The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1	Name of the Institution	Government Sant Guru Ghasidas Post Graduate College, Kurud
1.2	Address Line 1	Sanjay Nagar
	City/Town	Kurud, District Dhamtari
	State	Chhattisgarh
	Pin Code	4 9 3 6 6 3
	Institution e-mail address	pgcollegekurud@gmail.com
		principal-gckurud.cg@gov.in
	Contact Nos.	07705 223375
	Name of the Head of the Institution:	Dr. C.R. Patel (Incharge)
	Tel. No. with STD Code:	07705 223375
	Mobile:	99817 65005
	Name of the IQAC Co-ordinator:	Dr. C.R. Patel
	Mobile:	99817 65005
	IQAC e-mail address:	pgcollegekurud@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   CHCOGN13400

1.4 **NAAC Executive Committee No. & Date:**

No. 328   Date 3 1 0 3 2 0 0 7

1.5 Website address: http:\\www.govtcollegekurud.in

Web-link of the AQAR: http://www.govtcollegekurud.in/images/AQAR%202011-12.pdf

1.6   Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	668	31 March 2007	5 Years
2	2nd Cycle	—	—	—	—

1.7   Date of Establishment of IQAC : DD/MM/YYYY

1.8   AQAR for the year *(for example 2010-11)*   2011-2012

1.9   Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i.   AQAR   **Nil**   (DD/MM/YYYY)   **Nil**

1.10   Institutional Status

   ~~University /~~ **College**   State ✓   Central ✗   Deemed ✗   Private ✗

   Affiliated College   Yes ✓   No ✗

   Constituent College   Yes ✗   No ✓

   Autonomous college of UGC   Yes ✗   No ✓

   Regulatory Agency approved Institution   Yes ✗   No ✓
   (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education ✓   Men ✗   Women ✗

                    Urban ✓   Rural ✗   Tribal ✗

   Financial Status   Grant-in-aid ✗   UGC 2(f) ✓   UGC 12B ✓

                    Grant-in-aid + Self Financing ✗   Totally Self-financing ✗

1.11   Type of Faculty/Programme

   Arts ✓   Science ✓   Commerce ✓   Law ✗   PEI (Phy. Edu.) ✓

TEI(Edu)	✗	Engineering	✗	Health Science	✗	Management	✗

Others   (Specify) | Nil |

1.12   Name of the Affiliating University *(for the Colleges)*

| Pt. Ravishankar Shukla University, Raipur - 492010 |

1.13   Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

| **NIL** |

Autonomy by State/Central Govt. / University	✗		
University with Potential for Excellence	✗	UGC-CPE	✗
DST Star Scheme	✗	UGC-CE	✗
UGC-Special Assistance Programme	✗	DST-FIST	✗
UGC-Innovative PG programmes	✗	UGC-COP Programmes	✗

Any other (*Specify*) | ✗ | | |

2. IQAC Composition and Activities

2.1   No. of Teachers | 01 |

2.2   No. of Administrative/Technical staff | 01 |

2.3   No. of students | 00 |

2.4   No. of Management representatives | 00 |

2.5   No. of Alumni | 00 |

2.6   No. of any other stakeholder and community representatives | 00 |

2.7   No. of Employers/ Industrialists   00

2.8   No. of other External Experts   00

2.9   Total No. of members   01

2.10   No. of IQAC meetings held   00

2.11   No. of meetings with various stakeholders: No. 00   Faculty 00

Non-Teaching Staff Students   00   Alumni 00   Others 00

2.12   Has IQAC received any funding from UGC during the year?   Yes ✓   No ✗

If yes, mention the amount   Nil

2.13   Seminars and Conferences (only quality related)

   i.   No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. 0   International ✗   National ✗

State ✗   Institution Level ✗

   ii.   Themes   Nil

2.14   Significant Activities and contributions made by IQAC

Nil

2.15   Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Switching from Yearly pattern to Semester pattern in all the Post Graduate courses as per the regulation changed by the Pt. Ravishankar Shukla University, Ordinance 170	Implemented

