also by making them aware of the crosscutting issues and services to the people of the society in which they live. Students both from rural and urban backgrounds form part of this institution. They are fully aware of the situation and requirements of the people around them. They, with their capacity, strive for the holistic development of society. The institution engages students and gives them exposure to and sensitizes them to various issues and problems faced by society highlighting their roles in shaping and developing society. The NSS unit and the officials of the student union act and engage the students in creating awareness in the rural and local societies regarding the importance of higher education, gender sensitization, rights of women, domestic violence, communal harmony, national integration, hygiene, and sanitation, disposal of domestic wastes various theme-based programs are organized by NSS unit and Women Cell. The annual camps of NSS are usually organized in the villages on various issues and themes related to the development of the village society. Many awareness programs on AIDS, pollution, precaution, and safety against Covid-19, awareness, and encouragement for Covid vaccination, making and distribution of masks to the rural community, plantation, and awareness about menstrual hygiene were few activities organized by the students of the institution.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

6

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

275

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

The institution has a moderate infrastructure and physical facilities for teaching- learning and is striving for the expansion of built up area and other facilities like laboratories, classrooms and computing equipments with proportion to increasing number of students. There are three labs in the college for Home Science, Geography and Computer. The institution has 17 desktops and 5 laptops for the use of academic purposes and 3 desktops for office use. High speed wi-fi facilities are available for the teachers and students for the use of ICT during teaching and learning. The college has a central library with around 25000 books available for students and faculties. Reading room is a part of the library where latest competitive books, magazines and news papers both Hindi and English languages are subscribed on annual basis to keep all students abreast with the latest development in current affairs and other competitive study materials. The PG departments have their own departmental library which caters to the need of post graduate students. The college building is under high quality CCTV surveillance for monitoring the safety and security of the institution. With growth in number of students, more numbers of classrooms are our priority. In addition to that we also expect sanction of Govt. for a separate central library building with e-resources facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nil</a>

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

The institution was established in 1983 by the then MP Govt. Located in the heartland of the city, it has a total area of 7.5 acres. It has all the necessary facilities for sports and cultural activities. There are two stages in the college which are used for cultural and other related activities. The smaller stage is within the lawn used for day-to-day activities organized in the college whereas a larger open stage is located outside the lawn of the building is mostly used for larger programs like annual cultural programs, social gatherings conducted at the closing of the academic session. There

is a bigger lawn just at the entrance of the college building which has been beautified as a park and used by the students usually during their class break. There is a big size playground within the campus for the sports activities like hockey, football, cricket, kho-kho, kabaddi, and other outdoor games. The inner lawn is also used as a badminton court. There is a multi-station Gym in the college which was being used by the students. It has now been dismantled due to the waterlogging problem on the premises and is likely to be installed in a separate building on the college campus itself. The institution has all the necessary kits required for these sports activities and is fully utilized by the students during recess and free time. The college offers ample opportunities for the students to participate in state, inter University, and National level sports events. The mega-events are organized during the annual function programs which include various cultural, sports, and other extracurricular activities like debates, lectures, painting, rangoli, cooking, and other decorative competitions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nil</a>

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

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

## 12.9

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The library is a valuable resource of learning in our institution. We have a central library which has a collection of approx. 25000 books, journals on various subjects fulfilling the academic needs of the students, faculty members, and research scholars of PG and UG programs. The post of librarian is vacant since 1912. Therefore for the smooth transactions of books and care of the library, a professor has been appointed as in-charge and caretaker of the library, who manages time to look after the library and its functioning. Apart from that, the PG departments (Hindi and Commerce) have, Their own departmental libraries which cater to the needs of the PG students. Two books for 15 days are issued to UG students at a time and 3 books to PG students using their library cards. Students of SC/ST categories also avail of the book bank facilities provisioned by C.G. Govt. This scheme is very useful for students, who are from poor socio-economic backgrounds.

