



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Pt. Devi Prasad Choubey Govt
college saja

- Name of the Head of the institution **Dr. I. P. Dinkar**
- Designation **Incharge Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **9579738286**
- Mobile no **9579738286**
- Registered e-mail **govtcollegesaja@gmail.com**
- Alternate e-mail **dripd@gmail.com**
- Address **pt Devi prasad choubey Govt
College saja**
- City/Town **Bemetara**
- State/UT **CHHATTISGARH**
- Pin Code **491993**

2.Institutional status

- Affiliated /Constituent **affiliated**
- Type of Institution **Co-education**

- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Hemchand Yadav University Durg
Chhattisgarh**
- Name of the IQAC Coordinator **Dr. S bharsakle**
- Phone No. **9179597687**
- Alternate phone No. **9302681932**
- Mobile **9179597687**
- IQAC e-mail address **govtcollegesaja@gmail.com**
- Alternate Email address **govtcollegesaja@gmail.com**

**3.Website address (Web link of the AQAR
(Previous Academic Year)** <http://govtcollegesaja.in/>

**4.Whether Academic Calendar prepared
during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <http://govtcollegesaja.in/>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.01	2022	29/10/2022	27/10/2027

6.Date of Establishment of IQAC **01/08/2018**

**7.Provide the list of funds by Central / State Government
UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

**8.Whether composition of IQAC as per latest
NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 4 ([http://govtcollegesaja.in/news Data/Report959.pdf](http://govtcollegesaja.in/news/Data/Report959.pdf))

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

Preparation of Academic Calendar and Teaching Plan for the new session July 2021 - 2022.

IQAC was conducted Induction programme for newly admitted students in the beginning of the academic session.

One day orientation workshop for newly appointed guest faculty members was conducted by IQAC.

The IQAC completed the All India Survey of Higher Education (AISHE) as required by 'Ministry of Human Resource Development Department of Higher Education New Delhi'.

IQAC was conducted Parent-Teacher and Alumni meetings to improve quality culture by taking suggestions from Parents, Alumni and Teachers

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

Plan of Action	Achievements/Outcomes
We will teach students through blended mode teaching.	Taught of students through blended mode teaching.
To organize class workshop for PG Students	The workshop on Research Methodoloty for PG students has been organized to give them a systematic approach to write projects and research paper.
To prepare the students for competitive exams	The interactive guest lectures and trainning programmes have been organised to prepare the students for competitive exams.
To promote research activities	All faculty members presented their research papers in State/National/International seminars and published their research papers in reputed journals.

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Pt. Devi Prasad Choubey Govt college Saja
• Name of the Head of the institution	Dr. I. P. Dinkar
• Designation	Incharge Principal
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• Location	Rural
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• Name of the IQAC Coordinator	Dr. S bharsakle				
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• Alternate phone No.	9302681932				
• Mobile	9179597687				
• IQAC e-mail address	govtcollegesaja@gmail.com				
• Alternate Email address	govtcollegesaja@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://govtcollegesaja.in/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://govtcollegesaja.in/				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.01	2022	29/10/2022 2	27/10/2027 7
6.Date of Establishment of IQAC			01/08/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4 (http://govtcollegesaja.in/newSData/Report959.pdf)		
• Were the minutes of IQAC meeting(s)			Yes		

<p>and compliance to the decisions have been uploaded on the institutional website?</p>		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	<p>No File Uploaded</p>	
<p>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</p>	<p>No</p>	
<ul style="list-style-type: none"> If yes, mention the amount 		
<p>11. Significant contributions made by IQAC during the current year (maximum five bullets)</p>		
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<p>IQAC was conducted Induction programme for newly admitted students in the beginning of the academic session.</p>		
<p>One day orientation workshop for newly appointed guest faculty members was conducted by IQAC.</p>		
<p>The IQAC completed the All India Survey of Higher Education (AISHE) as required by 'Ministry of Human Resource Development Department of Higher Education New Delhi'.</p>		
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<p></p>		

Plan of Action	Achievements/Outcomes
We will teach students through blended mode teaching.	Taught of students through blended mode teaching.
To organize class workshop for PG Students	The workshop on Research Methodoloty for PG students has been organized to give them a systematic approach to write projects and research paper.
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13.Whether the AQAR was placed before statutory body?	No
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<ul style="list-style-type: none"> Name of the statutory body
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Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	27/12/2022

15.Multidisciplinary / interdisciplinary

The NEP 2020 calls for the implementation of a holistic and multidisciplinary/interdisciplinary curriculum, marking a significant shift in the learning environment and processes for students. This change is expected to have a profound impact. To enhance the emphasis on skill improvement and competency development among students, it is crucial to integrate a defined set of skills and values into higher education. This alignment

with the objectives of NEP is essential for realizing its vision. The first step involves the identification of gaps within the current academic system of the college. This process is essential for understanding the shortcomings and areas that require improvement. Following the identification phase, the next step is to initiate reforms. This entails organizing and restructuring the existing academic system to align with a new approach. The objective is to bring about necessary changes that cater to the establishment of a cross-disciplinary approach. This strategic reform aims to enhance the overall effectiveness and adaptability of the academic system to meet evolving needs. To foster comprehensive academic development encompassing intellectual, social, physical, emotional, and moral dimensions, a Multi-disciplinary curriculum has been suggested. This approach empowers students to select their preferred options from a diverse array of programs offered by the institution. The College is actively implementing plans to establish robust technological infrastructures, facilitating the creation of a Research Center and forging Industry-Academia linkages. This initiative is designed to equip students with specific knowledge, skills, attitudes, and values essential for their holistic growth.

16.Academic bank of credits (ABC):

The successful execution of the Academic Bank of Credits is contingent upon adhering to the guidelines set forth by Hemchand Yadav University Durg and the Higher Education Department of Chhattisgarh. To achieve this objective, the college adopts a student-centric pedagogical approach characterized by constructivist, inquiry-based, reflective, collaborative, and integrative methods. The assessment of student learning outcomes is accomplished through a combination of summative and formative assessments, along with assignments, ensuring a comprehensive evaluation of their academic progress.

17.Skill development:

The NEP 2020 envisioned for the holistic development of youth on skill development to make mission 'Self Reliant India Keeping in view the problems faced by students, the College is planning to start up short term and vocational courses. The aim is to make all-round capability of the students, so that they don't need to rely on Government jobs but instead pave a way towards self-employment.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

In the teaching-learning process, the college's educators employ a bilingual approach, utilizing both English and Hindi. As part of the college's commitment to preserving and promoting the local language, art, and culture, compulsory literacy activities have been introduced. These activities involve discussions, interactions, and symposiums conducted in local languages, offering additional credit opportunities for learners who actively participate. This initiative underscores the college's dedication to fostering linguistic diversity and cultural enrichment among its students.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The primary objective of the learning outcomes is to cultivate the ability of students to interpret, analyze, evaluate, and develop responsibilities as responsible citizens. The college has implemented a diverse range of approaches in the teaching-learning process to achieve this goal. These include traditional lectures, interactive seminars, focused tutorials and workshops, hands-on practical sessions, engaging project work, comprehensive dissertation assignments, and enriching field trips. This multifaceted approach aims to provide students with a holistic and experiential learning environment, fostering not only academic growth but also the development of qualities essential for responsible citizenship. The aim of the learning outcome is to interpret, analyze, evaluate and develop responsibilities as a good citizen among students. The College made a variety of approaches in teaching Learning process like; Lectures, Seminars, Tutorials/Workshops, Practical, Project work, Dissertation and field trips.

