



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**DR. RADHABAI GOVERNMENT NAVIN KANYA  
MAHAVIDYALAYA**

**NEAR DUDHADHARI SATSANG BHAWAN, MATHPARA  
492001**

**[www.navingirlscollege.com](http://www.navingirlscollege.com)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay was established in the year 1986. From its inception till date the college has been striving to provide quality education to its students. The college was relocated to its fully functional new premises at Mathpara in the year 2013.

At present, the college offers undergraduate programs in Arts and Performing Arts (Dance and Music), Commerce and Science. Moreover, the college extends post-graduate degree programs in six subjects and a post-graduate diploma in computer application. The college has research centers in Economics and Hindi. In addition to these programs the college offers multiple add-on/certificate short-term courses to its students. The college grooms its students to be more socially absorbable upon graduation through its prestigious NCC and NSS wings.

Dr. Radha Bai Navin Kanya Mahavidyalay was accredited with Grade 'B' in its first cycle of the NAAC. The college receives grants from State Government and RUSA for enhancement of learning and teaching infrastructure. For research purposes the institute receives grants from the UGC and the Chhattisgarh Council of Science and Technology (CGCOST).

The college has been awarded by the CGCOST for its clean and green campus initiatives and recently the college has been recognized for its Swachhta Action Plan. To inculcate the sense of research and entrepreneurship among the students, the college has established a Science & Technology Entrepreneurship Program Cell (STEP Cell) and a Start-up Incubator. This initiative credits the institute with the status of a one among the few non-technical colleges having functional STEP and incubator cell.

The institute has recently upgraded its science laboratories (Physics, Chemistry, Computer and Geography) with the state-of-the art equipment. Moreover, the college has completed horizontal expansion of its existing infrastructure with an addition of functional facilities for the differently abled. The work of vertical expansion of infrastructure is in progress which will improve the learning space in the institute. These accomplishments will enhance the teaching-learning experiences as well as the research potentials of the students and will serve in fulfillment of the college mission to become an institute of excellence.

### Vision

The activities of the institute are focused towards one vision -

'To make this institution a role model for all the other colleges of Raipur district and entire Chhattisgarh'.

### Mission

The mission of the institute are -

- To be an institution of excellence.

- To foster and encourage innovation and creativity.
- To promote economic and community development through inculcation of entrepreneurial spirit and productive partnership.
- To empower women through regular and non-formal courses to make them economically independent and socially aware.
- To shape the students into agents of social change by incorporating the values of good citizenry, scientific temperament and rational thinking.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

The following are the strengths of the institution

- High Demand Ratio.
- More than 60% of full-time teachers are Ph.D.
- Excellent graduation ratio (Student graduating to Appearing in final year examination) >0.90.
- The college is well connected to public-transport system.
- The college has established indoor and outdoor gyms.
- Training ground available in the college.
- Students aspiring for a career in sports and athletics are groomed by the sports officer.
- Green campus.
- Well established layout for reaching the community with a sense of social service.
- Decorated NCC wing.
- Active NSS wing.
- Horizontally and vertically expanded infrastructure.
- Divyang friendly campus.
- Wifi enabled campus.
- Computer to Student ratio for computer centric courses - 1:1.
- Potential for offering additional certificate courses.
- STEP and Incubator Cell.
- Enhanced ICT teaching learning facilities.
- Substantial number of books available in the library in both Hindi and English.
- Library managed through SOUL.
- Systematic conducting of cultural activities.
- ICT enabled seminar halls and auditoriums.
- Well established laboratories.
- College has walled campus.
- Well associated and thriving alumni.
- Scholarships for the deserving.
- Pratibha Protsahan Puraskar for encouraging the meritorious students.
- Sadbhavna Kosh for helping the poor and needy students.

### Institutional Weakness

- Procuring funds for organizing national and international seminars is a challenge which often results in

shelving the plans for undertaking quality initiatives.

- Procuring funds for organizing training workshops for non-teaching staff, lab-technicians, and lab-attendants is a Himalayan task.
- Lack of hostel building due to paucity of funds.
- The vacant posts for teaches are not filled by the permanent teaching staff.
- Research centers offering Ph.D. program limited to two in number.
- Student to teacher ratio for teaching foundation courses in under-graduate programs is very high.
- Due to less number of professional programs offered by the institute the reputed organizations feel hesitant to conduct campus drive despite the institution having talented students.
- For implementation of CBCS the college has to depend entirely upon the affiliating university.
- In keeping with the high demand during the admission process, the number of seats in the programs offered have been increased, but the sanctioned number of teachers is not increased in the same proportion.

### **Institutional Opportunity**

- The college has reinvented the modes and methods of teaching. Using Google meet, CISCO platforms and office suites, it delivered complete course work lessons to the students during the pandemic period. The teachers in the institute are now acquainted with the challenges thrown by the online teaching-learning process. Using these experiences the institute can now develop its own massive open online courses if given a chance by the affiliating university.
- The institution has well established infrastructure for ICT teaching techniques. Using this infrastructure the college can offer online certificate programs to the students enrolled in other colleges of the country. To accomplish this, the institution can provide its services on cgschool platform, a platform developed by the Govt. of Chhattisgarh for enhancing the quality of education in the state.
- The college has adequate infrastructure to start interdisciplinary programs in the fields like, computers, statistics, remote sensing, fitness, and nutrition.
- The college alumni can encourage the on-roll students to opt for formal internships to take up employment in industries upon graduation.
- Establishment of incubator and STEP cell in the institution will encourage the girls to take up the mantle of self-employment.
- Tie-up with the reputed professional/ technical institutes for enrolling the students in to the value-added courses as part of the professional/ technical skill enhancement initiative.

### **Institutional Challenge**

- A strong inclination for research needs to be generated among the students to enable them to consider their progression in research based activities upon graduation.
- The sanctioned number of teaching posts for foundation courses pose a major challenge for the institute to take up new professional courses in B.Sc.(Electronics) and B.Sc. (Computer Science) despite availability of the required infrastructure.
- Introduction of new programs in the institute depends upon the department of Higher Education. Accordingly, the process of induction of new programs in the college is arduous.
- Students in the college come from humble background, which requires tremendous efforts to aspire them to higher ambitions.
- The decision regarding the number of subjects offered depends upon the affiliating university and

therefore the diversity in learning experience cannot be introduced frequently.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay is an affiliated college to Pt. Ravi Shankar Shukla University, Raipur. The institute follows syllabus as prescribed by the affiliating university for teaching delivery. It does not offer the CBCS courses. The elective courses offered to the students are as per the syllabus designed by the affiliating university. However, the institute enriches it by organizing guest lectures and field visits to meet the latest trends in the respective disciplines. The college adopts every year the calendar designed by the affiliating university and implements the same in its functioning. The internal examinations, sports activities, and holidays are observed as per the annual academic calendar.

### Teaching-learning and Evaluation

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay enrolled 1206 students in the session 2020-21. The admissions given to the students were as per the reservation policy laid down by the Govt. of Chhattisgarh. The academic proficiency of the students is accessed by the teachers of the institute through the unit-tests, assignments, and project-works (Environmental Science).

In the institute the students identified as slow learners through unit-tests and internal assessments are mentored through tutorial classes. Advanced learners are encouraged to deliver seminars related to the latest topics from their syllabus. They are also encouraged to consult reference books available in the departmental and college library.

The teaching work in the college is carried out using the blended mode. The use of ICT tools along with the black-board techniques are essentially promoted. During the COVID-19 pandemic the classes were organized using Google meet and CISCO WebEx platforms. This ensured the continuity of learning experience.

The college has a robust mechanism to redress the grievances of the students related to the internal and the university examinations. The annual results of the college are generally outstanding. The results of each term are always discussed in the staff-council meeting.

The programs outcomes are specified by the affiliating university. As an attainment of the program outcomes, some of the students have found placements through campus drives.

### Research, Innovations and Extension

The college receives grants from the UGC and the Chhattisgarh Council of science and technology for carrying out research activities. Some of the PG departments namely, Economics, Home Science, and Hindi were allocated funds for research while the UG departments such as Botany was allocated funds for research by these government agencies.

The college at present has 11 Ph.D students on-roll, out of which 4 have submitted their theses for assessment

while 7 have their Ph.D.status as ongoing.

The institute has recently established a STEP cell and start-up incubator for facilitating guidance and training to the students for entrepreneurship awareness and self-employment.

For the all-development of students under the five dimensional aspects, the institute organizes regular community outreach programs. The students are encouraged to participate in the NSS or NCC activities.

The extension activities organized in the institute are meant to promote social equality, gender sensitization, environmental awareness, health issues etc.

The institute has recently collaborated with SB College, Himmatnagar, Gujarat under the EBSB scheme for academic enhancement and cultural exchange among the students of both the states.

### **Infrastructure and Learning Resources**

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay upgrades its infrastructure frequently. This is undertaken to meet the ever-changing needs of the students and to keep the college abreast of the advancing times.

The college has 24 Wifi enabled classrooms. These include 7 smart class rooms with interactive boards and computers installed in them.

The institute has recently upgraded its Science laboratories, Computer labs and Geography labs. The institute has also acquired facilities to enhance the learning experience of the students enrolled in the performing arts courses.

The college library is managed through SOUL software and has the subscription of N-LIST through which the students can access various e-journals and e-books.

The college has multiple toilets including the toilets for the differently abled. The campus is completely walled with a guard room at the entrance and all safety measures taken into consideration in case of an emergency.

The reading room, girls common room, canteen, and ramps cater to the various need of the students. For cultural activities the institution has an ICT enabled auditorium. In addition to it, there are facilities of sports ground, open gym, and an indoor gym for catering to the needs of students pursuing careers in athletics and sports.

### **Student Support and Progression**

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay extensively supports the education and further progression in the careers of its students. The students are made aware of the Central and the State Governments scholarship schemes allotted for them.

The students are encouraged to participate in programs that are meant for enhancing their soft skills, computer proficiency and ICT expertise. Each department conducts various programs to enhance the students skills throughout the session.

The institute encourages the students to pursue higher studies. This is evident by the increasing number of students graduating and getting enrolled in the PG programs of the college.

The institute regularly organizes sports, cultural and extra-curricular activities.

The institute tries to engage students in the participative management through committees like, committee against sexual harassment, student council, student union, college development cell, eco club, NSS and NCC.

The institute has a registered alumni association 'Swayam-Siddha'. The student alumni interaction is promoted in the institute through alumni meets.