Our library is not yet automated. Due to the non-availability of the regular librarian for a long time, the automation part is still initiated by the college administration. However, it will be one of our priorities to get the library automated in the coming years.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">Nil</a>

## 4.2.2 - The institution has subscription for the following e-resources e-journals e-

E. None of the above

### ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.55

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The use of ICT in teaching-learning has gradually become an integral part of our education system. It is helpful in promoting the digital



culture in colleges and Universities. Our college is also equipped with ICT facilities including high-speed wi-fi services available both for teachers and students. Earlier we had 10 MBPS broadband services, JIO provided its limited free wi-fi services for the campus users. Later on, during the wake of Covid-19, the wi-fi speed extended up to 200 MBPS through BSNL fiber services which proved to be of immense use during the conduct of online classes. The number of routers has been increased to cover a maximum number of classrooms. Computer lab, IQAC, and Offices are connected with LAN. One projector has been permanently planted in PGDCA Lab and the portable one is used wherever required for presentation classes and other programs. In PGDCA Lab we have 15 computers for practice and practical purposes. In the session, all the departments have been conducting classes in online mode using Google meet, ZOOM, Webex, etc. In addition to the personal laptops of the teachers, the institution has provided 5 laptops for the smooth conduct of classes and admin work. The students are also given a printout of the study materials and also in soft copies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nil</a>

#### 4.3.2 - Number of Computers

22

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

12.9

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The 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 a book lifter who maintains the proper sequence and subjects-wise keeping of the books and works under the supervision of the professor in charge, of the library. The sports ground is maintained by daily wages employees and casual laborers as and when hired for maintenance of the campus. PWD and Municipal Corporation also provide support in maintaining cleanliness and hygiene on the campus. Extension of the facilities and equipment required for it is reported to the principal and the after verification, as the need be, procured through the official process out of Govt. or non-govt. funds. In the wake of Covid 19, special measures were taken for the cleanliness, hygiene, and sanitization of the entire campus, offices, and classrooms on regular basis as per the guidelines of the Health Department. As the two hostels in the campus were working as Quarantine centers, the Municipal Corporation, Raigarh took special care in maintaining the hygiene and cleanliness of the campus. The College administration has been very vigilant in observing the guidelines of Covid-19.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

945

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>E. none of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to Institutional website	<a href="#">Nil</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

88

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

The student union of the college has been formed by nomination on a merit basis. Along with the union officials, class representatives for each section are also nominated on the basis of merit. It works

for benefit of students and in the interest of the institution throughout the year. It works as a catalyst to organize the student for several activities within and without the campus.

Ø Organizing welcome and farewell for the incoming and outgoing students.

Ø Celebration of Teachers Day as a mark of their tribute to Dr. Radha Krishnan.

Ø Motivating students to participate actively in the annual youth festival and several games and sports activities organized at the institutional sector and university level.

Ø Student union plays an important role in organizing the annual cultural program at the college.

Ø The college union is also instrumental in organizing various important national and international days. like world environment day, Mother Tongue, Hindi Diwas, Women's Day, etc. The student council maintains a healthy rapport between the student community and the college administration and assists in maintaining discipline in the college.

Ø The student union also assists the NSS Unit in taking of various programs like plantation, cleanliness drive, and other awareness activities.

Ø The student union also functions as a watchdog for the timely redressal of the grievances of the students.

Ø Encouraging Students to participate in cultural activities and other extracurricular activities.

Ø Participating actively in various Activities Societies and eco clubs for environment consciousness

Ø Fully supporting and engaging students in keeping the campus plastic-free.

Ø Student union officials have been very active in guiding and spreading Covid-19 guidelines issued by various Govt. agencies among the students. They maintained a liaisoning with the NSS and Red Cross Volunteers to take up awareness programs to keep the students safe from Covid-19 and also to make rural people aware about this crisis suggesting regular hand washing, the use of sanitizer

maintaining social distance to safeguards against this deadly disease.

Ø The student union is very much active in organizing welcome /farewell, social gatherings, and many other such activities.

Ø In the wake of Covid-19 the union officials did commendable jobs in the company of NSS volunteers making people aware of the dangers of disease, educating people on the importance of safety measures, social distancing, hand washing, etc. They also assisted cadets in preparing masks and distributing them to the poor and the needy people.