20.Distance education/online education:

Government College Saja has significantly enhanced its essential ICT facilities and positioned itself to offer vocational courses through the Open Distance Learning (ODL) mode. Numerous classrooms in the college are digitally equipped with internet facilities, ensuring smooth online education without any hindrance. We have study centre for Pt Sunder Lal sharma Open University in our premises we have taking helpn classes for those students who have compelete their course by distance mode To meet future challenges, the college is actively preparing to make all types of e-content materials available to stakeholders through online platforms. Special efforts have been made to implement blended teaching-learning approaches during the pandemic lockdown. Teachers and students of the college utilize various technological tools such as Google Classroom, Zoom,

Google Meet, WhatsApp, among others, to facilitate effective teaching and learning experiences. This proactive integration of technology reflects the college's commitment to adapting and thriving in the evolving landscape of education.

Extended Profile

1. Programme

1.1	236
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1245
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	894
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	430
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	20
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	36
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	13
Total number of Classrooms and Seminar halls	
4.2	15.6
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	5
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

Pt Devi Prasad Choubey Government College Saja strictly follows the syllabus crafted by the affiliating university. Prior to the commencement of each academic session, department heads initiate the process of gathering information about the syllabus in their respective subjects. At the onset of every academic year, the Principal convenes a meeting with all faculty members to strategize for the effective implementation of the syllabus and extension activities. The Committee is responsible for framing the time-table for both undergraduate (UG) and postgraduate (PG) classes, aligning with the Academic Calendar provided by the Department of Higher Education of the Chhattisgarh government.

To ensure a systematic approach, teaching faculty members develop their own plan of action based on the syllabus for efficient

curriculum delivery. Each faculty member prepares a Yearly Teaching Plan to facilitate the proper implementation of the syllabus in accordance with the calendar. The day-to-day teaching and execution of the teaching plan are meticulously recorded in the Teaching Diary by faculty members. At the end of each month, the principal inspects the diary and provides necessary suggestions or actions.

Additionally, all departments maintain their respective departmental libraries, continually updating them with new textbooks, reference materials, and journals to meet the requirements of the syllabus. Beyond traditional lectures and seminars, the college boasts infrastructure for the integration of information and communication technology (ICT) in classrooms, including features such as PowerPoint presentations and audio-visual support. This approach aims to make the curriculum delivery both engaging and effective for the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://govtcollegesaja.in/newsData/Report933.pdf

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

The IQAC and Academic Calendar Committee collaborate to formulate the College Academic Calendar, aligning it with the academic calendar of the University and State Government. This comprehensive calendar takes into account both curricular and co-curricular aspects, covering Annual Sports, Cultural activities, Youth Festival, NSS and YRC activities, Celebration of National and International days, and tentative examination dates. Adherence to the Academic Calendar is obligatory for both students and faculty to ensure the timely completion of academic activities.

The College Principal plays a pivotal role in overseeing the efficient functioning of the Academic Calendar by regularly convening meetings of various College Committees. At College, the teaching faculty consistently organizes Group Discussions, Mock-tests, Surprise-tests, Unit tests, Quarterly/Half-yearly examinations, and Continuous Comprehensive Assessment (CCA) following the University pattern. This approach aims to promote internal assessment of students, familiarizing them with the University question paper pattern.

Following the internal examination, faculty members evaluate answer sheets and provide opportunities for doubt clarification or re-correction to students. The Principal subsequently conducts a meeting with teachers to discuss students' performance and devise an action plan for improvement. Encouraging students to prepare Assignments, Project Work, and Dissertations in specific areas is a regular practice among faculty members, contributing to comprehensive student preparation. Additionally, teachers evaluate students through practice sessions to enhance problem-solving skills.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://govtcollegesaja.in/newsData/Report930.5.2%20pariksha%20samiti%20merge.pdf

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

00

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)	View File

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)

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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)	View File

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

00

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

HEI being an affiliated institution, diligently adheres to the curriculum outlined by Hemchand Yadav University Durg. The university incorporates cross-cutting issues such as Professional Ethics, Gender, Human Values, Environment, and Sustainability into its curriculum. Here are some selected courses within the curriculum that specifically emphasize these issues:

Focus on Human Values and Professional Ethics:

In the disciplines of Political Science, Commerce, and Sociology, both undergraduate (UG) and postgraduate (PG) programs encompass unit-wise chapters dedicated to Human Values and Social Ethics. Specifically, the Political Science course effectively communicates insights into Human Values.

For all UG students, a compulsory Foundation Course in Hindi Language serves as a platform to showcase knowledge about Human Values..

Environment and Sustainability Focus:

In all undergraduate (UG) programs, a mandatory paper on Environmental Studies is integrated, requiring students to prepare a project report addressing issues related to the environment and cleanliness. Additionally, specific chapters related to the environment are incorporated into the curriculum of Political Science, Economics, English, and Zoology in both UG and PG programs. The Botany course offers relevant knowledge on Environment and Sustainability through the study of Ecology and Environmental Biology.

Gender Sensibility Focus:

In the fields of Political Science, Sociology, and English,

specific attention is directed towards gender-related concerns. Both undergraduate (UG) and postgraduate (PG) programs feature comprehensive papers dedicated to various aspects of gender issues. Political Theory, within this context, offers valuable insights and information on achieving Gender Equity.

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.	View File

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

26

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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	View File

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

563

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/forms/d/13Y0r5jzwJhgPy2KNovQN8DI_GlFpfiTSr7m4uSHp55E/viewform?edit_requested=true
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://govtcollegesaja.in/newsData/Report937.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
1245	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
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)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
1170	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File
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	
<p>The college has implemented a well-structured system to evaluate the learning levels of its students. A defined policy is in place for assessing entry-level competency, skill base, and the willingness to learn when students enter the first year of the undergraduate (UG) program. Faculty members organize counseling sessions before the start of programs to enlighten students about their strengths and weaknesses.</p> <p>To identify both slow and advanced learners, faculty members engage in various activities such as question-answer sessions, quizzes on general knowledge, topic tests, role-playing activities, and home assignments. Additionally, academic performance in the previous year serves as a valuable indicator to distinguish between slow and advanced learners.</p> <p>Activities conducted for Advanced learners: They were encouraged to pursue value-added and add-on courses. Special coaching classes</p>	

for preparation of competitive exams. They are encouraged to participate in debate competitions, seminars, symposium, and other similar events to know their potentials. They are also encouraged to attend Ph.D. viva and workshops to enhance their knowledge. Participation in in-house research activities

For slow learners, the college has taken the following initiatives:

1. Remedial coaching is provided to support slow learners and academically weak students.
2. Organizing topic tests, surprise tests, and midterm exams helps in enhancing the academic performance of slow learners.