### **Governance, Leadership and Management**

Dr. Radha Bai Navin Kanya Mahavidyalay practices decentralization and participatory management in its functioning. The institution is headed by the principal, however, the decisions related to the interests of the college are taken collectively by the staff-council.

The college management caters to the need of every department. This is exemplified through the expansion of teaching-learning infrastructure with the help of RUSA funds.

The college uses e-governance tools for managing finances, admissions, examinations and administration of the institution.

### **Institutional Values and Best Practices**

The campus of Dr. Radha Bai Govt. Navin Kanya Mahavidyalay is clean and green. The institution has been recognized by the CGCOST for its clean and green initiatives.

The institute promotes gender sensitization by dealing with taboos on issues pertaining to menstrual hygiene. The institute has a sanitary pad dispensing machine along with its disposal system so that the girls can avail the facility without hesitation. The college has zero tolerance policy to deal with cases related to sexual abuse, ragging and harassment. Professional ethics and code of conducts are supervised by the CASH committee.

The institute conserves energy through Solar power generator system and LED fixtures. It organizes lectures on the issues related to renewable and non-renewable resources of energy.

The college has a disabled friendly, barrier free premises. Rails for walking support, wheel chair and ramps are available in the campus.

The institute takes pride in two of its indigenous best practices, namely, 'Pratibha Protsahan Puraskar' and 'Sadbhavna Kosh'. The Pratibha Protsahan Puraskar is meant to encourage the students who excel in the field of sports and education. Sadbhavna Kosh is a corpus fund voluntarily generated by the staff to help the needy students.

NAAC



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	DR. RADHABAI GOVERNMENT NAVIN KANYA MAHAVIDYALAYA
Address	Near Dudhadhari Satsang Bhawan, Mathpara
City	Raipur
State	Chhattisgarh
Pin	492001
Website	<a href="http://www.navingirlscollege.com">www.navingirlscollege.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Vinod Kumar Joshi	0771-2546398	9425515334	-	iqacdrrbgngkm1986@gmail.com
IQAC / CIQA coordinator	Dipti Jha	-	9425515334	-	drrbgngkm1986@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	12-09-1986

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Chhattisgarh	Pt. Ravishankar Shukla University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	05-08-1988	<a href="#">View Document</a>
12B of UGC	01-07-1992	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Near Dudhadhari Satsang Bhawan, Mathpara	Urban	2.4	4900

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	Higher Secondary	English,Hindi	25	2
UG	BA,Arts	36	Higher Secondary	English,Hindi	25	1
UG	BA,Arts	36	Higher Secondary	English,Hindi	100	14
UG	BA,Arts	36	Higher Secondary	English,Hindi	100	22
UG	BA,Arts	36	Higher Secondary	English,Hindi	100	41
UG	BA,Arts	36	Higher Secondary	English,Hindi	25	2
UG	BA,Arts	36	Higher Secondary	English,Hindi	100	0
UG	BA,Arts	36	Higher Secondary	English,Hindi	25	0
UG	BA,Arts	36	Higher Secondary	English,Hindi	60	0
UG	BA,Arts	36	Higher Secondary	English,Hindi	60	1
UG	BA,Arts	36	Higher Secondary	English,Hindi	100	4
UG	BA,Arts	36	Higher Secondary	English,Hindi	100	0
UG	BA,Arts	36	Higher Secondary	English,Hindi	100	1
UG	BA,Arts	36	Higher Secondary	English,Hindi	60	0
UG	BA,Arts	36	Higher Secondary	English,Hindi	25	3
UG	BA,Arts	36	Higher Secondary	English,Hindi	100	0

UG	BA,Arts	36	Higher Secondary	English,Hindi	25	0
UG	BA,Arts	36	Higher Secondary	English,Hindi	60	3
UG	BSc,Science	36	Higher Secondary	English,Hindi	50	50
UG	BSc,Science	36	Higher Secondary	English,Hindi	100	100
UG	BCom,Commerce	36	Higher Secondary	English,Hindi	80	80
PG	MA,Economics	24	Graduation	English,Hindi	40	14
PG	MA,Hindi	24	Graduation	English,Hindi	30	8
PG	MSc,Mathematics	24	Graduation	English,Hindi	30	30
PG	MA,Sociology	24	Graduation	English,Hindi	25	21
PG	MA,Home Science	24	Graduation	English,Hindi	55	0
PG	MA,Political Science	24	Graduation	English,Hindi	25	12
PG Diploma recognised by statutory authority including university	PGDCA,Pgdca	12	Graduation	English,Hindi	50	50
Doctoral (Ph.D)	PhD or DPhil, Economics	48	Post Graduation	English,Hindi	8	0
Doctoral (Ph.D)	PhD or DPhil, Hindi	48	Post Graduation	English,Hindi	8	0

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	5				0				20			
Recruited	0	0	0	0	0	0	0	0	3	14	0	17
Yet to Recruit	5				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	6	2	0	8
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				12
Recruited	5	2	0	7
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	13	0	14
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	1	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	2	0	3

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	980	0	0	0	980
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	176	0	0	0	176
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	50	0	0	0	50
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	3	0	0	0	3
	Female	8	0	0	0	8
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	43	60	83	94
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	41	53	57	63
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	545	688	722	749
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	152	164	210	225
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		781	965	1072	1131

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
296	287	278	269	259
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	12	12	12

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1206	1131	1072	965	781
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
386	386	362	335	324

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
469	392	363	254	214
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
33	32	30	30	25
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
26	26	24	24	24
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 24****4.2****Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	88.61	39

**4.3****Number of Computers****Response: 50**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

The college ensures effective curriculum delivery through proficient strategic planning to accomplish the underlying objective of achieving academic excellence and professional competency.

- 1.The college being affiliated to Pt. Ravishankar Shukla University, all the courses taught in the college follows the curriculum designed by the university. At the commencement of every academic year, the university prepares the academic calendar and the institution adheres to it and prepares the programs accordingly.
- 2.The Principal of the college along with the timetable committee members formulate timetable for each subject ensuring optimum deployment of time of the staff and students for theory classes and practical classes are conducted in well equipped laboratories.The academic activity is supplimented by co-curricular activities. The aim is to achieve academic excellence, professional competency and prepare the students to be nation builders. The heads of each department then allot the timetable and syllabus to their respective faculty members.
- 3.In order to safeguard the sanctity of the academic calendar only minor changes, in case of any unforeseen circumstances, are allowed. Such changes are incorporated only by the Principal.
- 4.Teaching plans through daily diary are prepared detailing and dividing the syllabus amongst all the faculties of a particular department. Departmental meetings are conducted and transparency is maintained. The faculty members of each department are instructed by their respective heads to complete the syllabus within the stipulated time and proceed with the task of reviewing the curriculum and preparing the students for the exams. In case a faculty is unable to complete the syllabus within the allotted time, for any reason, he/she is instructed to take extra classes and complete the syllabus.
- 5.The college ensures that any changes or modifications by the university in the prescribed curriculum is regularly checked through circulars/ letters/emails and intimated to all the concerned departments and students.
- 6.The faculty receives adequate support from the university and college to implement the curriculum. Proper delivery of the curriculum is regularly monitored and necessary syllabus corrections, if required, are initiated as per University instructions.
- 7.The schedule of all the examinations namely, quarterly, half yearly, pre- finals are clearly specified in the University academic calendar and the institution follows it accordingly.
- 8.The unit tests and all internal assessments are conducted timely. Answer sheets are evaluated by the respective subject teacher and returned to the student. This is done to monitor the learning capacity of the students.
- 9.Assignments and question banks are allotted to the students to enhance their leaning ability and to enable them to have an in- depth knowledge of a particular subject. The students are instructed to submit their assignments on or before the due date mentioned in the academic calendar.
- 10.The students can opt for various professional certificate and diploma courses offered by the Pt.

Sunder Lal Sharma Open University as a part of Curriculum enrichment. The institution is a study centre for the same. The related document is available in the additional information link.

11. Students are encouraged to explore the departmental libraries for enhanced learning experience

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

The institution follows the academic calendar provided by the university for conducting continuous internal evaluation (CIE). The academic calendar includes the admission period, total number of working days, date of commencement of teaching, the data of completion of the syllabus through daily planner, schedule of internal exams, date of theory exams etc. The university guidelines are strictly adhered to with respect to the evaluation process and the timetable is prepared and implemented accordingly. The schedule for practical examination and the appointment of externals for each practical subject is decided by the university. In case of any change in the internal evaluation schedule of the university, the students are intimated well in advance. In compliance with the university academic calendar, the faculties conduct regular unit tests on related topics, term tests and pre-final exams every year. Strategies for effective delivery of the same in the institution is discussed in Staff-Council Meetings. Academic audits are conducted yearly in the institution this acts as a benchmark for adherence to the academic calendar.

- The unit tests, term tests, practical examinations, seminars, group discussions, sports events are conducted by the faculty members.
- Every student's attendance is duly monitored and in case it is short; corresponding students are informed. Test results are declared within the stipulated time.
- The marks obtained by the students in internal assessment help the faculties to identify slow and advanced learners in their respective subjects. Slow learners are guided to improve their performance through tutorial classes.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/or are represented on the following academic bodies during the last five years

#### 1. Academic council/BoS of Affiliating university

2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 38.46

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

**Response:** 5

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 8

**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	1	00	00



File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 3.98

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
77	98	52	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

The institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into its curriculum. The various college committees and the programs undertaken by them contribute to sensitizing students to these cross-cutting issues.

#### **Gender Equality:**

Serving as a girls college, Dr. Radha Bai Govt. Navin Kanya Mahavidyalay, is committed to remain gender sensitive and provide a conducive environment for women where they can realize their full potential. The Cell Against Sexual Harassment (CASH) makes provision to endorse and redress complaints to eliminate all kinds of issues pertaining to sexual violence. The CASH committee conducts lectures, organizes film shows for gender sensitization and to create a legal awareness against sexual offences. The

gender equality issues are integrated in the university's prescribed syllabus of foundation course and Human Rights which is mandatory for all. This cross-cutting issue is addressed in the annual celebration of *Samvidhan Divas* on 26th November in the college to imbibe the constitutional values that encompass the gender equality issue.