@ Students representatives also are the members in the various committees like AF, IQAC, Sports, Cultural activities, SVEEP, and other activities.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement



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

The institution does not have a registered Alumni Association; however, we are trying for the registration of this association with C.G. Firm and Society, Bilaspur. An annual meeting of the alumni members is conducted every year in which the members actively participate in it and give their inputs on the academic, administrative, and overall development of the institution. Our alumni come from various fields and work at different positions in Govt. and non-govt. organizations. Due to the spread of Covid-19, we could not organize the alumni meet in 2020-21. Members are supposed to contribute financially, non-financially, and even by their valuable suggestions in bringing about reformative change in the institution. Their feedback on various points is of immense importance to us. In the alumni meet held on 08-01-2020, the members present in the meeting elected Mrs. Shobhna Dubey as president, Mrs. Kiran Dase as Dy. President, Reeta Pandey as secretary, and Dr. Harpreet Kaur as joint Secretary. They advised the institution for formal registration of the association with C.G. Firm and Society, Bilaspur.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

Ours is the only Govt. girls' college of the district located at the heartland of the city catering to the need for the higher education of the female folk of this region. Our aim is to empower women financially and socially. The institution was established in 1983 by

the MP Govt. for the spread of higher education among the women of the outskirts of the state. The institution is striving towards the fulfilment of its vision and mission. The institution has been nurtured by various principals who had been great academicians and have administrative skills to take it to a higher level.

The institution runs two programmes at the UG level, two at PG level and one technical programme of PGDCA through self-finance. The curriculum of the college is designed by the affiliating university, that is, Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur. The Principal is the administrative head of the institution and all the activities in the college are conducted under his supervision of him. At the very outset of the session, various committees are constituted for the conduct of all the activities organized in the college throughout the session. These committees engage students in the activities of their taste and choice and thereby try to shape the personality of the students through curricular as well as extracurricular activities. The administrative workers in the college are participating which include teachers, students, admin staff and other stakeholders. The institution strives for excellence in the field of higher education and proves itself to fulfil the aspirations of the society from where the aspirants of higher education join this institution. We try to prepare students to face the challenges in life and to mould them as a responsible citizens of the nation.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

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

In our institution, the administrative setup is decentralized and participatory in nature. At the very beginning of the session, various committees are formed in such a way so as to engage all the teachers for various academic and administrative works to be carried out throughout the session. The staff council is the highest body in the college. Apart from that IQAC and NAAC are the two important committees. For the smooth functioning of the institution and with the purpose of dividing the tasks among the teachers, Anti Ragging, AF, Purchase, Write off, Students Union, UGC, Sports, Women Harassment Redressal, Scholarship, Red cross, Time-table, Canteen,

Alumni, Career Counselling and Placement, Internal evaluation, RUSA, AISHE, SC/ST/OBC/Minority, Computer Literacy, Library Up-gradation, Research Committees have been formed. The Jan Bhagidari Samiti is a multi-member committee comprising members from people's representatives, district administration, local organizations, industry, donors, farmers, feeding institutions alumni, and guardians. This committee has two more sub-committees- Management Committee and Finance Committee. This committee approves various permanent nature of construction/ purchase/campus beautification and other developmental works after discussion. The fund in this committee is generated through students' contributions and donations if any. Not only teachers but also students are also kept as members of various committees such as sports, cultural, IQAC, AF to bring about more transparency in administrative and extracurricular activities.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic and perspective plan is prepared and discussed in the staff council meeting on the basis of the various inputs received from various stakeholders. The proposal passed in the various meetings is sent to the department of higher education for the allocation of budgets/funds. The infrastructural developments are also proposed for funds to UGC and RUSA. Our girl's hostel building has been constructed out of UGC funds. Every year the budget requirement is sent to the govt. not only for the current year but also keeping in mind the future prospect and development of the institution. The local funds like JBS and AF are also utilized as per the prospective plans debated in the meetings of the staff council and IQAC. Apart from the physical development plans, the institution also prepares prospective plans for the academic excellence of the institution. The institution strives to attain excellence in every sphere with its devoted teaching and non-teaching staff.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