2.15   Whether the AQAR was placed in statutory body   Yes ✓   No ✗

Management ✓   Syndicate ✗   Any other body ✗

Provide the details of the action taken

Next year preparation for the Semester pattern teaching learning and examination conduction as per the rules by Pt. Ravishankar Shukla University, Raipur

Part – B

Criterion – I

1. Curricular Aspects

1.1   Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	08	NIL	NIL	NIL
UG	03	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	11	NIL	NIL	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

1.2   i.   Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

    ii.   Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	00
Annual	03

1.3   Feedback from stakeholders *(On all aspects)**

Alumni ☒   Parents ☒   Employers ☒   Students ☒

Mode of feedback: Online ☒   Manual ☒   Co-operating schools (for PEI) ☒

*Please provide an analysis of the feedback in the Annexure

1.4   Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Nil   Revision and updating of syllabi is the sole work of Pt. Ravishankar Shukla University.

1.5   Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1   Total No. of permanent faculty

Total	Principal	Librarian	Sports Officer	Asst. Professors	Associate Professors	Professors	Others
9	0	1	1	6	0	1	0

2.2   No. of permanent faculty with Ph.D.   04

2.3   No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Faculty Position	R	V	Total
Asst. Professors	6	20	26
Librarian	1	0	1
Sports Officer	1	0	1
Associate Professors	0	0	0
Professors	1	4	5
Principal	0	1	1
Others	0	0	0
Grand Total	9	25	34

2.4   No. of Guest faculty,   08   Visiting faculty   00   and Temporary faculty   07

2.5   Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	Nil	Nil	Nil
Presented papers	Nil	Nil	Nil
Resource Persons	Nil	Nil	Nil

2.6   Innovative processes adopted by the institution in Teaching and Learning:

Outdoor classroom activities are adopted by Geography Department for practical experience. As excursion tour.

2.7   Total No. of actual teaching days during this academic year

Month	2011							2012				Total WD	
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	UG	PG
Working Days	13	26	24	26	16	24	21	25	23	26	22	198	225

UG = Under Graduate, PG = Post Graduate, WD = Working Days

2.8   Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examination / Evaluation is not falling in college Jurisdiction. It has been done by Pt. Ravishankar Shukla Unviesity, Raipur

2.9   No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

No — Nil

2.10   Average percentage of attendance of students

Approx. 82 percent

2.11   Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. 1st	258	Nil	1	51	11	24.42
B.A.2nd	91	Nil	3	85	1	97.8
B.A.3rd	122	Nil	3	107	3	92.62
B.Sc. 1st	141	Nil	13	50	0	44.68
B.Sc.2nd	56	Nil	21	19	0	71.43
B.S.C.3rd	50	Nil	3	38	0	82
B.Com. 1st	108	Nil	0	13	10	21.3
B.Com.2nd	38	Nil	3	20	7	78.95
B.Com.3rd	26	Nil	1	21	1	88.46
MA Prev- History	6	Nil	1	4	0	83.33
MA Final- History	0	Nil	0	0	0	0
MA Prev- Hindi	9	Nil	0	5	3	88.89
MA Final- Hindi	12	Nil	1	7	3	91.67
MA Prev- Geography	18	Nil	2	15	1	100
MA Final- Geography	5	Nil	1	3	1	100
M.Com.- Prev	11	Nil	2	7	1	90.91
M.Com.- Final	9	Nil	-	1	8	100
M.Sc. Prev- Physics	12	Nil	0	0	0	0
M.Sc. Final- Physics	0	Nil	0	0	0	0
M.Sc Prev- Chemistry	18	Nil	5	9	0	77.78
M.Sc. Final- Chemistry	9	Nil	1	6	0	77.78
M.Sc. Prev- Zoology	23	Nil	11	12	0	100
M.Sc. Final- Zoology	17	Nil	10	7	0	100
M.Sc. Prev- Botany	10	Nil	3	7	0	100
M.Sc. Final- Botany	6	Nil	4	2	0	100