To encourage advanced learners, the college promotes independent preparation of lecture notes. Guest lectures conducted by eminent scholars on various subjects are followed by interactive sessions, proving highly beneficial for advanced learners.

File Description	Documents
Paste link for additional information	http://govtcollegesaja.in/newsData/Report945.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1245	20

File Description	Documents
Any additional information	View File

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

The institute places a strong emphasis on student-centric teaching and learning methodologies. It has implemented well-designed activities, teacher strategies, and evaluation methods to actively engage students in the learning process. Teachers dedicate effort to simplify learning, making it interesting and accessible. The institute's goal is to make students integral and active participants in the teaching-learning dynamic. To achieve this objective, students are encouraged to participate in a variety of academic and co-curricular activities, including field visits, educational trips, seminars, and expert lectures organized throughout the academic year.

Adapting to the global educational landscape, the institute has shifted its teaching methodology from being teacher-centric to student-centric. In this approach, students are not merely receivers but active learners and contributors. The institute employs various techniques to foster experiential learning, such as field trips, educational tours, laboratory practical sessions, industrial visits, group discussions, diet counseling, and various workshops and training programs.

Furthermore, the institute promotes participative learning across all departments. This includes guest lectures, group discussions, quizzes, debates, workshops, and peer group teaching. These activities aim to enhance the learning experience by encouraging active participation, developing leadership qualities, and facilitating access to challenging concepts. Overall, these initiatives make the learning environment dynamic, fostering curiosity, vibrancy, and proactivity among the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://govtcollegesaja.in/newsData/Report946.pdf

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

In the realm of teaching and learning, the college goes beyond traditional methods like chalk and talk. It actively promotes,

supports, and facilitates the use of ICT-based tools to create a better, enhanced, and more effective teaching and learning environment for the benefit of students, meeting the contemporary educational demands. Recognizing the paramount importance of employing e-tools and techniques in higher education, the college emphasizes the need for various information and technologies to engage with students.

The college not only encourages but also mandates its teaching staff to incorporate ICT-enabled tools for effective classroom instruction. Teachers are adept at using LCD projectors and creating PowerPoint presentations (PPTs) to deliver lectures in a more engaging and participative manner. The teaching staff is strongly advised and urged to familiarize themselves with ICT tools such as the internet, smartphones, laptops, desktops, etc.

Every teacher at the college is proficient in digitally disseminating class notes, lecture notes, PowerPoint presentations, study materials, e-books, e-articles, and tutorial YouTube videos from credible online sources via platforms like WhatsApp or email.

Moreover, the college leverages digital resources such as the Digital Library, Shodh Ganga, MOOCs through INFLIBNET, and N-LIST, which greatly assist in comprehensive study across various topics related to different courses. These resources are equally beneficial for teachers, enhancing their knowledge and contributing to the advancement of their academic careers.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
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

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

04

File Description	Documents
Any additional information	View File
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)	View File

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

105

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 evaluation plays a crucial role in tracking the overall improvement of students. All internal assessments, including class tests, home assignments, and internal exams scheduled by the various departments of the college, are communicated in advance to the students.

The examination committee of the college oversees the implementation of internal assessments and ensures transparency in addressing any grievances related to internal assessments that students may have. The college aligns its internal assessment procedures with university examination standards. For undergraduate (UG) programs, the college follows an annual examination pattern. Internal assessments are conducted in both UG and postgraduate (PG) courses across all departments.

The scores obtained by students in internal assessments are considered sessional and are subsequently submitted to the university. This approach ensures a systematic and comprehensive evaluation of students' academic progress and performance.

File Description	Documents
Any additional information	View File
Link for additional information	http://govtcollegesaja.in/newsData/Report930.5.2%20pariksha%20samiti%20merge.pdf

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

The teaching-learning and assessment process at the college is transparent and student-friendly, ensuring that internal and

external examination-related grievances are addressed effectively. To maintain transparency in internal examinations, guidelines are prominently displayed on notice boards, the college website, and circulated in classrooms. Grievances related to class tests, unit tests, continuous comprehensive assessment (CCA), assignments, practicals, dissertations, and project works are handled by the Assessment Grievance Redressal Committee in consultation with respective faculty members. Any objections raised by students regarding their marks are promptly addressed, and valued answer sheets are provided.

External examination-related grievances, pertaining to annual and semester exams, fall under the jurisdiction of the university. A special Grievance Redressal Committee, constituted by the university, addresses grievances related to external evaluation. The college takes preventive measures by circulating notices regarding exam form registration, admit cards, exam dates, etc., in classrooms, notice boards, and on the college website. Students dissatisfied with their marks have the option to apply for revaluation. If there is any change in marks after revaluation, the university informs the students, and their mark sheets are amended accordingly. In cases where students remain dissatisfied even after revaluation, they can obtain photocopies of their answer sheets by paying the stipulated fee, allowing them to review their performance independently and ascertain the actual position. This multi-step grievance redressal system ensures fairness and transparency in the examination processes at the college.

File Description	Documents
Any additional information	View File
Link for additional information	http://govtcollegesaja.in/newsData/Report930.5.2%20pariksha%20samiti%20merge.pdf

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 college ensures that both students and teachers are well-informed about program and course outcomes through its website. The website displays details about every program offered by the college, and a comprehensive prospectus provides additional information. Upon completion of the admission process, the syllabus and curriculum details are provided to the students. The respective departments take the initiative to communicate the syllabus, timetable, and curriculum to the students after their admission.

The college has devised teaching, learning, and assessment strategies that give due importance to each specific learning outcome. Creating a conducive learning environment, effective implementation of the curriculum, and an efficient evaluation system are designed to ensure the achievement of specialized learning outcomes. The college gathers data on students' learning outcomes through various means, including seminars conducted by postgraduate students, surprise tests, curricular and extracurricular activities, assignments, and student participation in exhibitions held within the college.

Examination results and feedback reports are systematically analyzed by the Internal Quality Assurance Cell (IQAC), and improvement plans are formulated accordingly. This continuous monitoring and analysis contribute to the enhancement of the overall learning experience and outcomes for both students and teachers at the college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://govtcollegesaja.in/newsData/Report831.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The evaluation of Program Outcomes (POs) and Course Outcomes (COs) is crucial in determining the extent to which a program and its courses achieve predetermined goals. Both direct and indirect methods of assessment are employed to evaluate the intended POs and COs through the internal and external performances of students.

Direct Method of Assessment: Internally, POs and COs are directly assessed based on the marks obtained by students in unit tests, quarterly/half-yearly examinations, and continuous comprehensive assessment (CCA) for postgraduate (PG) classes. These assessments take place each year or semester according to the schedule set by the University/Department of Higher Education. Additionally, assignments, projects, internships, and seminars are used to evaluate learning outcomes. The results of the year-end examination serve as a reflection of the overall attainment gained by the students.