### **Environment and Sustainability:**

Environmental studies is a part of the prescribed curriculum of the institution mandatory for all the first-year students. The environmental awareness is inculcated in the students through the tree plantation and the cleanliness drives conducted by the NCC and the NSS units of the college. A sense of environmental responsiveness is imparted through poster competition celebrating campaigns like *Swachhata Abhiyan*. The college integrates the issue of environment and sustainability by undertaking measures like installing a 10kWp solar panel and the LED tube rods to conserve energy and reduce the electricity consumption. The college has the provision of rainwater harvesting system that contributes in raising the ground water level. The college Eco-Friendly club ensures the restricted use of plastic and maintains the lush green surroundings in the campus landscaped with plants and trees. The Green-Audit initiative has also been taken up in the institution.

### **Human Values:**

The college incorporates the issue of human values through its prescribed curriculum on Human Rights compulsory for all the first-year students. The Admission committee takes an anti-ragging affidavit from the students to make them comply with the anti-ragging rules. The Anti-Ragging committee facilitates the practice of a Complaint Box prominently placed in the campus to collect and resolve the lodged complaints. The Internal Complaints committee and the Discipline committee headed by the senior faculty members ensure adherence to human values by all in the campus. The disabled-friendly, barrier free environment of the college is contributory in promoting the issue of human values. Moreover, the Best Practice of *Sadbhavana Kosh* as financial aid, meant to help the poor and needy students in acquiring education, reinforces sensitization towards human values.

### **Professional Ethics:**

The college has a written code of conduct to assimilate the professional ethics into its functioning. The TISS program is helpful in inculcating the employment-oriented skills. There are various soft skills programs like the aptitude tests, PPT presentation training along with field visits and guest lectures organized to hone the professional skills of the students.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years****Response:** 2.81**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	8	8	7

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)****Response:** 21.48**1.3.3.1 Number of students undertaking project work/field work / internships****Response:** 259

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System**

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** A. All of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

#### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 80.62

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
459	481	442	461	391

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
585	585	540	540	520

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 40.53

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
149	165	147	139	127

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

#### Response:

#### Special Programmes for Slow Learners:

The institution assesses the learning levels of the students after admission and identifies the advanced and the slow learners initially in the classroom teaching by subjective assessment of whether a student understands the concept or can apply all that is being taught in praxis. Further, through classroom assignments, the teachers get an insight into the minds of the students in terms of their academic background, aptitude, speed of learning, career aspirations, interests etc. This gives an added advantage to the teachers in applying discriminatory mode of instruction to cater to diverse learning needs of the students. In this way, the initial interaction and subjective assessment by the teachers, along with continuous manifold evaluation helps them in identifying the advanced learners and the slow learners in the classroom to encourage them to participate in Massive Open Online Courses (MOOC)

The college has a special concern for the slow learners and takes priority in bringing them to the main stream. It conducts tutorial classes on a regular basis as a part of remedial instruction for the slow learners. The various departments workout on the schedule of the same and see to it that it is implemented thoroughly. The slow learners are mentored through counseling and academic advice whenever required. Their queries are solved instantly through easy and simple examples, references, and illustrations in the form of pictures, posters, video clippings etc. All the slow learners are asked to solve the past five years University question papers.

The college has briefed its preparedness to lift the performance of the slow learners to IAS who visited the college on a surprise visit. The link to the press coverage of the same has been provided.

#### Special Programmes for Advanced Learners:

The college makes special provisions to gainfully engage the gifted learners among the student community. In an effort to enrich them academically, they are given additional notes and some extra assignments. They are promoted to give seminars, oral presentations and to lead in group discussions, quiz competitions, posters and model preparations. They are encouraged to explore contents available on website related to curriculum via well equipped computer lab. The services of advanced learners are also procured in events like student mentoring, tutorial instruction and organization of academic events.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>



**2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)****Response:** 37:1

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

**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

The institution is committed to ensure the comprehensive development of the students through a student-centric learning process. The departments adopt the following techniques in varying degrees to make learning process more student-centric.

- **Students' Skill Development Program:** Under the aegis of Tata Institute of Social Sciences (TISS) in collaboration with Ministry of Youth Affairs and Sports the college organizes a National University Students' Skill Development Programme (NUSSD) to enable the graduating youths to acquire employment oriented skills while pursuing their graduation course. Under this the students have been enrolled in programs like Certificate in Management and Soft Skills and one year Diploma courses in Banking and Financial Services Management and Hospital Service Management.
- **Guest Lectures, Seminar & Workshops:** As part of academic development, the Heads of all, specially, post-graduate departments organize guest lectures series, seminars and workshops on prescribed areas and other relevant issues periodically. The students are encouraged to attend these programs, present papers and take part in discussions.
- **Soft Skills Training Program:** The department of Mathematics arranges Soft Skills Training program of Power-point Presentation, MS-Word and Mathematical Equations Typing for the benefit of the newly admitted students of M.Sc. every year. This training program helps in capability enhancement of the students and prepares them for their higher studies.
- **Projects, Models and Poster Presentation:** To help the students master their subjects they are motivated to undertake project works, make models and prepare posters based on the topics related to their curriculum.
- **Field Visits:** Field visit is a powerful teaching strategy that imparts the students with practical knowledge of the subject. The students are taken to pond visit, nursery visit, botanical garden, places like museums, Vidhan Sabha, State Election Commission, State Women Commission, etc. These visits ensure the active involvement of the students in learning process and also serve as an effective tool in making them understand the real world with professional skills.
- **Aptitude Tests:** The department of Mathematics conducts a series of Aptitude and Logical Reasoning Tests for all the students of the college to help them identify their hidden talent and support them in their career planning.
- **Competitions:** Various committees of the college hold competitions throughout the year that play a vital role in providing students opportunities to gain ample experience and showcase their skills

besides winning prizes. They also motivate students to adopt innovative techniques and develop their creative thinking skills.

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

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

- Information & Communication Technology (ICT) enabled teaching methodologies are being used by the faculty members for effective teaching-learning process.
- The teachers make substantial use of the internet facility available in the college for accessing online course material whenever required.
- For enhancing the learning experience of the students, the teachers also make use of teaching aids like computers, laptops, tablets, and slide projectors.
- The facility of interactive whiteboards and LED panels in some of the classrooms is largely availed for efficient teaching.
- The computer lab equipped with 50 computers is regularly used by the PGDCA and Mathematics Department for conducting its classes. The Mathematics Department makes use of this lab for organizing soft skill training program of Power-point Presentation, MS-Word and Mathematical Equations Typing for the benefit of the newly admitted students of M.Sc. every year.
- The college library automated through Software for University Libraries (SOUL) has procured the membership of N-LIST program. The easy access to on-line e-resources like e-books, e-journals, etc. has led to an effective teaching and learning practice by benefitting both the teachers as well as the students.
- The college auditorium equipped with ICT facilities like over-head-projector, digital podium and wireless microphone is used by the departments to conduct lectures, seminars and other academic activities.
- Online course material in the form of video lectures, power point presentations etc. has been made available on education portal of the State Government for the benefit of the students.
- Synchronous learning through online video lectures and power point presentations has been conducted in the post-graduate classes during the pandemic period.



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

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

**Response:** 151:1

#### 2.3.3.1 Number of mentors

**Response:** 8

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 120.83

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 62.33

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
22	21	20	17	14

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 9.97

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

Response: 329

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

**Response:**

The internal assessment is done through unit tests, quarterly test, half yearly test and prefinal exams for all the classes in accordance with the university academic calendar. To maintain transparency in this process test copies are shown to the students after evaluation. If the students are not satisfied with their internal assessment marks, they are at liberty to contact the professor concerned and then the head of the department. In case the students are still not satisfied they can straight away approach the Principal and get their grievances resolved.

The same procedure of internal assessment is adopted for all post graduate classes as per the university guidelines. The practical classes for all practical subjects are conducted as per their allotted timetable. The practical copies are duly checked by the teachers concerned. The marks scored in practical examination are helpful to the students in obtaining good results in the final exams. The percentage of college students faring well in the exams generally remains higher than the overall university results.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

The institution adopts a transparent, time-bound and efficient procedure of dealing with exam related grievances. The issues pertaining to the internal examination are primarily dealt by the heads of the departments and the professors concerned. The matter is then settled on the college level itself. Whereas, the grievances related to university annual and semester exams are resolved through proper communication with the examination section of Pt. Ravishankar University, Raipur. On the university level, re-totaling and revaluation of the examination copies are the two provisions available for students to get their complaints regarding the errors in valuation rectified. The students can apply and obtain the photocopies of their answer sheets from the university and if found unsatisfactory they can opt for re-totaling or revaluation of the copies. The university takes notice of the re-totaled scores and makes necessary changes in the mark sheets. The revaluation work is done by a set of two examiners and fresh results are issued to the applicants on the basis of the revaluation marks awarded to them. Through this transparent mechanism all the exam related matters are dealt with efficiently within a stipulated period of time.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

#### Response:

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay offers broad range of programs that enable a student to acquire skills, knowledge, abilities and attitude. This prepares a student to be ready for industrial absorption upon graduation from the institute. The institute offers graduate programs in Commerce, Arts, and Science (Mathematics, Physics, Chemistry, Botany, Zoology) and Post-Graduate programs in Home Science, Economics, Sociology, Political Science, Hindi, M.Sc. Mathematics, PGDCA.

Mechanism for Communication of program outcomes:

- The student is provided counseling at the time of admission as per the need.
- The college organizes an orientation program at the start of the session which provides a brief outline of what can be expected in various under graduate and post graduate programs.
- Students are given opportunity to interact with the alumni of the institute that shed light on the probable outcomes and opportunities associated with various degree and diploma programs.
- Ph.D. Scholars are encouraged to go for teaching roles through PSC.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

The attainment of programme outcomes and course outcomes are continuously evaluated by the institution through class tests, presentations, seminars, assignments and pre-final examination. Study tours such as visit to Vidhaan Sabha Bhavan, industry, pond and nursery are organized by the departments concerned for implementation of programme outcomes and course outcomes. In addition to these, the NCC and NSS activities, carrier counseling, personality development programs, communication skill development programs and guest lectures are organized for the benefit of students.

#### Result: -

1. After measuring the attainment of programme outcomes and course outcomes it is found that the pass percentage of students is increasing every year.
2. The number of students taking admission in post graduate classes is increasing every year.
3. The number of post graduate students scoring marks above 60% is satisfactory.
4. The post graduate students for most of the time secure position in the university merit list.
5. The number of under graduate students scoring 40 to 60 % is increasing every year.

#### Programme Outcomes -Arts

PO1: The academic growth of the students is promoted through this programme with a comprehensive understanding of the subjects like, Hindi, English, Economics, Political Science, Sociology, Home Science, Geography, Music and Dance.