2.12   How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Non existence of IQAC in the year 2011-12

2.13   Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14   Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff				
Head Clerk (UDC)	1	0	—	—
Asst. Grade - 2 (LDC)	1	0	—	—
Data Entry Operator	1	0	—	—
Asst. Grade - 3 (LDC)	1	1	—	—
Peon	2	0	—	2
Watchman	1	0	—	—
Book Lifter	0	0	—	—
Sweeper	0	0	—	—
Store Keeper	0	0	—	—
Waterman	0	0	—	—
Cycle Stand Watchman	0	0	—	—
Technical Staff				
Laboratory Technician	5	1	—	—
Laboratory Attendant	2	4	—	—

Criterion – III

3. Research, Consultancy and Extension

3.1   Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Nil

3.2   Details regarding Major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	₹0.00	₹0.00	₹0.00	₹0.00

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	₹0.00	₹0.00	₹0.00	₹0.00

3.4   Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5   Details on Impact factor of publications:

Range   ✕   Average   ✕   h-index   ✕   Nos. in SCOPUS   ✕

3.6   Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	NIL	₹0.00	₹0.00
Minor Projects	0	NIL	₹0.00	₹0.00
Interdisciplinary Projects	0	NIL	₹0.00	₹0.00
Industry sponsored	0	NIL	₹0.00	₹0.00
Projects sponsored by the University/ College	0	NIL	₹0.00	₹0.00
Students research projects *(other than compulsory by the University)*	0	NIL	₹0.00	₹0.00

| Any other(Specify) | 0 | NIL | ₹0.00 | ₹0.00 |
| Total | 0 | NIL | ₹0.00 | ₹0.00 |

3.7   No. of books published   i.   With ISBN No. | Nil | Chapters in Edited Books | Nil |

ii.   Without ISBN No. | Nil |

3.8   No. of University Departments receiving funds from - **Not Applicable**

UGC-SAP | ✗ | CAS | ✗ | DST-FIST | ✗ | DPE | ✗ | DBT Scheme/funds | ✗ |

3.9   For colleges   Autonomy | ✗ | CPE | ✗ | DBT Star Scheme | ✗ |

INSPIRE | ✗ | CE | ✗ | Any Other (specify) | ✗ |

3.10   Revenue generated through consultancy | Nil |

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NA	NA	NA	NA	NA

3.12   No. of faculty served as experts, chairpersons or resource persons

3.13   No. of collaborations   International | ✗ | National | ✗ | Any other | ✗ |

3.14   No. of linkages created during this year | ✗ |

3.15   Total budget for research for current year in lakhs :

Source	Amount in ₹ / Lakhs
From Funding agency	₹0.00
From Management of University/College	₹0.00
Total	₹0.00

3.16   No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL

	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17   No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.18   No. of faculty from the Institution who are Ph. D. Guides | 1 |

and students registered under them | ✖ |

3.19   No. of Ph.D. awarded by faculty from the Institution | ✖ |

3.20   No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21   No. of students Participated in NSS events:

University level | 50 | State level | ✖ | National level | ✖ | International level | ✖ |

3.22   No. of students Participated in NCC events:

University level | ✖ | State level | 25 | National level | 15 | International level | ✖ |

3.23   No. of awards won in NSS:

University level | 0 | State level | 0 | National level | 0 | International level | 0 |

3.24   No. of awards won in NCC:

University level | ✖ | State level | ✖ | National level | ✖ | International level | ✖ |

3.25   No. of Extension activities organized

University forum | ✖ | College forum | ✖ | NCC | ✖ | NSS | ✖ |

Any other | Nil |

3.26   Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Nil

Criterion – IV
4. Infrastructure and Learning Resources

4.1   Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15 Acres	Nil	Nil	15 Acres
Class rooms	16	01	UGC	17
Laboratories	07	Nil	Nil	07
Seminar Halls	Nil	Nil	Nil	Nil
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Nil	Nil	Nil	NIl
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil

4.2   Computerization of administration and library

There is a computer with Qualified Data Entry Operator. In Library no such facility is available.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15011	1258472	681	112865	15692	1371337
Reference Books	5199	967326	37	14365	5236	981691
e-Books	0	0	0	0	0	0
Journals	7	31100	0	0	7	31100
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0
Grand Total	**20217**	**2256898**	**718**	**127230**	**20935**	**2384128**

4.4   Technology up gradation (overall)

	Total Computers	Computer Labs	Browsing Centres	Computer Centres	Office	Depart-ments	Others	Internet	LCD Projectors	Plasma / LED TV
Existing	7	0	0	0	3	4	0	2MBPS	2	1
Added	0	0	0	0	0	0	0	0	0	0
Total	7	0	0	0	3	4	0	0	2	1

4.5   Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> Nil

4.6   Amount spent on Maintenance in lakhs :

i.	ICT	₹0.00
ii.	Campus Infrastructure and facilities	₹0.00
iii.	Equipments	₹0.00
iv.	Others	₹0.00
	Total	₹0.00

Criterion – V

5. Student Support and Progression

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

> Nil

5.2   Efforts made by the institution for tracking the progression

> The college continuously tracks the progression of students of various UG to PG through IQAC and Staff Council.
>
> The college through annual academic audits gather information about students profile and examines enrolment statistics and highlights the demand ratio for each academic programs offered by the college.

5.3   (a)   Total Number of students

UG	PG	Ph. D.	Others	Total
1031	187	00	00	1218

(b)   No. of students outside the state

02

(c)   No. of international students | 00 |

(d)   Gender percentage

Male		Female		Total
No.	%	No.	%	
594	48.8	624	51.2	1218

(e)

Last Year 2010-2011						This Year 2011-2012					
General	SC	ST	OBC	PWD	Total	General	SC	ST	OBC	PWD	Total
32	125	100	705	00	962	39	159	114	906	00	1218

Demand Ratio | 2.1 | Dropout Percent | 13.8 | Pass Percent | 60 |

5.4   Details of student support mechanism for coaching for competitive examinations (If any)

Interested students who are seeking for guidance for competitive examinations coming to the faculties and as per the need faculties are guiding for various exams. Mainly for exams conducted by Vyasayik Pariksha Mandal, Chhattisgarh and Chhattisgarh Public Service Commission Exams. But, There is no set mechanism for this purpose. As institute is already facing the scarcity of faculties for regular academic classes.

No. of students beneficiaries | 00 |

5.5   No. of students qualified in these examinations

NET | 0 | SET/SLET | 0 | GATE | 0 | CAT | 0 |

IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 0 |

5.6   Details of student counselling and career guidance

Nil

No. of students benefitted | 00 |

5.7   Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8   Details of gender sensitization programmes

Nil

5.9   Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level `12`   National level `01`   International level `00`

No. of students participated in cultural events

State/ University level `04`   National level `00`   International level `00`

5.9.2   No. of medals /awards won by students in Sports, Games and other events Sports

State/ University level `00`   National level `00`   International level `00`

No. of medals /awards won by students in cultural events

State/ University level `00`   National level `00`   International level `00`

5.10   5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government		
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs: State/ University level `✘`   National level `✘`   International level `✘`

Exhibition: State/ University level `✘`   National level `✘`   International level `✘`

5.12   No. of social initiatives undertaken by the students   `6`

5.13   Major grievances of students (if any) redressed:

Demand of Water Cooler fulfilled in main building first floor.

Criterion – VI

6. Governance, Leadership and Management

6.1   State the Vision and Mission of the institution

Motto

''विद्या ददाति विनयं''

The motto of our college, which means education gives humility. Humility is an asset for self improvement. By remaining humble, you are receptive to opportunities and to improve

Vision

The college has a commitment to provide the best possible educational facilities as well as physical, intellectual, cultural and overall development to make students succeed in realm of life which they will choose in future. The vision of the institution is to uplift the local citizens by fulfilling the students' educational needs, to unfold the creativity and latent aspects of their personality and to contribute in betterment of the society. This is not only a vision but also a mission for every member of the college staff and everyone in the institution is working sincerely to fulfil the mission for a better outcome.