Indirect Method of Assessment: Externally, POs and COs are assessed through various indicators, including the progression of students to higher education, outstanding performances in state/national/international level competitive examinations, innovations and publications by students, awards/achievements/recognition/appreciation in extension/sports/cultural activities, and job placements of outgoing students. This indirect assessment provides a broader perspective on the impact and effectiveness of the program and courses beyond academic measures.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://govtcollegesaja.in/newsData/Report831.pdf

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

411

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://govtcollegesaja.in/newsData/Report927.jpeg

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/13Y0r5jzwJhgPy2KNovQN8DI_GlFpfiTSr7m4uSHp55E/viewform?edit_requested=true

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)

00

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)	View File

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

01

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The college has undertaken concrete steps to promote an ecosystem for innovations, despite limited resources and funding constraints. A practical approach is adopted to ensure that both faculty members and students stay updated with the latest knowledge in their respective fields of study.

The initiatives for innovations include:

- 1. Resource Provision:** The college provides access to N-LIST, e-research journals, e-books, and well-equipped laboratories in subjects like Chemistry, Botany, Zoology, Physics,

Geography, and Computer Science. These facilities are equipped with sufficient study materials to support researchers.

2. The college organizes seminars, workshops, and encourages faculty for Faculty Development Programs (FDPs). These help faculty members and students stay abreast of the latest information in their respective fields.
3. Research Participation and Publications: Faculty members are encouraged to participate and present their research articles/papers in various National/International Seminars, Conferences, and Workshops. They are also motivated to write and publish their research papers and book chapters in UGC reputed research journals.
4. Collaboration and MOUs: The college initiates the signing of Memoranda of Understanding (MOUs) with other institutions and industries for collaborative research and the sharing of expertise.

In accordance with university guidelines and the prospectus, completion of project work with an environmental consciousness is compulsory for all undergraduate (UG) program students. Additionally, postgraduate (PG) students undertake project work in fourth semester under the supervision of the concerned faculty member. These initiatives collectively contribute to fostering an environment that encourages and supports innovation and research within the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegesaja.in/newsData/Report945.pdf

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

00

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)	View File

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

00

File Description	Documents
URL to the research page on HEI website	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/109127/3.3.1_1635316296_7005.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
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

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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

The extension activities conducted by HEI in the nearby locality have played a crucial role in sensitizing students to social issues and contributing to their overall personality development. Some of the major extension activities carried out by the college include:

1. The Youth Red Cross organized health check-up camps, blood donation drives, Nasha Mukti Abhiyan rallies, and campaigns on malnutrition to address issues related to health and hygiene.
2. The Red Ribbon Club conducted AIDS awareness programs in neighboring villages to promote understanding and awareness about HIV/AIDS.
3. The college is involved in Electoral Literacy and has implemented the Systematic Voters' Education and Electoral Participation (SVEEP) plan of the government to raise awareness about the importance of voting.

4. The National Service Scheme (NSS) organized clean and green campus activities, along with environmental promotion initiatives beyond the campus in collaboration with Nagar-Nigam (Municipal Corporation) and the Forest Department.
5. NSS and YRC conducted workshops and awareness rallies on various topics, including tree plantation, food poisoning, and energy conservation. and road safety awareness programs in collaboration with the District Traffic Police Department to educate students about traffic rules and safety measures.
6. College has MOU several villages, extending services and actively participating in community development and the MOU with other institution
7. In addition to the mentioned activities, the college organizes seminars, guest lectures, debates on women empowerment, students to actively participate in community-based activities for holistic development.

File Description	Documents
Paste link for additional information	http://govtcollegesaja.in/newsData/Report942.pdf
Upload any additional information	View File

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

638

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

03

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

2

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

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 boasts adequate physical infrastructural facilities. The facilities include:

- 1. Classrooms:** The institute has sufficient classrooms equipped for teaching activities. The classrooms are designed to accommodate students comfortably and are equipped with necessary instructional aids.
- 2. Laboratories:** The presence of well-equipped laboratories ensures practical learning experiences for students in various subjects. Laboratories include those for science subjects, Geography labs,

3. Seminar Hall : The availability of a seminar hall to facilitates mass gatherings, seminars, conferences, and large-group lecture deliveries.
4. Gymnasium: The presence of a gymnasium caters to the physical well-being of students and promotes a healthy lifestyle.
5. Library: We have well organized library with large no. of resources. Books, teaching aids, and research materials to support academic activities.
6. Fire Safety Measures: Fire extinguishers are strategically placed in laboratories and throughout the building, including the library, ensuring safety measures are in place.
7. CCTV Cameras: The installation of CCTV cameras in laboratories and building passages, , enhances security and surveillance.
8. LCD Projectors: The availability of LCD projectors facilitates interactive and multimedia-based teaching methods,
9. Library: The well-furnished library includes a reading room for students and faculty members, providing a conducive environment for study and research.
10. Amenities for Students: Students are provided with filtered drinking water, a girls' common room, specially designed toilets, and other amenities that enhance comfort and hygiene.

Overall, the institution's infrastructure is in line with the minimum requirements and goes beyond, ensuring a conducive environment for effective teaching and learning. The inclusion of modern facilities like CCTV cameras, LCD projectors,

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegesaja.in/Reports.aspx?title=AQAR%20-%20CRITERIA-IV

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

The College Administration has ambitious plans to enhance its infrastructure, providing upgraded facilities for extracurricular and sports activities. Recognizing the importance of a well-rounded education, the institution aims to foster both academic and extracurricular growth, promoting students' physical and mental development. Several initiatives are in place to facilitate a vibrant campus life:

1. **Regular Extracurricular and Sports Activities:** The college emphasizes the importance of extracurricular activities alongside academics. It actively promotes and organizes consistent sports and cultural activities.
2. **Youth Festival Committee:** A dedicated Youth Festival Committee is in place to promote cultural activities, public speaking skills, and anchoring. This enhances the overall cultural environment on campus.
3. **Cultural Committees:** Various cultural committees, contribute to creating a rich cultural atmosphere within the college.
4. **Sports Department Focus:** The sports department plays a vital role in the overall grooming of student life on campus. It focuses on promoting both indoor and outdoor games. The institution encourages students to participate and represent at the state and national levels.
5. **Yoga and Meditation:** The college celebrates Yoga Day with enthusiasm, involving both students and faculty members. These sessions are also made available online, ensuring accessibility.

By investing in upgraded facilities and promoting a diverse range of activities, the college administration aims to create a

holistic learning environment. The emphasis on sports, cultural activities, and yoga not only enriches students' academic experiences but also nurtures their overall well-being and personal development.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegesaja.in/newsData/Report947.pdf

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

04

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegesaja.in/newsData/Report931.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

10.12

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The primary objective of the library is to efficiently provide the information users require in a short period, aligning with the institution's commitment to delivering quality education to students in the region. The library is well-maintained and designed to facilitate extensive reading and provide a dedicated study area for both students and staff.