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

The department of Higher Education Govt. of Chhattisgarh is the main governing body for the institutions of higher education in the state which functions under The Ministry of Higher Education. The Principal is the head of the institution. There are several other bodies and committees constituted by the head of the institution for the smooth functioning of the academic and administrative services. These committees formed at the institution level are very effective and work with efficiency in the interest of the institution and its development. The appointment and the rules and regulations related to the services are framed by the department of higher education, C.G. govt. Recruitment of the teacher is made through state PSC and by the secretary department of higher education. Recruitment for Non-teaching posts is mainly through Chhattisgarh Professional Examination Board, Raipur. Policies regarding promotions of teaching and non-teaching staff are also framed by the department of higher education.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Link to Organogram of the institution webpage	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution is governed by the Department of Higher Education, Govt. of Chhattisgarh. It functions under rules and regulations formed by the state govt. from time to time. The govt. also takes care of the well-being of its employees. Various schemes and provisions have been by the govt. for teaching as well as non-teaching employees. There are provisions for official dresses for the fourth class employees and also for festival advance. Clerical staffs are also eligible for computer allowances. Welfare schemes like teachers' welfare fund, GPF, CPS, GIS, Medical Imbursement, GPF loan facilities are available for the teaching staff. Pension facilities are also available for teaching and non-teaching staff appointed before the year 200. The staff, who have been appointed after 2004 are eligible under the scheme of NPS. Duty leave and sometimes financial assistance are also admissible to teachers by the state govt. for attending National, International seminars, conferences, workshops. GPF loan is also available for a marriage of children, purchasing a car, house construction, etc. for those who have completed 15 years of services. During the administrative transfer of an employee from one place to another traveling allowance is also provided for the staff and their dependents. Goods allowance is also admissible at the time of transfer. Child care, Maternity, and Paternity leave are also admissible as per the rules and regulations of the state govt. Teachers are also provided leave with a salary for pursuing Higher Education.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year****6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Every year the Annual Confidential Report (ACR) is prepared by the Principal as of 31st March for teaching and non-teaching staff on basis of the evaluation of their performance throughout the year. The same is subsequently sent to the Additional Director regional office department of Higher Education for the assessment of employee's performance, finally, it is sent to the Department of Higher Education Chhattisgarh. On the basis of these, yearly confidential reports, the promotion of the teachers is dependent. The PBAS system is also employed to judge the performance of the teaching staff. Likewise, the performance of the non-teaching staff is also evaluated on the basis of their performance throughout the year by the Principal. Their report is also finally sent to the Department of Higher Education which decides upon the further promotion of these employees in due course of time. Such appraisals are objectively made by the Principal of the institution.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

There exists a mechanism for internal and external financial audits. The internal committees, constituted by the Principal of the college verify cash book, stock, and DFC. Every year as of 31st March, various physical verification committees are constituted furniture, Central and Departmental Library, sports, store, LABs, and other offices. These committees present their verification report to the Principal. Audit of UGC funds, Janbhagidari, RUSA, Red Cross is carried out by local CA hired by the Principal. Govt. funds are audited by the departmental auditors from the Department of Higher Education and AG offices. In the wake of Covid -19 neither an internal nor external audit could be conducted in the college, however, the internal audit/verifications were conducted by the various committees.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Our Institution is a Govt. College for which most of the funding is done by state govt., UGC, RUSA, Self-finance, and Janbhagidari. Sometimes the District Administration also provides funds for some work to be done in the college. The state govt. is the leading funding agency for us. Most of the infrastructural development and other such requirements are completed through the findings of the



state govt. and UGC. We also received funds for the development of the infrastructure from the UGC also. The girl's hostel of the college has been constructed out of UGC fund. Funds are also received from RUSA for the academic support programs. Apart from that, the institution also utilizes the amalgamated fund is also utilized for the activities like sports, culture, reading room, augmenting office, and academic infrastructure. The Janbhagidari is a major source of funds for the institution. This fund is generated mostly through the contribution made by the students towards it. The proposal for the work to be done is put up before the JBS committee which finalizes the same after discussion. Such works are related to infrastructural, campus beautification, security upgradations, employment of daily wages workers, etc. The fund generated for self-finance is spent on teachers' salaries and maintenance and up-gradation of computer Labs. The guest lecturers for the vacant posts of professors are also appointed at the beginning of the academic session by the govt. at a fixed rate of remuneration per period.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

The IQAC is one of the most important committees composed as per the norms of NAAC, which tries to ensure qualitative improvement and assurance in the college. It works under the chairmanship of the Principal. The cell consists of the teachers from various departments of the college, alumni, students, members of local society, and administration. A senior Teacher is appointed as coordinator of IQAC. The term of the committee is for two regular academic sessions. The IQAC conducts 3-4 meetings in a session to decide the agenda and the goals before the institution to ensure quality in various fields. During the meeting, the resolutions are adopted and the ways of their implementation and the means of finance are also elaborately discussed. Thus IQAC has been playing a consistent and significant role in institutionalizing, quality assurance strategies and processes. IQAC has always been insisting upon the use of ICT in teaching-learning and has also been encouraging teachers to publication of quality papers in research journals and ensure maximum number of teachers participating in