The mission with various objectives of the college stated in the citizen's charter of the institution is as follows:

To impart under graduate and post graduate level education in Arts, Commerce, Science and Physical Education to the local rural population.

To fulfil the need of higher education in the local villages in periphery which are economically, socially and educationally backward and scarcely have any access of higher education.

To provide physical education and sports facility to the students, and to Make available opportunities to participate in inter college/ inter university/ state level and national level tournaments. Institute aims to soar high in Matter of national and international sports and games with the limited available resources.

To create environmental awareness among the students and to inculcate them in the methods of ecological conservation.

To unfold the creative aspects of personality of students, the institution provides them opportunities at the college level to participate in social and cultural activities along with educational aptitude.

Keeping in view the above facts, the college has been working with the team spirit and the college has been trying hard to achieve goals and objectives.

6.2   Does the Institution has a Management Information System

Pre planned Administrative feedback meetings

 Janbhagidari Committee meetings for decision Making.

 Periodic Meetings of various committees.

 Departmental Meetings on syllabus completion.

 Monthly attendance record of students.

 Periodic meetings for examination conduction committee.

6.3   Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

Curriculum is developed by the University and the institute is implementing it. The Pt. Ravishankar Shukla University, Raipur is preparing the curriculum and syllabus of the different courses through their respective board of studies

6.3.2   Teaching and Learning

College is strictly adhered with the yearly calendar provided by the Pt. Ravishankar Shukla University, Raipur and Chhattisgarh Higher Education Department.

Every year College program wise prepare the timetable.

Institute ensures the regular classes as per the timetable.

There is paucity of regular teaching faculties; but, institute has no right to appoint the regular teacher. The Chhattisgarh Higher Education Department(CGHED) is sole responsible to appoint the Assistant Professors through Chhattisgarh Public Service Commission against the sanctioned post allotted to the college. The college appoints the Guest-Lecturers by the order of CGHED every year against the sanctioned post of Assistant Professors in various subjects.

After appointment of Guest Lecturers to permeate the teachers as per the ratio of students, College "*Jan Bhagidari Samiti*" appoints temporary teachers for various subjects to complete the stipulated lectures shown in time table as per the syllabus.

The Regular Faculty members are giving priority to deliver lectures to the post graduate classes and first year under graduate Students.

6.3.3   Examination and Evaluation

In Examination the paper setting and evaluating the papers are the solitary concern of the Pt. Ravishankar Shukla University (PRSU), Raipur. The college is the centre for the conduction of the examination. College receives the paper from PRSU; conducting the examination as per the examination timetable set by the PRSU and after completion of the examination answer sheets of the students were handed over to the PRSU for evaluation and result declaration.

As per the statutes and ordinances of PRSU for various programs the college is submitting internal Marks to the PRSU as per the mechanism for continuous evaluation of the academic sessions running throughout the year. In this Internal Marks the attendance, Marks of unit tests and seminar/assignments were considered.

6.3.4   Research and Development

Nil

6.3.5   Library, ICT and physical infrastructure / instrumentation

The core funding agency for development of infrastructure and instrumentation in the college is Chhattisgarh Government through Chhattisgarh Higher Education Department and University Grants Commission.

College has a library with 19,548 titles managed by a competent and skilled librarian. Library has a separate building with basic amenities.

For minor repairing of infrastructure and equipments, to purchase minor equipments and to purchase furniture the college local committee "*Jan Bhagidari Samiti*" provides funds which was helpful to cater the increasing demand of this progressive college.

Information and Computer Technology is not much established in the college. But, College is seeking help from the funding agencies to develop the ICT facilities.