Key features of the library include:

1. **Library cum Reading Room:** The library serves as a reading room, creating a conducive environment for students and staff to engage in extensive reading and study.
2. **N-LIST Services:** The college has subscribed to N-LIST services, allowing students and faculty members to access e-books, e-journals, and other relevant e-contents.
3. **Wi- Fi enabled :** The library is equipped with approximately 32 LAN-connected desktop computers. These desktops are linked to Wi-Fi and internet facilities, providing users with easy access to the subscribed N-LIST library link. Users can access and utilize electronic resources efficiently.
4. **Printing Facilities:** Each desktop in the library is connected to a printer, enabling users to print materials accessed from the internet. This ensures that students and faculty can obtain hard copies of relevant information.
5. **Photocopier:** The library is equipped with a high-quality photocopier, allowing for the duplication of hard copy materials. This resource is valuable for reproducing content

needed by library users.

In summary, the library is well-equipped with modern facilities to support the academic needs of students and faculty. N-LIST services, enhances the accessibility of educational resources, contributing to the institution's goal of providing quality education.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://govtcollegesaja.in/newsData/Report948.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

3.99

File Description	Documents
Any additional information	View File
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)	View File

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

50

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

4.3 - IT Infrastructure

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

Govt. College Saja has implemented policies and techniques for the effective deployment of technology, providing a wide range of IT amenities to support students and staff in teaching, learning, and administration. Key aspects of the technology infrastructure at the college include:

1. : The college campus is partially Wi-Fi enabled, facilitating internet access for students and faculty members. This Wi-Fi connectivity is crucial for accessing additional information
2. The college provides computers with internet facilities in key areas such as the office, library, smart room, This community-based broadband internet service connectivity strengthens the teaching and learning process.
3. The college has revamped its website, ensuring it is up-to-date, user-friendly, and interactive. The website is managed and maintained by the college's teachers and non-teaching staff, providing a valuable online platform for information dissemination.
4. The entire college campus is under CCTV surveillance, enhancing safety and security for all stakeholders
5. In addition to internet connectivity, the college is equipped with various IT resources, including UPS systems, printers, photocopiers, speakers, amplifiers, wireless microphones, etc.

6. : Students are actively encouraged to use the IT infrastructure and resources available at the college to broaden their knowledge horizons. This emphasis on technology usage aligns with the institution's commitment to providing a modern and supportive learning environment.

By adopting these technological initiatives, aims to enhance the overall educational experience for its students and streamline administrative processes, creating a dynamic and technology-driven campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegesaja.in/newsData/Report931.pdf

4.3.2 - Number of Computers

04

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

1.25

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

An advisory committee comprising staff members is established to ensure the systematic maintenance of the college campus, including infrastructure such as the library, sports amenities, computers, laboratories, and classrooms. This comprehensive approach forms an integral part of the institute's operational framework, with continual provisions for efficient maintenance incorporated into the annual academic budgetary planning.

Key aspects of the maintenance and development structure include:

1. The advisory committee allows teachers, students, and scholars from other institutes to utilize the resources of the science labs through consultancy services.
2. IQAC in collaboration with other committees such as the library committee, financial committee, and purchase and building committee, is responsible for the enhancement and maintenance of all academic and physical support activities across the campus.
3. The sports committee is entrusted with the responsibility of creating, repairing, and maintaining sports-related amenities and functionalities throughout the campus. and updating of sports facilities.
4. The coordinator of the computer resource centre oversees the use and maintenance of computer labs, ensuring that they remain in optimal condition for academic purposes.
5. The website coordinator manages the information sharing and uploading processes on the college website, ensuring that it

remains an effective platform for communication and resource dissemination.

6. The staff in charge of the cleanliness committee monitors and oversees the cleaning work on the campus, maintaining a hygienic and orderly environment.

These advisory committees and coordinators work collaboratively to uphold the standards of the college's infrastructure and facilities, contributing to a conducive learning and working environment for all stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://govtcollegesaja.in/newsData/Report947.pdf

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

944

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

160

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

100

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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)	View File

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

100

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	View File

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

00

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)	View File

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.

00

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)	View File

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 College has very active Student Council constituted as per state Government and University ordinance. The student council comprises of President, Vice President, Secretary, Joint-Secretary and Class Representatives. The council helps the faculty to organize various Academic, Cultural and Sports events and administrative activities in the College. Somr objective of Student Council: To give the students an opportunity to develop leadership qualities. To inculcate spirit of discipline. To promote respect for Human Rights. To encourage participation in Literacy and Cultural activities in the campus to bring out their leadership and creative talents. Student Representation: Student's representation in various Academic and Administrative Committees includes; Anti-raging committee, Prevention of Sexual harassment Committee, Student Welfare Committee, NSS Committee, sports activity Committee, Cultural activity Committee. Major Activities of Student Council: The Council involve in policy making and taking decision for various plans and strategy of the College.

File Description	Documents
Paste link for additional information	http://govtcollegesaja.in/newsData/Report930.5.2%20pariksha%20samiti%20merge.pdf
Upload any additional information	View File

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

17

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)	View File

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 Alumni Association plays a significant role in the overall development of the institution, The college is proud to have a functional Alumni Association, registered under the Chhattisgarh Societies Registration Act, 1973. The association actively engages with alumni members through various channels, fostering strong connections and utilizing alumni experiences to enrich the academic strategies of the college.

Key initiatives and practices of the Alumni Association include:

1. **Communication Platform:** The college has established an Alumni WhatsApp group to facilitate communication and maintain strong relations with alumni members.

2. **Interactive Meetings:** Regular interactive meetings are organized with the Alumni Association, providing them with a platform to share their experiences. These meetings strengthen the bond between past and current students.
3. **Positive Outlook and Support:** The Alumni Association contributes to a positive outlook and supports innovative activities within the college. The institution values and implements the valuable suggestions provided by the Alumni Association.
4. **Career Opportunities:** Well-placed alumni in society, industry, government, and non-government jobs utilize their networks to facilitate opportunities for students in terms of career advancement and placements.
5. **Support:** Alumni members are actively involved in providing funds for development of college and improving learning resources within the college.
6. **Feedback and Development:** The Alumni Association provides valuable feedback on curriculum development, extension activities, infrastructure improvement, and the holistic development of the college.

Through these collaborative efforts, the Alumni Association becomes an integral part of the college community, contributing to its growth, development, and the success of its students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Vision: The vision of HEI is dedicated to preparing economically challenged students from rural areas to confront the challenges of a highly competitive world. The institution aspires to empower these students, enabling them to thrive in an environment that demands excellence and the mission of the institution is centered on providing a secure and conducive environment for the holistic development of students.