PO2: The knowledge in the field of Humanities and Social service is acquired through this programme. The students become responsible citizens with an awareness towards environment.

PO3: The students having accomplished this programme get encouraged to take up research work. They are groomed for a wide range of careers in the field of communication skill.

**Programme Outcomes - Commerce**

PO1: Through this programme, the students' knowledge of modern business and economics is enriched and their professional careers are boosted.

PO2: Through this programme the students' capacity to use mathematical and statistical tools for data analysis is strengthened.

PO3: Through this programme the students' understanding in the field of Business is developed.

PO4: Through this programme the students' potential for establishing new business activities is acquired.

PO5: Through this programme the students' understanding of the functional application of management is enriched.

**Programme Outcomes - Science**

PO1: Through this programme the students' understanding of the fundamentals of science education is acquired.

PO2: Through this programme the students' knowledge in all basic sciences is enriched.

PO3: Through this programme the interdisciplinary approach amongst the students is developed.

PO4: Through this programme a sense of scientific responsibility, social and environmental awareness gets inculcated amongst the students.

The college evaluates program outcomes and course outcomes and proceeds with their implementation as follows.

1. The students of commerce are provided with knowledge of Banking, Accounting and Economics.
2. The students are provided with an understanding of entrepreneurship to help them in business operations in future.
3. The students of science are provided with knowledge about basic science to enable them to develop scientific approach towards life.
4. The students are made aware towards environment and society.
5. The feedback is taken from the stakeholders and the necessary action is taken accordingly.

**2.6.3 Average pass percentage of Students during last five years**

**Response:** 99.08

**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
328	392	363	254	214

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
328	393	370	258	216

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.42

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 17.3

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	5.00	12.30

File Description	Document
List of endowments / projects with details of grants	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 12.12

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 4

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 8.45

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**



2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	5

### 3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	14	14	13

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

The institution Dr. Radha Bai Govt. Navin Kanya Mahavidyalay has well established ecosystem for innovation and transfer of knowledge. The institution aims to create students that can be readily absorbed in the society after their graduation. Accordingly, the institution encourages its students to undertake the entrepreneurship training programs organized in the institution or through external agency. The institution aims that after graduation the students are able to earn livelihood either by starting their own business or getting absorbed by the industry. To promote students absorption in the industry the institute has a MOU with prestigious Tata Institute of Social Science. The courses conducted through TISS help in inculcating professionalism in the students and prepare them to find employment in the industries. These programs are framed as per the requirements of the industries. To promote startups the college has been organizing the fruit preservation and canning workshops regularly. Ms. Hemanti, a Home Science graduate from the institute has started her own business of fruit canning and preservation after getting trained through these workshops. These training programs were organized by the departments or the Training and Placement centre of the institution. The institution has now setup a STEP cell and an incubation cell to facilitate the required resources, guidance and training to the students for entrepreneurial awareness and self-employment. The STEP cell will take up the responsibility for conducting the seminars, workshops and training programs in the institution. The programs will be framed in a manner that the students can use the acquired training skills to start their own business. The incubation cell will provide a launching platform and seed money to the students who want to start their own business. In this way, the institution



will provide an integrated system for grooming the student into a self-dependent individual with an entrepreneurial awareness.

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

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

**Response: 5**

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	0	1	2

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

**Response: 2**

#### 3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

**Response: 8**

#### 3.3.1.2 Number of teachers recognized as guides during the last five years

**Response: 4**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0

#### 3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.03

#### 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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

##### Response:

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay firmly believes that the extra-curricular activities are as significant as the academic activities for the holistic development of the students. A student's personal encounters with the social challenges upon graduating are a prerequisite to his/her becoming a valuable asset for the society. To realize this perception, the college encourages its new entrants that if a student is to be nurtured to become a valuable asset for the society than it is necessary that student should have a face to face encounter with the social challenges she is going to face upon graduating from the institute. The institute for the same encourages its first year under graduates to participate in NCC or NSS. The institution organizes extension activities in collaboration with its NCC/NSS wings or through Red Ribbon club. The organization of the extension activities for community outreach program is not limited to the collaboration with NCC or NSS. The college also carries out extension activities that are not a part of the NSS or NCC activities. During the pandemic, the institution encouraged its students to go for plantation drive near their residence so that the efforts to make the world a better place does not stop. The institution carries out following extension activities regularly for sensitizing its students to social issues -

**Family Planning Program** - The institution sensitizes its students towards the ever expanding problem of the Indian society, the 'Population explosion'. To sensitize the students towards this societal evil the students are asked to conduct a door to door awareness program in the community dwellings near by the college. The students educate the women dwelling in the community towards the benefits of planned family.

**HIV/TB Awareness Campaign**- The institution organizes rallies to counter taboos and myths associated with HIV and TB. This activity educates community dwellers and students towards prevention of HIV from spreading.

**Swachh Bharat/ Cleanliness Initiative** - The institution regularly organizes cleanliness drives to spread awareness about the significance of cleanliness in the community.

**Distribution of Clothes** - The institution regularly conducts clothes distribution campaign to involve the students in the social welfare activity. The clothes are collected, put into gift-packets and distributed to the poor and needy people. A care is taken to include warm clothes, socks, vaseline bottles and some eatables.

**Health Camps** - The institution regularly organizes health camps for the students and nearby community dwellers. Taking this legacy forward, the institution has now provided rooms for COVID-19 vaccination centre to facilitate the students and people in the vicinity to get vaccinated.

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

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response: 2**

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response: 16**

#### 3.4.3.1 Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	2	1	4	3

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

**Response:** 9.72

##### 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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
103	20	15	177	145

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

**Response:** 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	0	0	0

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 1

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - 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.**

**Response:**

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay campus is sprawled in an area of 2.4 acres with lush green surroundings. The adequate infrastructure of the institution can be elaborated through the following features-

- **Computer Laboratory** - The college has 51 computers available in the computer laboratory. There are 50 computers available for the students and 1 computer for the instructor. The number of seats allotted for the PGDCA program is 50, therefore each student gets to use one computer in the computer centric course. When not in use by the PGDCA students, the students enrolled in other programmes too have an access to the use of computers. The computers are also used by the students of the post graduate departments.
- **Classrooms** - The college has a total number of 24 optimally large classrooms. These include eight new rooms that have been constructed after the first cycle of NAAC accreditation to facilitate the teaching-learning of the three newly introduced courses in the college curriculum. The rooms are sufficient enough to accomodate all the students enrolled in the institution.
- **Laboratories** - The college has in all 7 laboratories including the computer lab. The institution has well equipped Home- Science Lab, Physics Lab, Chemistry Lab, Zoology and Botany Lab, and Geography Lab. The laboratories have been upgraded in the year 2019 with all safety measures. Some of the instruments in the college laboratories are of state of the art category available in limited educational institutes. This includes Muffle Furnace and Divergent Beam Apparatus.
- **Library** - The college library contains approximately 25000 books. There are adequate number of reference books, journals, encyclopaedias, dictionaries and a registration under N-LIST programme. A spacious reading room has been constructed for the students. The installation of SOUL 2.0 software in the library has been undertaken in the year 2019 at present upgraded version SOUL 3.0 has been install and it is functioning smoothly. The library houses three computers in Master and 2 client configuration.
- **Other Physical Infrastruture** - The institution aims to provide its students a stimulating learning environment. To maintain a healthy indoor air quality, potted plants have been placed in the building premises. For menstrual hygiene management and ensuing waste disposal, a sanitary napkin vending machine along with an incinerator have been intalled in the college. In order to prevent the absence of girls from the college, sanitary pads are made available at minimal cost. Some of the rooms have solar power fittings to maintain a continuous supply of electricity. The institution maintains a clean environment by encouraging the students to practice hygiene and to use the dustbins that have been provided. The college has a good supply of filtered drinking water and a canteen to serve the needs of the students. There is also a provision of first-aid kits and toilets for the specially-abled.
- **Safety**- The institution ensures a safe environment by strategically placed CCTV cameras. It also has the provision of fire extinguishers.

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

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

##### Response:

To accomplish the objective of comprehensive education and to ensure the all-round development of the students, the institution provides adequate infrastructural facilities for cultural activities, sports, games, indoor and outdoor gymnasium and yoga center.

- **Sports and Games Facilities:** The institution has adequate infrastructure for indoor and outdoor sports. Sports activities are organized in the institution session wise under the supervision of the Sports Officer strictly followed by the sports calendar issued through Higher Education Chhattisgarh and Pt. Ravishankar Shukla University, Raipur. The institute has the required equipment for the indoor games like, Table Tennis, Carrom, Chess, and Badminton. The facilities for outdoor games include Basket Ball, Volleyball, Kabaddi, Athletics. The college is actively represented in the State and university sports events. There is provision of a basketball court within the premises. The college makes use of the adjoining Community Playground for its outdoor events.
- **Gymnasium Facilities:** The college has a well equipped gymnasium. It has updated work stations that are electronically powered. The college also has the facility of an open gym in the campus. The students are encouraged to utilize the gymnasium facilities to avail the benefits.
- **Yoga Facilities:** The institution regularly organizes yoga session for students and staff. Yoga exercise is regularly organized in the daily assembly. The Yoga Day is celebrated in the institution on the 21st June with great enthusiasm.
- **Cultural Program Facilities:** The institution has the required infrastructure for organizing cultural activities. All the cultural events of the college are organized in the fairly large sized auditorium. It is equipped with ICT facilities over-head projector, digital podium and wireless microphones for effective arrangement of the cultural activities.
- The Home Science laboratory is spacious enough to organize cooking competitions as part of health and cultural initiative.

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

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 37.5



## 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 40

## 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	88.61	39

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

Response:

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay has an optimally sized library which houses around 25000 books including textbooks and reference books. The library also contains other books such as encyclopedia and magazines. In compliance with the suggestions of the first cycle of NAAC accreditation regarding library automation, the institution has purchased SOUL software for library management and automation in 2019. To facilitate an easy access, barcodes have been put on the books and magazines. The automation process installed in the library not only reduces the time taken by the students for searching the books through the catalogues but also lessens the time taken by the librarian for issuing books. The library

also has reprographic and document scanning facilities.