6.3.6   Human Resource Management

There is paucity of regular teaching faculties and administrative staff; After appointment of Guest Lecturers to permeate the teachers as per the ratio of students, College "*Jan Bhagidari Samiti"* (JBS) appoints temporary teachers for various subjects to complete the stipulated lectures shown in time table as per the syllabus. Also JBS gives support to appoint the temporary appointment for Class III (Data Entry Operator, Clerk, Accountant, Laboratory Technician, Store Keeper, etc.) and Class IV (Peon, Booklifter, Laboratory Attendents, etc.) employees for very short periods (less than one year or for some months as per work load in a specific time).

 The sanctioning of post, selection and appointment of the Class III (Data Entry Operator, Clerk, Accountant, Laboratory Technician, Store Keeper, etc.) and Class IV (Peon, Booklifter, Laboratory Attendents, etc.) employees are the exclusive right of Chhattisgarh Higher Education Department.

6.3.7   Faculty and Staff recruitment

The Chhattisgarh Higher Education Department(CGHED) is sole responsible to appoint the

Assistant Professors through Chhattisgarh Public Service Commission against the sanctioned post (by CGHED) allotted to the college.

6.3.8   Industry Interaction / Collaboration

Nil

6.3.9   Admission of Students

The college publicizes admission advertisement widely in the print media and in college notice board.

The prospectus provides detail accounts of the academic programs and specializations available in College.

The admission to PG programs are made on merit basis following the reservation policy of the State.

Admission of the students has been done as per the rules laid down by the Pt. Ravishankar Shukla Unviesity for the respective academic Program and as per the provisions of the admission in the college by the Chhattisgarh Higher Education Department. The Reservation policy of the government was strictly followed.

6.4   Welfare schemes for

	Welfare Schemes
Teaching	i. Housing loan facility ii. Duty leave for attending National/International conference. iii. Additional increments for getting M.Phil/doctor degree. iv. Free library consultancy facility v. Medical reimbursement facility.
Non teaching	i. Grain Advance facility. ii. Medical reimbursement facility. iii. Festival Advance facility. iv. Uniform & washing allowance to class IV employees.
Students	i. Language Lab ii. E-Class room iii. Reference section in Library

6.5   Total corpus fund generated   Rs.3,04,500/- (JBS)

6.6   Whether annual financial audit has been done   Yes ✓   No ✗

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	—	No	—
Administrative	No	—	No	—

6.8   Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ✕   No ✓

For PG Programmes   Yes ✕   No ✓

6.9   What efforts are Made by the University/ Autonomous College for Examination Reforms?

Not Applied

6.10   What efforts are Made by the University to promote autonomy in the affiliated/constituent colleges?

If college is getting Autonomous status from UGC then The University is awarding the Autonomy to the College.

6.11   Activities and support from the Alumni Association

Nil

6.12   Activities and support from the Parent – Teacher Association

The formal/registered Parent-Teacher Association does not exist.

6.13   Development programmes for support staff

Nil, This kind of programs are developed and run by the Personnel Develpment Department of Chhattisgarh Government for the clerks appointed as Lower Division Clerk (LDC) and Upper Division Clerk (UDC)

6.14   Initiatives taken by the institution to Make the campus eco-friendly

The college observes International Environmental Day on 5th June every year.

The college has declared the university campus as "tobacco free zone."

The college regularly carries out plantation drive in the campus.

Criterion – VII

7. Innovations and Best Practices

7.1   Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Introduction of Teaching diary.

7.2   Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Action Taken	
Implementation of semester in First year of Post Graduate Programs as per the guidelines of Pt.Ravishankar Shukla Unviesity Raipur	Implemented from this academic session 2011-12.	