National, International, Seminars, Conferences, workshops, etc. One of the major contributions of IQAC was to introduce the PGDCA program from the academic session 2016-17. The cell also works for the administrative reforms and the creation of a good academic environment in the college. It also suggests various developmental works required to be undertaken in the college for better office management and ease of functioning of the institution.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

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

The IQAC of the institution has been set up as per the directions of NAAC. It consists of teachers from various departments, members of local society, alumni members, student representatives, Janpratinidhi, members from local NGOs, and a senior professor as its coordinator. The cell organizes 3-4 meetings in a year and reviews the quality factor and ponders upon various ways and means of bringing about quality in every field related to higher education. During the meeting, the weak and the strong points are taken into account to look for future quality improvement in various fields. The first meeting is usually related to the planning for the whole academic year. Various agendas are discussed by the members with the aim of ensuring quality factors in teaching-learning. In the subsequent meetings, the review is done by taking feedback from the teachers and the other members of the cell. The student's feedback is also considered important. These suggestions and inputs are of immense importance to us in planning things for future developments. During the meetings, the methodologies for operations are discussed and the learning outcomes are assessed periodically during the meeting. The formation of a help desk, implementation of mentor-mentee, to sort out the difficulties of the students, and taking special care for the advance and slow learners are the few important initiatives taken through the meetings of IQAC at regular intervals.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">Nil</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our institution is the only Govt. Girls College of the district is located in the heartland of the city where girls from the rural and urban areas come to perusing higher education. The institution tries its best to enthuse and promote the spirit of gender equality among the students. Though the institution is purely a girls college yet there are certain committees formed for sensitizing students on gender issues. Various programs are conducted once a twice a year to make the students aware of these cross-cutting issues. The committee on redressal of sexual harassment regularly conducts its meeting to prove if any case arises in the institution. The institution has both males and females in its faculty members and staff. The

opinions are sought from both the sexes to maintain a better environment in this respect. So far no such cases related to harassment or violence have been reported in the institution. The affiliating university has designed its curriculum in such a way in its program that addresses the issues related to gender equality and sensitization. Courses in sociology, home science, political science, and English contain topics related to gender.

File Description	Documents
Annual gender sensitization action plan	<a href="#">Nil</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">Nil</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution has a very neat, clean, and green campus. Its cleanliness is maintained by the regular sweeper and the occasional cleanliness drive undertaken by the teachers, NSS volunteers, and students. The municipal corporation Raigarh also assists us in keeping our campus neat and clean. Two big sizes of dust bins for solid and wet wastes have been provided by them. Apart from that at different locations on the campus animal-shaped attractive dustbins of POP have been placed for the disposal of waste materials. One of the best practices we have adopted in our institution is to keep our campus plastic-free. The municipal corporation on regular basis

removes the wastes from the campus. We take every initiative to maintain the cleanliness and the greenery of our campus. The role of the students in this regard is commendable as they have disciplined themselves in following the instructions for the disposal of wastes. This way our campus is a litter-free zone.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

E. None of the above

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution is the only Girls College in the District where girls from different cultures, regions, different socioeconomic backgrounds, linguistic and communal backgrounds flock together to fulfill their aspirations of acquiring higher education. Not only students but also the teachers are from different cultures, regions, and linguistic backgrounds. There are students in the institution who are from a different religious backgrounds but mostly the diversity among the students is seen in their socioeconomic fields. Keeping in mind the socioeconomic background, the govt. offers various scholarship schemes to them. On our campus, good numbers of students belong to minority category which includes Muslims, Sikhs, Christian, and Jain. The college provides an inclusive and harmonious academic environment for all our stakeholders. There is no discrimination on basis of caste, creed, language, culture, or socioeconomic background of the students. The cultural diversity of the students is evident when the annual cultural program is organized at the end of the academic session. Though most of the students come from the background of Hinduism yet the students from other religious backgrounds feel free and find the academic atmosphere conducive for them. To have a check over any sort of ill will against any religious communities, we have an anti-ragging committee, grievance redressal committee, SC/ST/OBC committees. Thus the institution promotes religious and social harmony among the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