The effective governance and leadership, aligned with the vision and mission of the College, are reflected in various initiatives and practices:

- The College organizes an Induction Programme for newly admitted students, providing them with comprehensive information about various courses, syllabi, and institutional schemes such as Career Guidance, NSS, YRC, and Scholarships. Facilities like the library, laboratories, sports,
- Several committees within the College organize various extension and outreach programs, including skills development, Career Guidance, sports, cultural activities. These initiatives contribute to the holistic development of students.
- The Scholarship Committee actively monitors government scholarship opportunities and ensures receive necessary support, including stationery, to aid their academic pursuits.
- The Career Guidance Committee providing proper guidance to students for competitive examinations
- The Women Cell of the College is dedicated to promoting equity and empowerment among girl students.

- All quality control measures are initiated and implemented by the (IQAC) of the College, ensuring continuous improvement in the overall functioning of the institution.

These practices collectively contribute to the effective governance, leadership, and fulfillment of the institution's vision and mission, emphasizing the holistic development and support of all students.

File Description	Documents
Paste link for additional information	http://govtcollegesaja.in/newsData/Report942.pdf
Upload any additional information	View File

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

The COVID-19 Pandemic has given us the opportunity to learn at every circumstance. As per the instructions of affiliating university, Physical classes were suspended as the cases of the omicron Covid 19 variant spike and the annual and semester exams could not be conducted offline which is the traditional form of appearing exams in which physical presence of students is required to appear for the examination. During the assessment period the annual and semester exams were conducted as open book exam pattern in blended mode in which students are allowed to refer text books, class notes or any other approved materials while answering questions. Students are provided with the questions papers before writing the exam. To conduct annual and semester

exams separate examination committees for Arts, Science and Commerce were formed by the Principal comprising convenes, Regular and Guest Faculties as members along with non teaching staff. The committee members were responsible for verification of candidate's details, Collocation of answer sheets and dispatch them to the university. This all teaching and non teaching staff were involved in the smooth conduction of the examination. The case study shows practicing decentralization and participative management in the institution.

File Description	Documents
Paste link for additional information	http://govtcollegesaja.in/newsData/Report930.5.2%20pariksha%20samiti%20merge.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To foster growth and development in any institute, a strategic planning system is essential. The strategic plan, formulated in consultation with Department committees, outlines long-term goals crucial for the institute's progress. Our institute, maintaining its excellence and distinctiveness, adheres to a strategic plan structured around key sub-areas: Academic Process, Employability, Self-Learning, and Personality development.

Actively promoting the spirit of skill development and entrepreneurship is a priority for HEI in realizing its institutional vision. Staff members are proactively involved in raising awareness about entrepreneurship among college students, with a particular emphasis on promoting women's empowerment. Teachers play a crucial role in encouraging students to develop leadership qualities, raise health awareness, and foster team spirit through the organization of diverse events. Student representatives assume the responsibility of being accessible to their peers, attentively listening to their views and concerns, and objectively representing them in an accurate manner. Under the guidance of the Principal, the College has identified significant strategic/perspective plans and imperatives. Subsequently, concerted efforts have been employed to enhance key areas such as Teaching and Learning, Co-Curricular Activities, Extra-Curricular Activities, Alumni Association, and the efficient utilization of Government funds. The college ensures the proper utilization of non-

government public participation funds to facilitate the seamless functioning of administration and enhance the teaching-learning process.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://govtcollegesaja.in/newsData/Report933.pdf
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.

At the core of the College administration, the Principal serves as the central authority, holding the final decision-making power in all academic, administrative, and financial matters. The Principal orchestrates meetings and entrusts authority to the academic and administrative staff for the execution of assigned tasks. The Institutional Quality Assurance Cell (IQAC) actively oversees both curricular and co-curricular activities, ensuring quality outcomes through meticulous planning, continuous monitoring, and periodic review. The College's IQAC is structured in alignment with NAAC guidelines, placing a significant emphasis on fostering a comprehensive system to enhance the academic and administrative performance of the institution.

Department Heads (HoDs) regularly convene monthly departmental meetings to proactively discuss and plan the execution of teaching plans, syllabus completion, class assignments, internal assessments, and other related matters. The appointment of Guest Lecturers adheres to the rules and regulations set by the State's Higher Education Department. Contractual Teachers are also brought on board to support the sanctioned teaching staff. The Non-Academic Staff comprises Head Clerk/Accountant, Class III, and Class IV Staff.

To ensure adherence to established norms, Service Rules, Procedures, Recruitment, and Promotion Policies are implemented in accordance with the regulations of the Higher Education Department of the Chhattisgarh Government. Various Grievance Redressal

Mechanisms, including the Anti-Sexual Harassment Cell, Internal Complaints Committee, Anti-Ragging Cell, and Grievance Redressal Cell, are in place to address and resolve concerns within the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://govtcollegesaja.in/newsData/Report834.jpg
Upload any additional information	View File

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	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The existing welfare schemes of the Chhattisgarh State Government apply to the employees of Govt.College Saja . The College extends various welfare measures to its staff, including:

1. Provident fund/NPS/Group insurance.
2. Loan facility.
3. Reimbursement of medical expenses.
4. Financial support and Academic Leave provided to teachers attending conferences, workshops, seminars, or training programs.

5. Maternity leave for women employees (Six Months).
6. Child Care Leave for women employees (Two Years).
7. Paternity Leave for male employees (15 Days).
8. Additional increments granted upon acquiring higher degrees.

9. Additionally, the following provisions are in place for the staff:

10. Encashment of earned leave.
11. Encashment against the T.A/D.A (Travel Allowance/Dearness Allowance).
12. Festival advance.
13. Uniform and Washing allowance provided to Class IV employees. Other facilities are

CCTV Cameras: Installed for safety and security.

Clean Drinking Water Facility: Ensuring a healthy work environment.

Part Final Encashment: Available in cases of marriage and illness.

Disbursement of Government Welfare Schemes: Ensuring proper distribution to employees.

Central Library Membership: Access to library services.

File Description	Documents
Paste link for additional information	http://govtcollegesaja.in/newsData/Report947.pdf
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)	View File

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

0

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	No File Uploaded
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)	View File

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

00

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)	View File

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

The college has implemented a Performance Appraisal System for both teaching and non-teaching staff, conducted annually at the end of each academic year. Here are the details of the Teaching Staff Appraisal System:

Teaching Staff Appraisal System:

- According to UGC rules and the Department of Higher Education, Chhattisgarh, teachers are required to maintain a record file documenting their academic endeavors, research publications, participation in refresher/orientation courses, attendance at workshops/seminars/FDP, and engagement in other institutional activities for performance appraisal.
- To be eligible for promotion under the Career Advancement Scheme (CAS), a teacher must submit an annual self-appraisal report in the Annual Performance Assessment Report (APAR) form. This report should include documentary evidence such as the number of classes taught, teaching diary, research activities, guidance provided to students, and involvement in administrative representation, examination, and evaluation duties.
- Additionally, teaching staff must annually submit the prescribed Performance Based Appraisal System (PBAS) form, along with all mandatory attachments. The PBAS form collects information on attending professional development programs, the number of teaching hours, and other relevant details.