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

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

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** C. Any 2 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 1.52

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.94236	2.33314	0.99968	2.80096	0.51563

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year

**Response:** 78.53

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

**Response:** 973

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay has significantly expanded its IT facilities. The institution has acquired smart boards and projectors for enhancement in lesson delivery mechanism. Through the use of ICT tools the institution tries to increase the student teacher interaction and provides the students with visual experience of the lesson meant to be delivered in the classroom. The teachers are asked to prepare lectures for the students using ICT means so that the infrastructure acquired is effectively utilized. The institute has the following IT facilities -

- **Hardware** - Smart Classroom, Smart Podium, Interactive Boards, Projectors and Desktop computers.
- **Software** - The institution has MS-Word office suite, Windows 10 Operating System, C-Compiler, and Q-GIS (BA-Geography).
- **Biometrics** - The institution has a biometric attendance system installed in the premises. Its use however has been stopped in view of the Covid-19 pandemic situation. The institution plans to commence the operation of the same after the pandemic ends.
- **Internet Connectivity** - The institution has an internet connectivity of speed upto 100 Mbps. The institution uses DHCP protocol for the same. All the rooms in the institution are WiFi-enabled.
- **Printing Facilities** - The institution offers its staff and students the facility of printing important

documents through laser and inkjet printers.

The entire IT infrastructure in the institution has been recently revamped. The college has the provision of an electrician who is responsible for maintaining uninterrupted electric supply to the IT systems. The technicians for IT maintenance can be called upon as and when required.

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

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 24.12

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

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

**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 0

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

##### Response:

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay has a well established system for utilization of physical, academic and support facilities. The institute follows a decentralized approach for utilization of physical infrastructure available in the institute. The institute has plenty of resources ranging from books, computers, rooms and halls, ICT hardwares, sports facilities, and gymnasium. The departments give requisition to the Principal for the resources they need. Thereafter, the Principal having taken into consideration the availability of resources with the Professor in-charge issues it to the respective departments.

- For purchase of the resources needed immediately, a note-sheet is prepared by the college. The purchase of the resource is then sanctioned by the Principal.
- For additional expansion of the infrastructure related to sports, academics, computers etc., the institution invites applications from Heads of the departments. Thereafter, upon considering the justification of their requirements and the availability of funds, their requests are sanctioned. Recently the institution completed the acquisition of resources through the RUSA funds.
- The bills regarding procurement of resources are cleared only upon the verification by the Principal.
- Additional Information- The link to the recently expanded ICT facilities has been provided. These facilities were expanded through the RUSA funds and the web page indicates the same.
- If the funds used for procurement of resources are sanctioned by any external agency then Utilization certificate is obtained from a competent authority (Chartered Accountant appointed by the Institution).

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

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 46.52

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
597	604	436	439	340

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 82.42

#### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1254	645	931	830	611

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances



**including sexual harassment and ragging cases**

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 0.63

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	2	1	2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 20.9

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years



Response: 98

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 60

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	4	1	0

#### 5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	4	1	0

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response: 9**

**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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	6	1	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

Students are members in various committees of the institution like *Jan Bhagidari Samiti*, Amalgamated fund committee, IQAC committee, Library and Sports Committees. They attend every meeting as members and contribute to the holistic development of the college.

Students Union. There is an active students union that consists of the student council and activity committees. The Principal of the college is Patron of the student union and a senior professor is in charge of this union. The composition of the students union is as follows:

- 1.Student Council:
  - 1.President
  2. Vice-President
  - 3.Secretary
  - 4.Joint-Secretary
  - 5.Class representative of each class and section.
- 2.Activity Committees-

- 1.Cultural committee
- 2.Social work committee
- 3.Science club committee
- 4.Current Affairs committee
- 5.Drama committee
- 6.Society for gender issues
- 7.Sports committee

The composition of committees is as follows:

- 1.President
2. Vice-President
- 3.Secretary
- 4.Joint-Secretary
5. Five members from different classes.

The Student union is formed in every session in accordance with the ordinance of Pt. Ravishankar Shukla University and the department of Higher Education of the government of Chhattisgarh. The formation of the student union may be by election or nomination. As per the university ordinance, elections were held in the year 2015, 2016 and nominations were done in the year 2017. As there were no notifications announced in the sessions 2018-19 and 2019-20, the student union was not formed in these sessions.

The office bearers of the student council and members of activity committees are nominated by the nomination committee formed by the Principal in adherence to the university ordinance. They are placed in different committees in keeping with their interests and talents. This gives them an opportunity to organize and participate in multiple activities pertaining to different fields like academic, literary, cultural, sports, fine arts, and general knowledge competitions etc. which not only contribute to their self development but also contributes in the development of the institution.

Other committees in the institute that include representation of students and their engagement in participative management has been listed below

- Eco Club
- NSS
- NCC
- CASH

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

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response: 17.2****5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	17	17	22	30

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

**5.4 Alumni Engagement****5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services****Response:**

The college, ever since its inception in the year 1986, has come a long way in the field of academics and other life skills. It has helped in the all-round development of the students and prepared them to face the challenges of life. The college is proud of its alumni and their achievements in multiple fields. The alumni of this college are serving in various government posts as Superintendent of Police, Deputy Collector, Professor, and Member of the Municipal Council giving their best in the interest of the public. They are all part of a registered Alumni Association and have contributed significantly through their support services to the institution's development as well as development of the society. They have majorly helped the college through donation of texts and reference books and through their valuable mentoring for the career development of the juniors.

The college recognizes the achievements of its alumni, Dr. Shraddha Mishra and Ms. Triveni Sahu who were selected through PSC in the years 2017 and 2021, respectively and have assumed the post of assistant professors. Dr. Shraddha Mishra is presently serving in this institution in the department of Economics. The college also acknowledges the contribution of its faculty alumni who have advanced in their careers as they moved on in their lives, taking noteworthy strides. The Principal, Dr. J. L. Thakur went on to become the honourable Vice Chancellor of Shaheed Mahendra Karma University, Jagdalpur, Bastar. Dr. A. K. Khare became Joint Director, Higher Education. Dr. Alka Srivastava was promoted as a Principal. In the year 2019, the then Principal of the college Dr. Aruna Palta went on to assume the prestigious position of the Vice Chancellor of Hemchand Yadav University, Durg. Moreover, Dr. Swati Sharma and Laxmi Paikara who worked as temporary teachers in the college have been selected as assistant professors through

the State Public Service Commission Exam.

The college is always proud of the accolades that alumni Archana Jha brought to the institution. She went on to become the Superintendent of Chhattisgarh Police. In her participation in the Alumni Meet, she has offered valuable guidance to the students about making preparation for the PSC exams and achieving success in it.

Not far behind are the alumni Vandana Kashyap, Vandana Jha and Deepshikha Agrawal, who are continually serving the society by being gainfully engaged in the school education.

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

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## Criterion 6 - 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

##### Response:

##### Vision

To make this institution a role model for all the other colleges of Raipur district and entire Chhattisgarh.

##### Mission

1. To be an institution of excellence.
2. To foster and encourage innovation and creativity.
3. To promote economic and community development through inculcation of entrepreneurial spirit and productive partnership.
4. To empower women through regular and non-formal courses to make them economically independent and socially aware.
5. To shape the students into agents of social change by incorporating the values of good citizenry, scientific temperament and rational thinking.

##### Nature of Governance:

The governance of the institution is reflective of a democratic and participatory form of working wherein all stakeholders participate actively in the task of administration. The State Higher Education department delegates authority to the Secretary and then to the Principal who in turn allocates it to different levels of officials in the college. The Heads of Departments, the conveners of different committees and cells in addition to staff representatives in higher decision-making bodies play a significant role in framing and implementing the institutional policies.

##### Perspective/Strategic Plan:

The institution has a Perspective/Strategic Plan to help it develop in a systematic and sustained manner.

1. Application for grants from various sources like RUSA and other government agencies.
2. Development of infrastructure namely, expansion of the building both vertically and horizontally to accommodate more classrooms, laboratories, staffrooms etc.
3. Renovations to restore and maintain the old infrastructure of the institution.
4. Improvement of Teaching-Learning Techniques through greater use of ICT and other innovative means.
5. Introduction of new practical subjects at under-graduate level like Geography, Music and Dance.
6. Filing of requisition for new post-graduate courses like M.Com.

##### Participation of Teachers in Decision-Making Bodies:

Teachers play a vital role in implementing the vision and mission of the college by being proactively involved in the decision-making process. Heads of Departments exercise considerable administrative and academic liberty in running their units.

Every teacher participates as a convener or as a member in one or more of the various committees that are formed for day-to-day functioning of the college. Some of these committees are Admission Committee, College Development committee, Amalgamated Fund Committee, Self-Finance committee, Purchase committee, Cell Against Sexual Harassment, Anti-Ragging Committee, Career Guidance and Placement Cell, Cultural committee, Literary Committee, RUSA committee, Library Automation committee, NCC committee, NSS committee, Internal Assessment committee, Grievances & Redressal cell, Red Ribbon Club, Alumni Association, IQAC, NAAC Steering committee, Sports committee etc. Besides members from teaching and non-teaching faculty, every committee has student representatives and stakeholders from *Janbhagidari Samiti* who contribute to its functioning in keeping with the University annual calendar.

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

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

##### **Response:**

The institution practices decentralization and participatory management to uphold its belief in collective leadership and democratic leadership. A particular case study based on the considerable designation of authority from the Principal to the Heads of various Departments, to the Convenors of different Committees and to the Head of Office in the college exemplifies this practice.

- The Principal, in whom rests the complete authority of the college is the head of the institution
- The Principal designates his/her power to the Heads of various Departments for academic growth of the institution.
- The Heads of the Departments are responsible for executing the university academic calendar. They supervise the teaching plans of the faculty members, allot them teaching assignments and evaluation duties. They are in-charge of conducting seminars, group discussions, career counseling sessions, study-tours, tutorial sessions for weak students, inter-departmental and inter-collegiate activities etc.
- The Heads of the Departments perform all the aforesaid roles by allocating responsibilities to their subordinate Professors and Assistant Professors, who in turn accomplish their allotted tasks by distributing work among the students under their guidance.
- In addition to designating his/her academic responsibilities to the Heads of the Departments, the Principal entrusts his/her authority to the Convenors of different committees for the overall functioning of the college.