One of the main outcomes of the programme is to transform our students into responsible and Dutiful citizens of the nation. The institution conducts various programmes to sensitize our students and employees toward constitutional obligations like values, Rights and responsibilities of a citizen. One of the best practices that were adopted by us in 2019-20 was not only to familiarise our students with fundamental duties provisioned in our constitution but also to practise them in their lives. Various programmes related to the above like Constitution day, National Human Rights Day, Voters Day, Gandhi Jayanti, Teachers Day, etc. are organized by us to spread the message of the importance of the values, Duties and responsibilities of the citizens. Such programmes are organised not simply for the students but also for staff members to inculcate such constitutional values. Many programmes are organized in the college to create awareness about the rights of women and domestic violence, etc. The commemoration of the birth anniversary of great personalities gives us opportunities to learn the messages of their life and work.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">Nil</a>
Any other relevant information	<a href="#">Nil</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional**

C. Any 2 of the above



**ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Our institution organizes all the important national and international festivals. It includes Independence Day, republic day, International Yoga Day, Mother tongs day, Hindi Day, Surgical Strike Day, International Women Day, Constitution Day, and also the birth and death anniversaries of the great Indian personalities. Programs are organized on the birth occasion of Swami Viveka Nand as National Youth Day, Teachers Day on the birthday of Dr. Radhakrishnan. The birthday of Sardar Patel is celebrated as National Integration Day, of Pt. Jawaharlal Lal Nehru as Children's Day, Rajiv Gandhi as Sadbhavna Divas, etc. Celebration of NSS Day is made in a colorful way with cultural activities and cleanliness drives. At the end of the academic session, a grand annual function is organized with great zeal and enthusiasm. Saraswati pooja is celebrated on the campus with great enthusiasm and with prayers to have the blessing of the goddess of learning.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practice-1: Best out of Waste:**

**Objective:** Making the best out of waste has been a part of human life since an early age. This creative practice helped to enhance not only the creativity and presentation skills of teachers-students but also helped them to realize the importance of recycling and reusing they are waste material available to them. There are a lot of things around us labeled as dumb but the irony is that most of the dumb collected are useful for others, if they are properly recycled this way utilizing the best from unwanted things has become a generic necessity of every human life.

**Context:** To trigger creativity among the students is one of the important roles of educational institutions the adaptation of this base practice has been a significant role in nurturing the value of environmental protection and conservation among students through creative craft activities like Best out of Waste. The entire world is facing the problem of waste management for this many drives have been launched by the Govt. of India for cleanliness and disposal of waste material. This way this practice serves the dual purpose of material management and sharpens the creativity of the students with a positive sense of aestheticism.

**The practice:** The practice of making the Best out of Waste involves both teachers and students. The expert from this field was invited to give demonstrations of making the Best out of Waste. Learning from the expert and using their own sense of creativity, the students begin to take interest in these healthy time pass activities. They use it to make bouquets, vanity boxes, flower pots, Bengal boxes, pen stands, wall hangings, etc. There has been a wonderful product output out of the waste input. The students also prepared many other decorative items that could be displayed artistically in offices and homes. There may also be a possibility of using this skill as a source of their income.

**The problem encountered & Resources required:** Initially the students were of the opinion that nothing can be made out of the waste but once they witnessed demonstrations given by the expert and teachers, there had been a change in their mindset. The experts demonstrated the skill of utilizing the waste material available at home to make beautiful pieces of decoration, the students began to take interest in this creative activity and used it to bring beautiful useful, and attractive items made out of waste. There have been very nominal

funds required to continue with the practice. The experts are invited locally and volunteer to offer their services free of cost.

#### Best Practice 2: Environmental awareness:

**Objective:** In line with the above best practice and those undertaken in previous years, our institution regularly tries to make students imbibe the value and importance of an environment in human life.

**The Context:** Environment is one of the most requisite concerns of the world. Various summits all over the world are organized by international agencies to address the issues related to climate change and global warming due to various forms of pollution. In this context, it is the moral duty of our institution to create awareness about environmental issues by educating students. Our aim in this practice is to let our students learn about the hazards of environmental disorders.