- Non-Teaching Staff Appraisal System:

At the conclusion of the appraisal process, the Principal of the institution thoroughly reviews the details of APARs, PBAS, API marks, and provides an opinion on a scale ranging from Poor to Excellent. The Principal then submits the Confidential Report to the Regional Additional Director. The Additional Director, in turn, forwards the Confidential Report to the Commissioner of the Department of Higher Education, Chhattisgarh, for further action.

File Description	Documents
Paste link for additional information	http://govtcollegesaja.in/newsData/Report926.pdf
Upload any additional information	View File

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

The Higher Education (HE) Institution has implemented a robust system for auditing its accounts, subjecting itself to regular internal and external statutory audits to ensure financial compliance. It is noteworthy that, to date, there have been no major findings or objections in the accounts. In instances where the audit team identifies minor errors or omissions, swift corrective action is taken, accompanied by the implementation of precautionary measures to forestall their recurrence in the future.

The internal audit process is conducted annually by an internal financial committee, involving a comprehensive examination. Every voucher undergoes meticulous scrutiny, and expenses under various categories are thoroughly examined by cross-referencing bills and vouchers. In the event of any discrepancies, the matter is expeditiously brought to the principal's attention for resolution. This stringent auditing protocol is consistently upheld year after year, fostering financial transparency and accountability within the institution.

The external audit process involves the examination of the college accounts by a CA recommended as per government rules. The auditor, in line with these regulations, verifies that all payments are duly authorized. Notably, the institution has not encountered any major audit objections in preceding years.

These audit mechanisms collectively showcase the commitment to financial discipline. This ensures the prevention of any potential misappropriation of funds within the institution, reflecting a dedication to responsible financial management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

00

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)	View File

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

During the current year, the primary sources of funding for the college included Students' Tuition Fees, Government Scholarships, and the Janbhagidari fund. The funds collected through Students' Tuition Fees were entirely utilized to cover expenditures related to the salaries of teachers and workers under the Janbhagidari scheme implemented by the College.

Additionally, the college received donations and endowments from various sources such as staff members, alumni, and philanthropists. These contributions were directed towards College fellowship schemes, memorial prizes, and endowment funds.

Both Government and Non-Government financial grants were managed judiciously, expeditiously, and transparently. Throughout the utilization of these grants, the best interests of all stakeholders were fully considered, reflecting the institution's

commitment to responsible financial management and accountability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 (Internal Quality Assurance Cell) is continually dedicated to enhancing the quality of the college through the effective operation of all Academic and Administrative Committees. The IQAC has successfully institutionalized strategies for ensuring and enhancing quality assurance across various aspects of the institution.

The IQAC consistently advocates for collaborative learning as a means to deliver quality education to students. This approach entails groups of students collaborating to solve problems or accomplish tasks. The underlying philosophy is that learning is a natural and social process, where participants engage in meaningful discussions and interactions among themselves.

IQAC, in collaboration with the Central Library of the College, has been organizing Library Orientation Classes for all newly admitted first-year students across faculties. These sessions, conducted by the Librarian and other staff members of the Central Library, are designated to provide fundamental information and training on utilizing the library facilities within its regulatory framework. The goal is to enable students to extract maximum benefits from the available textbooks, books, journals, and other study materials.

Exclusive sessions and classrooms are allocated for these orientation classes. The IQAC actively encourages all newly admitted students to attend these sessions, fostering the habit of visiting, reading, and borrowing books from the Central Library. This initiative aims to familiarize students with the resources available and promote effective utilization of the library for academic purposes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 is systematically structured to routinely review the teaching-learning process at regular intervals. Through a systematic approach, it assesses the incremental improvements in various activities.

This involves conducting feedback analysis from stakeholders and taking responsive actions based on the insights gained from the feedback. The iterative process ensures a dynamic and responsive approach to enhancing the overall teaching and learning experience within the institution. Students are presented with online feedback forms encompassing various parameters related to teaching and the college environment. These parameters include Subject Knowledge of Teachers, Teaching Methods, ICT-based Teaching, Interactive and Comprehensive Teaching, Teaching Regularity and Punctuality, Conduct of Teachers, Teaching Pace and Syllabus Completion, Students' Academic Encouragement, Study Material Provision, Students' Management, Study Atmosphere, Academic Pace, and Personality Development.

The institution embraces an ICT-enabled teaching-learning approach, emphasizing the integration of advanced teaching pedagogy. Faculty members are encouraged by the IQAC to incorporate Information and Communication Technology (ICT) learning techniques into their teaching methods. Particularly during the COVID-19 pandemic, the teaching-learning process has been facilitated through virtual platforms.

As part of this approach, there is an emphasis on the preparation of multimedia content such as PowerPoint presentations (PPT) and video lectures. This strategy aims to leverage technology to enhance the learning experience, making education more accessible and engaging for students.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/109127/6.5.2_1638094807_7005.pdf
Upload any additional information	View File

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://govtcollegesaja.in/newsData/Report937.pdf
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)	View File

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

The Higher Education Institution (HEI) is steadfast in its commitment to gender equality and the welfare of women. As a co-educational institution, the college actively supports the cause of gender equity and raises awareness among staff and students regarding gender-based challenges and concerns. Notably, the college is fortunate to have a higher gross enrollment of girls compared to boys.

The curriculum for several undergraduate first-year courses includes compulsory studies on gender equity and human rights. To further promote gender awareness, the Women's Cell of the college organizes events such as Awareness Rallies, Self-Defense Programs, and Extension and Outreach Programs on gender issues throughout the year. Additionally, the Anti-Sexual Harassment Committee maintains a strict vigil across the entire campus to ensure a safe and respectful environment. This holistic approach underscores the institution's dedication to fostering gender equality and addressing gender-related issues.

In an effort to promote gender equality and ensure the safety of women, the college has implemented various measures:

- The campus is equipped with a Girls' Common Room and separate washrooms for girls, including a sanitary pad dispensing machine.
- The College administration is considerate of the health concerns of women employees and grants Maternity and Child Care leave in accordance with state government guidelines.
- Reservation for female students as per the guidelines of the State Government.
- HEI participates in celebrating International Women's Day, National Girl Child Day, and World Equity Day, organizing events in collaboration with female students and faculty.

File Description	Documents
Annual gender sensitization action plan	http://govtcollegesaja.in/newsData/Report941.pdf
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	Nil

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
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File Description	Documents
Geo tagged Photographs	View File
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 well-organized solid waste management system in place. Each department is responsible for collecting solid waste weekly, utilizing bins located both within departments and across the campus. Waste management programs are meticulously planned and executed with the active involvement of NSS volunteers. The institution places a strong emphasis on environmental consciousness.

The institution has established a systematic approach to liquid waste management. Liquid waste generated from laboratories, washrooms, sanitation blocks, and other working areas is channeled into large soak pits, allowing it to be absorbed into the soil. This method helps prevent contamination and water pollution. Additionally, liquid waste is collected in a drainage tank connected to the corporation drainage system.

The institution has implemented effective e-waste management

practices. Electronic equipment like computers, printers, and photocopying machines are prioritized for repair and reuse whenever possible, reducing the generation of electronic waste (e-waste). Given the limited presence of electrical equipment, the institution generally does not generate significant e-waste.