- The convenors of the Timetable committee are in-charge of preparing the teaching schedule to facilitate the smooth functioning of the educational activity in the institution.
- The staff council of the college consisting of the Principal, the faculty members and the non-teaching staff functions as an advisory body to assist the Principal in maintaining the academic and the administrative matters. At least two or more staff council meetings take place in a year that facilitate communication among the staff and the college administration.
- The RUSA committee along with the Purchase committee take care of the infrastructure development of the institution by making the necessary purchase like laboratory equipment, ICT tools etc. by following the required procedure of purchase.
- The IQAC is entrusted with the role of quality enhancement of the college. It conducts at least four meetings in a year to plan, guide and monitor the quality assurance activities in the academic and administrative performance of the institution.
- The Discipline and the Anti-ragging Committees are responsible for maintaining the good academic ambience in the institution and the Cell Against Sexual Harassment is in-charge of promoting the cause of gender equality by countering the acts of gender-based violence in the campus.
- The Career Guidance and Placement Cell of the college is allocated with the task of providing the life skill mentoring to the students and helping them find job placements.
- The college units of NCC / NSS along with Literature and Cultural committees are instrumental in the holistic development of the students.
- The Janbhagidari committee ensures the participation of various stakeholders of the institute who suggest on issues related to the college development and students welfare.

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

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The policy to apply for grants from government sources for the development of the institution has been one of the most important aspects of the Strategic Plan. The procurement and utilization of financial resources is a prerequisite for the growth of the institution. It becomes all the more essential in view of providing best ICT enabled teaching facility to the students taking admission.

#### Implementation of financial activity:

In fulfillment of this clause in the Strategic Plan the institution applied for funds through the RUSA committee upon recommendation from the College Development Committee and the Planning Board. The college received the following grants during the last five-year planning:



- The college received a grant of Rs. 10,000,000 (one hundred lacs) in various installments from RUSA for the construction of eight new classrooms in the year 2016 by the Public Works Department (PWD). The entire fund has been duly utilized and all the newly constructed classrooms are functional.
- Another grant of Rs. 60, 00,000 (sixty lacs) was received by college from RUSA for investment in new ICT facilities, like, installation of computer lab, smart classroom, interactive boards, digital podium and buying of laboratory equipment for Physics, Chemistry, Botany, Zoology labs. etc. in the year 2018. The purchase of ICT tools and lab apparatuses was done as per norms through open tender, GeM, and CSIDC. This addition in laboratory equipment has enabled the students to perform experiments independently. The implementation of financial activity by the institution has mainly focused upon the principle of ease of access learning. These grants have proved to be a benchmark in realization of the given mission of becoming an institute of excellence.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 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.

#### Response:

#### Organizational Structure:

The college organizational structure consists of the Principal who is the head of the institution. The next in order are the Heads of the Departments. All these teaching departments have various Professors and Assistant Professors. Besides, there is a Librarian and a Sports Officer. The college has an Office Staff of Assistant Grade-1, 2, and 3 Clerks and a Data Entry Operator followed by a Laboratory Staff of Lab. Technicians and Lab. Attendants in Science Departments. Moreover, there are Peons, a Book-Lifter, a Watchman, a Sweeper and a *Farrash*.

#### Administrative Setup:

The Principal of the institution is the final authority in all administrative and financial matters. He/she is assigned with the power to supervise the day to day functioning of college with the help of his/her team of Departmental Heads. In addition to it there are other office bearers of different committees like, Staff Council Secretary, Purchase Committee Convener, IQAC and NAAC Coordinator, Career Counseling and Placement Cell Convener, College Development Council Coordinator, Grievances & Redressal Cell In charge, Cell Against Sexual Harassment Convener and the Office Head Clerk to assist the Principal in discharging all the duties of the college.

#### Functions of Various Bodies:

- The Heads of the Departments are responsible for the proper functioning of their departments.
- The Staff Council Secretary conducts meetings to plan out the yearly activities like admission work, compliance of Academic Calendar, discussion of IQAC, Literary, Cultural activities & Discipline related matters, regulation of annual/ semester examination schedule etc.
- The Purchase Committee looks after the purchase procedure of the college that adheres to the *Chhattisgarh Bhandar Krya Niyam* for the utilization of its funds.
- The IQAC lays down plans for the overall development of the students, teachers and the office staff. It conducts meetings to motivate the faculty to organize seminars, workshops etc. and also to apply for projects and research activities.
- The Career Counseling & Placement Cell arranges motivational lectures, one-day workshops, aptitude tests and general knowledge tests to help the students prepare for competitive exams. It is already running, a Tata Institute of Social Sciences (TISS) program for the past three years to address the placement needs of the students.
- The Cell Against Sexual Harassment (CASH) Committee is in charge of the counseling of girls. It organizes insightful lectures to create awareness regarding women's rights and gender sensitization issues.

#### **Service Rules, Procedures, Recruitment and Promotion Policies:**

Service Rules procedures, recruitment, and promotional policies are as per directives of Higher Education Department, Chhattisgarh and UGC guidelines.

#### **Grievance Redressal Mechanisms:**

There are several Grievance Redressal Mechanisms in the college. The Cell Against Sexual Harassment (CASH) Committee along with the Complaint and Redressal Committee; the Anti- Ragging Committee and the Right to Information Committee operate with the complaint boxes placed prominently for the benefit of the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

#### **6.2.3 Implementation of e-governance in areas of operation**

- 1.Administration**
- 2.Finance and Accounts**
- 3.Student Admission and Support**
- 4.Examination**

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

#### Response:

The college has effective welfare measures for teaching and non-teaching staff. The various welfare schemes are as follows

1. There is a provision for Medical Leave and Maternity/Paternity Leave for the teaching as well as non-teaching staff.
2. The faculty members are entitled for proportionate Earn Leave, 13 Casual Leaves and 3 Optional Leaves whereas the non-teaching staff are allowed 30 Earn Leaves, 19 Casual Leaves and 3 Optional Leaves, as per State Government rules annually.
3. The faculty members are permitted to avail Study Leave while pursuing the doctorate degree.
4. The faculty members are eligible for Duty Leave for attending conferences, seminars, workshops, meetings related to Board of Studies, RUSA, IQAC, NAAC, NCC/NSS, Examination related matters etc.
5. Duty Leave is also granted for participating in programs like Orientation and Refresher Courses.
6. A 15 days' vacation during the summers and 5-5 days' vacation at the time of Diwali and Dushehra as declared by the University are allowed to the teaching staff.
7. The non-teaching staff is granted Festival Advance and Festival Bonus every year.
8. Computer training for skill enhancement is provided to the non-teaching staff from time to time.
9. There is a provision for GPF/CPF/GIS scheme/gratuity for both teaching and non-teaching staff.
10. All the employees are allowed to apply for reimbursement of the medical bills.
11. The facility of Child Care Leave for employees has been recently initiated by the Government.
12. All the students, teaching and non-teaching staff are entitled to avail the facilities of Library and Gymnasium.
13. Adequate number of toilets are available for teaching and non-teaching staff
14. There is a Wi-Fi facility for employees of the college.
15. Sabbatical leave for the teaching staff to undertake study and research

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

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 0.2

#### 6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

#### **6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response:** 10.2

##### **6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	5	2	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

**Response:**

The institution has an effective Performance Appraisal System for teaching and non-teaching staff as laid down by the UGC and the Higher Education department. Each faculty member fills up two evaluation forms. One is the Self Appraisal Report and the other is UGC prescribed Performance Based Appraisal System (PBAS) for Assessment Performance Indicator (API) submitted to the Principal on yearly basis usually in the month of March. Thereafter, the Principal adds his remarks and forwards the performance reports as well as the PBAS forms to the Higher Education department through the Directorate. The performance of the teaching staff is also evaluated through the feedback forms acquired from the students. Promotions are accorded to the teachers on the basis of these performance-based reports.

The Performance Appraisal System of the non-teaching staff is in the form of Annual Confidential Report.

These reports of the technical staff like the Lab. Technicians and the Lab. Attendants are marked by the concerned Heads of the Departments and then handed over to the Principal. Whereas, the Annual Confidential Reports of the Office Staff, are directly submitted to the Principal by the individuals concerned. Similar to the teaching staff, the performance of the non-teaching staff is also evaluated through the feedback forms acquired from the students. These confidential reports serve as the basis of promotion for the non-teaching staff.

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

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

- Government Fund- The fund received by the institution from the government is audited by the Directorate of Higher Education. Besides, this fund is also audited by the chartered accountant and the Accountant General Office.
- Records of Non-Government Fund- Amalgamated Fund are kept in the institution. Its audit is carried out as per instructions of Accountant General Office and Department I.
- UGC Grants- The funds received by the college under UGC grants have been audited by the chartered accountant appointed by the college.
- Janbhagidari Fund- These funds are audited by the chartered accountant of the college.
- RUSA Funds- The college-chartered accountant audits the funds received from RUSA.

Any queries or objections raised by the chartered accountant during the audit of these funds are rectified immediately. So far, no serious objections have been raised.

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

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

#### Response: 0

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



2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

##### Response:

Dr. Radhabai Government Navin Kanya Mahavidyalaya receives funds from UGC, RUSA, Chhattisgarh Council of Science and Technology and Chhattisgarh State Government.

- The funds received from the UGC in the past years have been utilized for minor research projects. The preparatory grants received from UGC have been utilized for development of IQAC.
- A fund of Rs. 60 lakhs was obtained from RUSA which was utilized in enhancing ICT facilities, purchase of laboratory equipment, library software and furniture.
- The fund received from Chhattisgarh Council of Science and Technology was utilized in celebration of Science Day and Mathematics Day by organizing programs like inter-college competitions, guest lectures, exhibitions etc.
- The State Government fund was obtained in two installments. The fund of Rs. 50 lakhs received under building infrastructure is being utilized for the construction of 5 additional rooms. The construction work is still under process. Whereas, the fund received under budget allotment is being used for the purchase of books, equipment and furniture.
- The amalgamated fund during the last five years was used in the development of sports infrastructure for students and to finance students' participation in the University events.
- The self-finance fund is being used for payment of salary to teachers engaged in self-run programs of Commerce, Dance, PGDCA. This fund was also used in wiring work undertaken in computer lab, electrification work and purchase of furniture.

For optimal utilization of resources available with the institution, the councils, committees and the departments are asked to submit their requirements through proposals to the authority concerned with institutional allocation and allotment task. If a resource needed is not available with the institution, the applicant is asked to specify the practicality of the resource needed. The said resource is then arranged as per the funds available with the institution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 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

#### Response:

The IQAC has consistently endeavored to institutionalize quality assurance strategies and processes at every step of institutional functioning. From developing strategies to improve the teaching-learning process through increased use of ICT, expanding the scope of the library and transforming it into a multi-valued knowledge portal, to signing MoU with research institute like TISS (Tata Institute of Social Sciences), the IQAC has pushed its boundaries in incorporating plans and practices to ensure long-term quality standards. The two practices institutionalized as a result of IQAC initiatives are:

**1. a)** Development of a fully equipped computer lab with 50 computers for under-graduate and post-graduate students and research scholars with the help of RUSA fund.