**The Practice:** Keeping our environment safe and sound is the duty of every individual living on this earth. We give small tips to students to save the environment. They are advised to plant one sapling on their birthday and look after them. There are also asked to actively participate in plantation drives undertaken by the college. The students are motivated to create such awareness in the community they live in, particularly guiding women not to dispose of waste here and there and in the rivers and ponds. They are also instructed to create awareness among their community people about making statues of gods and goddesses out of mud rather than that of PoP so that they can easily dissolve in the water. Such small tips would definitely be helpful in saving our environment.

**The problem encountered & Resources required:** As this is an awareness campaign, the institution did not face any problems regarding its implementation of this practice. For the plantation drives undertaken by the college, plants are mostly made available to us free of cost by the Forest Department. They keep on enquiring about the requirement of saplings for us. The tree guards have been made available to us for free by CA Association, Raigarh, and other local agencies like Press Club, Rotary, and Lions Clubs. In case of further requirements of funds, it is met out of Govt. or non Govt. funds available to us.

Due to Covid-19, we could not introduce any new best practices this year and continued with the existing best practices being followed in the institution.

File Description	Documents
Best practices in the Institutional website	<a href="https://kmtggc.org/best-practices/">https://kmtggc.org/best-practices/</a>
Any other relevant information	<a href="#">Nil</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Established by the then MP Govt. in 1983 with the aim of empowering women through higher education at the eastern border of the state of Chhattisgarh, our college is dedicated to providing quality education to the female folk of the area. This is the only girls college in the district located in the heart of the city which even attracts aspirants from urban as well as rural areas, who are socially and economically very backward. The college has a campus area of 7.5 acres in the center of the city and is located just at a walkable distance from the main bus stand and Raigarh Railway station. After the bifurcation of the state in 2000, the institution was named after Pt. Kishori Mohan Tripathi, The son of the soil, Litterateur, freedom fighter, and a member of the Constituent Assembly.

Starting with the limited number of students, the college now is a center of learning for more than a thousand girls aspiring for a better life and career when they pass out from here. Keeping in mind the further progression of the students, the PG Courses were also started in Hindi and Commerce respectively. In order to claim stakes in the job market, the PGDCA course started in the college in 2016-17. The institution makes consistent efforts in fulfilling its social responsibility toward the downtrodden and marginalized section of society. We also make our students imbibe healthy human values and ethics to enrich their personalities in order to transform them into good citizens of the country. The institution not only equips students with knowledge of the various subjects taught but also takes care of the personality development of the students. The well-furnished playground, basketball court, table tennis, badminton court, provide ample opportunity for students to grow in the field of sports. Even in the wake of the pandemic Covid-19, every step was taken by the institution not only for their security but also for their continuous study in online mode. The institution took it as a challenge and converted the crisis of

Covid-19 into an opportunity. The teachers, who were not very skilled in the use of ICT, were trained and they continuously took classes through Google Meet, Webex, ZOOM, etc. The teachers were continuously in contact with the students giving them moral and psychological support during the pandemic to keep their morale high.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Plan of Action

#### Achievements/Outcomes

1. Fair and transparent admission following the guidelines of the new university.

Hassle free admission at entry level.

1. Ensuring timely circulation of academic calendar.

Timely distribution of papers and timely commencement of classes.

1. Conduct of classes as per govt's instruction both online/offline modes as per the demand of the situation.

Conduct uninterrupted classes for the convenience of the students as per Govt.'s instructions.

1. Introducing online feedback system from next session from the teachers, alumni, stakeholders and other.

Open to all the students irrespective of class, convenience in analysis.

1. Capacity building programmes for staff and teachers.

Tech-friendly staff and teachers and better use of ICT.

1. Procuring more desktops for PGDCA lab.

Smooth conduct of Lab works.

1. Construction of shades and raising of room floor level and furnishing with tiles.

Better work environment, helpful in getting rid of water logging problems.

1. Fencing of ground with steel bars and provisioning of seating facilities for the students.

Safety of the ground and its plants, beautification of campus.

1. Procuring a color printer

For better office management

1. Renovation of Reading Room.

Provisioning better academic environment

1. Encouraging teachers for participation and organising webinars.

Developing research aptitude and innovative teaching practices.

1. Engaging NSS unit for various outreach and awareness programmes.

More awareness and social services programme even during lockdowns at various stages.

14.Organising meetings of IQAC.

Planning overall development of the institution.