7.3   Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

> ➢ Introduction of the Academic/Teachers Daily Diary. (Best Practice No. 1: Annexure 01)
>
> ➢ Administrative empowerment. (Best Practice No. 2: Annexure 02)

7.4   Contribution to environmental awareness / protection

> Celebration of "World Environmental Day"
> Regular conduct of plantation drive
> Declaration of campus as "tobacco free" zone

7.5   Whether environmental audit was conducted?   Yes   ✗   No   ✓

7.6   Any other relevant information the institution wishes to add. (for example SWOC Analysis)

> **SWOC Analysis Outcome**
>
> **Strengths**
>
> One of the oldest and the largest Government college with low tuition fees that offers quality higher education that caters to under privileged population from rural back ground.
> Functional central library possessing 19,000+ books and journal.
> The college has introduced semester pattern in its post graduate academic programs.
> The college hardly encounter student and teacher unrest.
>
> **Weaknesses**
>
> Limited linkages with the society, industry and international institutions.
> College does not have financial and administrative autonomy
> Old infrastructures and fixtures need to be modernized.
>
> **Opportunities**
>
> The State has been endowed with rich biological and mineral resources.
> Research initiative for sustainable usage of herbal and medicinal plant resources of the State
>
> **Challenges**
>
> Strengthening of Outreach activities.

8. Plans of institution for next year

To request for filling vacate posts of Principal, Professor, Assistant Professor, UDCs and LDCs to the Chhattisgarh Higher Education Department.

To apply for the infrastructure development viz. boundary wall, buildings for the increasing numbers of the students.

Preparation for the 2nd cycle of NAAC Accreditation.

Name   Dr. Omji Gupta   *Name*   Dr. O.P. Chandrakar

30/03/2017

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Best Practice No. 1: Annexure 01

1.	Title	Introduction of the Academic/Teachers Daily Diary
2.	Goal	Faculty members have certain responsibilities over and above engaging lectures and examination related duties. The practice of maintaining an Academic Diary was implemented with the following goals: To document the work undertaken by faculty members on a day-to-day basis to ensure that each faculty members is conforming to lesson plans submitted at the beginning of the term by him/her and the academic calendar to create a system for the HoDs and the Principal to ensure that faculty members are discharging their responsibilities
3.	The Context	Challenges to be addressed in designing and implementing the maintenance of Academic Diary
4.	The Practice	The Academic Diary was designed by Staff council members. The Committee has endeavoured to make it comprehensive so that it covers all aspects of a faculty member's role and responsibilities. The Diary has a page each for the following: For every teaching day on which the faculty member records the lectures, any other activities undertaken, such as meetings attended, interactions with learners outside the classroom, for College Examinations related duties, Classes taken and syllabus covered. Holidays availed, seminar/ conference attended etc.
5.	Evidence of Success	Now every teacher has a full record of the each class taken in academic year.
6.	Problems Encountered and Resources Required	The diary can become voluminous. It is a challenge to record the activities on a day-to-day basis.
7.	Notes (Optional)	N.A.

8. Contact Details

Name of the Principal	Dr. C.R. Patel
Name of the Institution	Government Sant Guru Ghasidas P.G. College
City	Kurud
Pin Code	493663
Accredited Status	C++ (31 March 2007)
Work Phone	07705 223375
Fax	07705 223375
Website	http:\\www.govtcollegekurud.in

Best Practice No. 2: Annexure 02

1. Title   Administrative empowerment

2. Goal   The college motivates the not only office staff but teaching staff also to shoulder additional responsibilities. This idea was thought of to overcome the huge additional load on the college brought about by an acute staff shortage of Office Staff.

3. The Context   The number of students in the college has increased over time but the number of administrative staff decreased.

4. The Practice   Motivation to boost the spirit of working culture in the institute which encourages the office and teaching staff to shoulder additional responsibilities.

5. Evidence of Success   With limited administrative resources, college was able to motivate the staff to handle additional workload.

6. Problems   There is lacuna of an administrative head in the institute so, a full-fledged Encountered and   Principal is required to meet the challenge. Letter and reminders have Resources Required   been sent to higher education department repeatedly.

7. Notes (Optional)   N.A.

8. Contact Details
    Name of the Principal   Dr. C.R. Patel
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