**b)** Procurement of laboratory equipment in all the labs of undergraduate departments namely; Physics, Chemistry, Botany, Zoology, Home Science, Geography, Music and Dance to familiarize the students with the required experiential learning.

**c)** Installation of 7 ICT- enabled interactive boards and setting up of 1 smart classroom through RUSA funds to enhance the ICT facilities in the institute.

**2.** The departments of Zoology and Economics, Dr. Radhabai Government Navin Kanya Mahavidyalaya, Raipur organized two National Seminars on 28-29 Feb.2020 and 29 Feb-1 March 2020 respectively, to help the students interact with experts from specific subjects and to acknowledge them beyond the syllabus with new trends and advancements in the concerned fields. In a two-day national seminar on “Emerging Trends in Management of Environmental Hazards” organized by the department of Zoology about 300 participants from different parts of the country presented their research papers on subjects like, air and soil pollution, biological indices of pollution, public health concern and urban issues, global warming and greenhouse emission, water supply and sanitation, organic fertilizer, rain water harvesting and drought management, natural disaster management, waste water management and environment legislation and policies. The keynote address on “Air pollutants and their hazardous effect,” was delivered by Dr. K. Subramaniam, retd. IFS and member of State Planning Commission, Chhattisgarh. Principal in-charge Dr. V.K. Joshi was the patron, Mr. Atul Trivedi and Dr. Shweta Agnivanshi, both Assistant Professor in Zoology were convenor and organizing secretary of the seminar respectively.

In a two-day national seminar organized by the department of Economics on “Tourism Planning Towards Sustainable Regional Development” several research papers were presented by the subject experts, researchers and participants from various states of India like Maharashtra, Jharkhand, Uttar Pradesh, Bihar, Madhya Pradesh, Rajasthan, Delhi etc. The Chief Guest in his address highlighted the significant contribution of tourism sector in the economic development of the nation. Subject experts introduced



everyone to the various policies and development possibilities in the tourism sector. Principal in-charge Dr. V. K. Joshi was the convenor of the seminar and Dr. Shraddha Mishra, the Organizing Secretary. She emphasized the contribution of tourist places in the economic development of various regions of the state and added that the outcomes of the seminar will provide an additional perception to the government in drafting policies related to tourism.

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

**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 ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

**Example 1 : Implementation of the NAAC team advice of introducing Performing Arts and Practical subjects in Arts Under-graduate Program given during the First Cycle.**

The institution is committed to reviewing its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC. In the course of its First Cycle of assessment, the NAAC team came up with a suggestion of introducing Performing Arts courses and practical subjects in Arts Under-graduate Program with a view to offering more academic flexibility to the students in terms of making choice of subjects. In compliance with the aforesaid recommendation given by the NAAC team, the college IQAC cell summoned a meeting to draft a proposal regarding initiating subjects like Music and Dance in Performing Arts and Geography as a practical subject in B.A. degree course in the session 2015-16. The proposal was sent to the Directorate of Higher Education and after receiving the approval necessary preparations were made as regards the purchase of books, laboratory equipment, musical instruments and arranging rooms for conducting classes. A team of subject experts from the affiliated University, Pt. Ravishankar Shukla University, Raipur visited the college to take stock of the available provisions for commencement of the proposed courses. After fulfillment of all the official formalities and procurement of the desired affiliation from the University, the government gave sanction in 2018-19 to run the courses of Music and Dance under the self-finance plan. In the year 2019-20, a further permission was granted by the administration to induct Geography among the set of courses offered by the college, simultaneously, a post was also sanctioned in the subject of Music. Presently, Geography and Music are the government-run courses whereas; Dance is solely managed as a self-finance course by the college.

**Example 2 : Fulfillment of the second suggestion regarding the extension of available infrastructure given by the NAAC team during the First Cycle.**

In the First Cycle of assessment, the NAAC team underlined the need to extend the existing infrastructure of the institution with a view to increase the learning space for the students. In response to this suggestion, the college IQAC cell sent a proposal for the construction of 8 classrooms to the department of Higher Education. The college having received a preparatory grant of Rs. 50 lacs went ahead with the task of construction. The Public Works Department (PWD) handed over 8 newly constructed rooms to the institution in 2018. The rooms have been operational since then and sufficiently meet out the space requirement of the learners.

Academic audits carried out by the institution is way of reviewing its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals.

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

#### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - 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 last five years.

##### Response:

Dr. Radhabai Govt. Navin Kanya Mahavidhyalaya, serving as a girls' college, is committed to providing a conducive environment for development of women, where they can realize their full potential. It takes women's issues into consideration and initiates to empower them by making them self-dependent, experts in their chosen domain, lifelong learners, socially committed, aware of civic responsibilities and zero tolerant to sexual harassment. The college ensures to remain gender sensitive and maintain an atmosphere of education through a harmonious gender balance among its faculty members where women employees outnumber their male counterparts in all categories. The various committees undertaking gender equity and sensitization issues are as under-

In keeping with the UGC regulations the college makes it mandatory for every student at the time of admission to submit an anti-ragging affidavit. It is an undertaking given by the student to agree to comply with the UGC directives against ragging. Moreover, the college has an anti-ragging committee. This committee functions every year to keep a strict vigil against any harassment meted out among the students or by the staff members of the college to the students.

A committee against sexual harassment (CASH) functions in the institution to eliminate all kinds of complaints of sexual harassment. This committee makes provision to endorse and redress any complaint made by student, teacher or office staff who feels being sexually tormented directly or indirectly. The records of the committee are duly maintained in a register and the contents, if any, are kept confidential.

To create awareness against sexual assault in an impactful and insightful way, a Hindi feature film "Pink", emphasizing women's freedom to own her sexuality was streamed in the college by initiatives of the CASH, in the session 2017-18. Moreover, in response to the need to sensitize girls in matters of sexual harassment, a short documentary film, "*Bhor Ke Kiran*", directed by Shamim Rehman, was shown in the session 2018-19 by the CASH.

##### Safety and Security

College campus security is conducive to creating an effective learning environment and improving academic outcomes.

1. The college has walled campus.
2. Use of ID card is mandatory during college hours.
3. To meet the overall safety requirements of the institution eight closed circuit television (CCTV) cameras have been installed in the various prime locations of the campus since 2017.

##### Counselling

The college initially makes provision for counselling at the time of admission through a Help Desk. A

major counselling session is held in the beginning of every academic year in the form of induction or orientation programme to facilitate the newly admitted students.

### Common Room

The college is furnished with a common room for its students to allot them a personal space to interact, converse and relax when needed. It is a spacious, comfortable and well-lit room with proper ventilation and attached washroom facilities. It has the required furniture and provision for clean drinking water. An attendant regularly takes care of the cleanliness of this room.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

**Solid Waste Management** – A lot of solid waste in the form of discarded papers, pens, threads, metal pins, torn out envelopes files, folders from office and departments and food and disposable paper plates waste from canteen are generated in the day-to-day functioning of the college. The college administration ensures that these solid wastes are duly collected within stipulated span of time. The solid waste is then segregated and deposited by the college Janitors in the specified dustbins. The authorized Municipal Corporation service under the name, ‘Mor Raipur’ collects this waste from the college on regular basis to discard it at the government landfill sites. For disposal of excreta the college has a well maintained system of underground septic tanks.

**Liquid Waste Management** – The liquid waste of sewage, laboratory, etc. generated in the campus is managed by the college drainage system which is connected with the main drainage of the local Mathpara ward leading to lotus horticulture area in the vicinity.

**Bio medical waste management** – The institution being a girls’ college the bio medical waste generated on the regular basis are majorly, the used sanitary napkins, that are disposed off with the help of incinerator machines available in the college.

**E-waste management** - The E-Waste generated in the institution in form of CDs, electronic devices such as keyboard, mice, and cable wires are disposed using the services offered by the computer maintenance service provider Kiran Computers.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

**7.1.4 Water conservation facilities available in the Institution:**

- 1.Rain water harvesting**
- 2.Borewell /Open well recharge**
- 3.Construction of tanks and bunds**
- 4.Waste water recycling**
- 5.Maintenance of water bodies and distribution system in the campus**

**Response:** C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.5 Green campus initiatives include:**

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

**Response:** Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

**Response:** B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**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 500 words).**

**Response:**

The institution is committed to uphold the constitutional values of tolerance and harmony transcending cultural, regional, linguistic, communal, socioeconomic and other diversities. It endeavors to provide an inclusive environment of brotherhood among the young brains of Chhattisgarh making them imbibe the attributes of co-existence and cooperation and work towards the possibility of socio-economic development. The college lives up to this spirit of 'unity in diversity' through its quintessential daily morning assemblies at 10:30 A.M. reverberating with *Kulgaan*, the college prayer which is a collective recital of a poem by the national poet Maithili Sharan Gupt sung in the presence of the entire college.

- The prayer session is followed by a few yoga exercises and the practice of deliberating the 'thought of the day' by the students, in a way to nourish both body and mind at the start of the day.
- These morning assemblies provide platform for making announcements sharing important circulars and awarding the meritorious, it also becomes an occasion for celebrating the 'special days' of national and international significance in a manner of spreading awareness and promoting communal harmony.
- The college always encourages its students to bring their lunch boxes and enjoy their food in a friendly atmosphere with a view to inculcating the habit of sharing and caring.
- Organizing cultural, culinary and literary programmes and competitions namely, Dance, Singing, Quiz, Mehendi, Rangoli, Hairstyling, Cooking etc. throughout the year also promotes a spirit of oneness and solidarity amongst the students.



File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

##### **Response:**

The institution upholds the values of sovereignty, socialism, secularism, democracy and republic laid down in the constitution of India and ascertains that they are firmly adhered to so that the students and the staff remain bestowed with the attributes of justice, equality and fraternity in the college. It ensures that the students and the staff get equal and fair treatment irrespective of their caste, color, creed, gender, religion and ethnicity. The college sees to it that its every individual is provided with equal opportunities in order that one enjoys the liberty of thought, expression, belief, faith and worship to affirm the dignity, unity and integrity of the institution.