As of the current situation, the college does not have a water recycling system in place. However, there is a proposal under consideration, and efforts are underway to future

Concerning hazardous chemical and radioactive waste management, the college does not possess the necessary license and does not handle any hazardous chemical or radioactive materials.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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:	A. Any 4 or All of the above

<p>1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping</p>	
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File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

<p>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</p>	
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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	View File
Any other relevant information	No File Uploaded

<p>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</p>	<p>C. Any 2 of the above</p>
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**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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 college, recognizing the importance of being responsible citizens, is committed to following and implementing the constitutional values of India. Sincere efforts are made to instill these values among students and staff. The institution actively organizes cultural activities, motivational lectures, talks, and drama plays to promote social, moral, human, cultural, and universal values. These events are held regularly on the college campus, drawing significant participation from students and staff who, in turn, are inspired to contribute personally to society.

The college has taken direct steps to promote various national identities and symbols, aligning with the "Nation First" policy. Grand celebrations of Independence Day and Republic Day are organized with great enthusiasm. Faculty from various departments contribute by organizing academic and co-curricular activities focused on the propagation of fundamental duties and rights of Indian citizens. Special events like Ekta Rally, Voters Day, International Yoga Day, Constitution Day, and various festivals are conducted to foster a sense of unity and legal literacy among the college community. These initiatives collectively contribute to instilling a sense of civic responsibility and patriotism among students and staff.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The college is actively involved in sensitizing both students and employees to their constitutional obligations. Various activities are organized to deepen the understanding of values, rights, duties, and responsibilities of responsible citizens committed to the nation and society. The NSS (National Service Scheme) and YRC (Youth Red Cross) are integral bodies that contribute to inculcating patriotism among students and staff.

The curriculum of the college is designed to make students aware of social justice, equality of opportunity, democratic freedom, and respect for all religions. Several departments organize guest lectures on ethical and human values, aiming to contribute to the transformation of prevailing social responsibilities.

The NSS Unit collaborates with the district traffic police to organize road safety awareness programs, emphasizing the importance of safeguarding human life. Additionally, NSS/YRC volunteers actively participate in blood donation drives wherever required, contributing to community welfare.

The college commemorates Independence Day and Republic Day, enshrining the sovereign rights and democratic values of the nation. Constitutional Day on 26th November is celebrated annually, where students and staff take an oath to uphold the principles of the constitution, fostering political consciousness.

Adhering to the Civil Services Code of Conduct Rules 1965 issued by the Government of Chhattisgarh, the college has a prescribed Code of Conduct for all stakeholders. This Code of Conduct is prominently displayed on the college website and on the campus, reinforcing the commitment to ethical standards and responsible

behavior.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://govtcollegesaja.in/newsData/Report944.pdf
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	No File Uploaded

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

The college actively organizes a diverse range of national and international commemorative days and events, paying tribute to defining moments and prominent personalities of India. The participation in various activities during these celebrations is integral to instilling a feeling of national duty, promoting global brotherhood, and universal well-being.

National Youth Day (12th January): Celebrated annually to commemorate the birth of Swami Vivekananda, this day is dedicated to spreading the philosophy of Swami Vivekananda among the youth.

1. **International Yoga Day (21st June):** The college joins the global celebration of International Yoga Day, observed on 21st June each year, promoting the physical, mental, and spiritual benefits of yoga.
2. **World Environmental Day (5th June):** Recognizing the importance of environmental conservation, the college participates in World Environmental Day on 5th June, raising awareness about environmental issues and the conservation of natural resources.
3. **International Day for Biological Diversity (22nd May):** Celebrated on 22nd May, this day engages young minds towards exploring new possibilities and understanding the importance of biological diversity.

These celebrations contribute to the overall development of students by fostering awareness, promoting healthy practices, and encouraging a sense of responsibility towards the environment and society.

Each academic year witnesses a spectrum of celebrations, including Independence Day and Republic Day, Gandhi Jayanti, Vivekanand Jayanti, Sardar Vallabhbhai Patel Jayanti, Samvidhan Diwas (Constitution Day), International AIDS Day, Women's Day, State Foundation Day, Teacher's Day,

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	View File
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.

Empowering Girls Through Academic Excellence

The college is dedicated to advancing girls' education with the inspiring motto "Bitiya Padhegi, Aage Badhegi," aiming to foster awareness and development in rural areas. The primary goal is empowering girls through education, enabling self-reliance and overall development. Recognizing education's transformative impact on families, the practice challenges societal norms in rural regions restricting girls' access. Despite challenges like limited transportation for nearly 60% of female students from remote areas, the college conducts targeted awareness programs, involving parents, teachers, and students. These initiatives, including street plays and poster making, consistently boost girls' admission percentages, showcasing success amid resource constraints.

Title: Oxy and Green Zone Campus

The "Oxy and Green Zone Campus" initiative focuses on creating a clean, eco-friendly environment for holistic student development. Despite challenges like desertification due to red soil, the college maintains a lush campus, fostering a serene atmosphere with rich flora and fauna. Green practices, including tree planting, a dedicated Green Army, and periodic audits, engage students in environmental awareness. The campus, lit with natural light and cooled by breezes, minimizes electricity usage, contributing to a sustainable, green environment. The success is evident in a delightful campus fostering active student participation, though challenges include ongoing tree care and the need for heightened awareness.

File Description	Documents
Best practices in the Institutional website	http://govtcollegesaja.in/newsData/Report942.pdf
Any other relevant information	Nil

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

Mentoring System for Students

The mentoring system at our institution aims to address the multifaceted challenges students encounter, focusing on minimizing dropouts, improving academic performance, and alleviating stress through personalized counseling. In the context of professional college life, students grapple with diverse stressors - personal, academic, physical, and mental. The transition is particularly daunting for hostel students, new to independence. Educational background disparities lead to feelings of complexity and hesitation, hindering academic performance and contributing to an alarming increase in suicides and dropouts.

To counter these challenges, each teacher is assigned students throughout their academic journey. Monthly meetings provide a platform for discussions on personal and academic matters. Mentors actively encourage participation in co-curricular and extracurricular activities, ensuring a holistic approach to student development. Regular communication with parents, emotional counseling, and intervention in departmental issues contribute to a comprehensive support system.

Evidence of success is reflected in university ranks, improved exam results, increased participation in activities, enhanced attendance, reduced dropouts, and the establishment of a respectful teacher-student relationship. Despite the commitment of teaching staff being crucial, the program has encountered no limitations, ensuring its effective implementation. The mentoring system stands as a testament to the institution's dedication to fostering a nurturing environment for student growth and success.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

To organize national seminar on different subjects

To tie up with some organizations for the Job training for the students.

To Start postgraduate classes in Geography and Botany, Zoology and Mathematics

To organize more educational tours on regular intervals to improve academic performance, confidence, work ethics and social responsibility amongst the students.

To start more and more job oriented Certificate courses.