The college adheres to the Constitution of India in letter and in spirit and sincerely endeavors to make the students and the staff realize the significance of their obligations to the society in the form of fundamental duties namely, to abide by the Constitution and respect its ideals and institutions, National Flag and National Anthem; to uphold the noble ideals that inspired the national struggle for freedom; to value and protect the sovereignty, integrity and unity of India; to defend the country and render national service when required; to promote the spirit of brotherhood irrespective of all diversities and to renounce the practices derogatory to women; to value and preserve India's rich heritage and culture; to protect and improve the natural environment showing compassion for living creatures; develop scientific temper, humanism, spirit of enquiry and reform; safeguard public property and abjure violence; to strive towards excellence in every sphere of activity and contribute in the task of national development.

For Sensitizing the Students the following activities are conducted:

- Sensitizing them to become a responsible driver of vehicles on road
- Making them aware of renewable energy so that sustainable development can be brought about.
- Making them visit places of constitutional importance such as vidhan Sabha Visit
- Celebrating Samvidhan Diwas
- Asking them to conserve water
- Encouraging them to vote responsibly

##### **Sensitizing Employees:-**

Sensitization of employees of the institution to the constitutional obligation:- Values, rights, Duties and Relationship are as follow-

- **Punctuality:-** Punctuality is the first and topmost duty of a responsible employee and college staff is bounded to be punctual about their timing of service and duties.



- **Work Accountability:-** Each Employee of the college related to their faculty is bounded to give the accountability of them performed during every month and year.(Teaching Diaries & Attendance Rs.)
- Various Committees are formed in the college to control the different responsibilities of work for the best service contribution to state and nation.
- Without affecting the Fundamental Rights of the students Each and every employee of the institute trying them best guiding, informing and showing the best path of knowledge as well humanity to the students by them different plans, planning and programs of teaching.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

**Response:** A. All of the above

File Description	Document
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	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

The institute Dr. Radha Bai Govt. Navin Kanya Mahavidyalay celebrates the festivals, international commemorative days, events and festivals to encourage -

- **National Integrity** - The institute celebrates days such as Republic day and Independence Day and Samvidhan Diwas. The NCC and NSS wings of the institution is roped in to mark the celebrations

of these days. The celebrations are used to promote integrity or Ekta and brotherhood or Bhaichara among the students.

- **Remembering the Sacrifice of the Heros** - The institute celebrates the days that reminds students how we achieved our independence and how our heros our soldiers are striving hard through self-sacrifice and dedication to preserve it so that we can hold our heads high in the environment of freedom. Institute celebrates Kargil Vijay Diwas, Laxmi Bai Diwas, and Mahatma Gandhi Jayanti.
- **Social Awareness** - Cause of HIV awareness and TB awareness is celebrated through human chains and rallies.
- **Health Awareness** - Yoga day is celebrated every year in institute.
- **Environment cause** - The institute actively celebrates world environment day to invoke sense of responsibility in the students towards sustainable development.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

### 1. Title of the Practice

**Pratibha Protsahan Puraskar**

### 2. Objectives of the Practice

In accomplishing its vision of offering quality education, the institution remains committed to providing all kinds of logistical support, especially in the form of incentives to its students. Besides following the customary practice of granting scholarships to the candidates of the SC, ST and OBC category, the college claims of being widely credited with its pioneering best practice that is basically intended to serve as academic stimulus to motivate and inspire the students. The underlying objective of this practice is to help the students perform better through appropriate cash incentives.

### 3. The Context

Dr. Radha Bai Government Navin Kanya Mahavidyalay, serving as a girls' college was donated an

amount of rupees two lakhs on 19-01-2010 by Mahila Seva evam Kalyan Samiti, Raipur to promote the cause of girls' education in this region, under the scheme Mahila Shiksha Protsahan Puraskar Yojana. In compliance with the terms and conditions of the said scheme, the seed money was deposited in the bank to provide the cash awards to the highest performer in B.Sc. Mathematics, B.Sc. Botany and B.A. out of the interest accrued annually on the total amount. Drawing an inspiration from this scheme and to carry forward the noble task on a larger scale the college teachers took initiative to start a Medhavi Chatra Puraskar Yojana from the session 2010-11, which was further renamed as the Pratibha Protsahan Puraskar to encourage the meritorious students scoring highest marks in various fields like academics, sports, NCC, NSS and all-round performance both in graduate and undergraduate levels.

#### **4. The Practice**

The Pratibha Protsahan Puraskar are the students' merit awards given by the donors in memory of their dear ones. The members of college staff, those of janbhagidari committee and society contribute a minimum of Rs. 10,000 and a maximum amount of their choice, in case the donors intend to sponsor more than one award. The donated money is deposited in the bank and the awards are given from the interest that accrues to these amounts in a year. The decision regarding the choice of the subject in which the award has to be given is usually taken by the college administration. A set of rules & regulations have been framed for the implementation of this practice. Only the regular students of the college are eligible for this award. The 3rd year students are awarded under this practice on the basis of their performance in 1st and 2nd year. To qualify for this award, it is mandatory that the students should pass every exam in one attempt. In addition to the aforesaid three awards by the Mahila Seva evam Kalyan Samiti, at present, there are 19 donors sponsoring 27 awards to the students with outstanding performances in various disciplines. In the field of academics, the meritorious students securing highest marks in different subjects, are individually awarded under this practice, which means one award is given for each subject of science, arts and commerce. In NCC, the cadet with highest attendance, topmost NCC rank along with maximum number of participations in various NCC camps is chosen for this award. The best NSS cadet qualifying for this award is in terms of discipline level and maximum number of involvements in NSS and social activities. In the field of sports, the best player selected for this practice has to obtain highest position in all the levels of sporting activities. The selection of the best students of the college for Pratibha Protsahan Puraskar separately in undergraduate and postgraduate classes is based on the overall performance of the recipients in their respective levels. Recently, the toppers of Biology and Mathematics group taking admission in first year science graduation program have been included as awardees under this practice.

#### **5. Evidence of Success**

The initiation of this practice of cash awards through *Pratibha Protsahan Puraskar* has served to ensure a constant encouragement and motivation to the students to perform better. It has led to a positive impact on the results of the college. The performance of graduate classes in Science, Arts and Commerce group and particularly those of post graduate classes have shown an upward trend ever since the inception of these awards. Another remarkable evidence of success of this practice has been the formation of a bonding between the students and the donors who, in most of the cases, are the teachers.

#### **6. Problems Encountered and Resources Required**

The resources required for the execution of these awards are given by the donors which is Rs.10000.00 per award in most of the cases or more. The union in-charge maintains records & documents related to this practice. As individuals willingly come forward to donate in memory of their dear ones, implementation of

this practice does not pose any problem. The problem, however, arises only when a donor wants to give an award in a field that already has an award in its name. But this problem is easily sorted out by giving suitable options to the donor to which one readily concedes.

### 1. Title of the Practice

Sadbhavana Kosh

### 2. Objectives of the Practice

In accomplishing its vision of offering quality education, the institution remains committed to providing all kinds of logistical support, particularly in the form of help to its deprived students. Apart from the regular practice of granting the State Government BPL (Below Poverty Line) scholarship to support the students from financially weaker sections, the college pledges to aid those in need through its initiative of *sadbhavana kosh*. The prime objective of this practice is to provide financial assistance to the poor and needy students to enable them to pursue their higher education. Through this practice the college primarily aims to boost the confidence of its underprivileged students, help them maintain their qualitative performance and prevent the students from discontinuing the studies and quitting college.

### 3. The Context

The provision of free education for girls in Chhattisgarh basically spares the students of the burden of tuition fees. However, there are other financial needs like admission fees, examination fees, money to buy books, etc. that remain unattended for such students leading to abandoning of studies, leaving the college and in a way adding up to the alarming dropout rate. With this objective of preventing the students from giving up their regular studies due to financial constraints and providing education to more and more girls a fund called *sadbhavana kosh* has been generated in the college. The sole purpose of this fund is to provide financial assistance in the form of interest free borrowings to the majority of underprivileged students. A set of rules & regulations have been framed for the smooth execution of this practice.

### 4. The Practice

The college has formed a corpus fund in which the teachers and other staff members make a voluntary contribution. These contributions are randomly made to commemorate birthdays, anniversaries and other such occasions by the college staff. The money thus collected as a gesture of goodwill is called the *sadbhavna kosh*. This fund is chiefly used to provide financial assistance to the pleading students as per their needs. The students can borrow from this fund with an assurance to return back the amount in easy payable instalments. The loan thus provided is interest free. When a student returns the amount, the fund is readily used to help other deprived students. A record of transaction taking place through *sadbhavana kosh* is duly maintained by the professor in-charge of this practice. In the session 2017-18 there were 08 beneficiaries, in 2018-19 there were 14 beneficiaries, in 2019-20 there were 05 beneficiaries and in the session 2020-21 there were as many as 03 beneficiaries of this practice.

A similar record of the students returning the borrowed amount is entered, if any, in every session. In 2017-18 there were a total of 04 students who returned the borrowed money, in 2018-19 there were 09 students, in 2019-20 there were 04 students and in 2020-21 there are total 03 students who returned the money taken from this fund. It is significant to note that many a times the students are not able to pay back the total loan amount, in which case they are allowed to repay the sum of their choice as per their

capability in any number of instalments. There are also cases when the borrower-students have not been able to pay back the lent amount. At present the *sadbhavana kosh* records a total amount of Rs, 73000.

## 5. Evidence of Success

The majority of girls seeking admission in the institution pertain to the below poverty line group. The formation of *sadbhavana kosh* under such circumstances not only gets necessitated but also gets vindicated serving as a boon to those in dire need. The needy students get monetary help easily and instantly without much hassle of formalities. At the same time, their compliance with the condition of refunding the loan in future, puts the onus on the borrowers thereby inculcating the habit of careful spending and saving among the students. Recently the institution has linked/extended *Sadbhavna Kosh* to the incubator cell established in the institution. The seed money through this *kosh* will be provided to the students aiming to get a launch pad.

## 6. Problems Encountered and Resources Required

The resources required for the implementation of *sadbhavana kosh* come from the contributions made by the faculty and other members of the college. The professor in-charge maintains records & documents of this practice. As people voluntarily come forward with donations, the execution of this practice does not impose much of a problem in terms of resource generation. The problem arises only when a student who has borrowed money is unable to return it in due course of time. This situation, at times, leads to shortage of funds but with majority of staff members willing to make contributions as and when required, the problem gets sorted out.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

The institution has prioritised 'all-round' development of the women studying in the college. The institution has always followed the concept of 'Sarwangeen Vikas Karykram' for the all-round development of its students. The institution for this follows mutated mid-year development instrument. The instrument is multidimensional concept that finally concentrates upon the all-round development of the student. The multidimensional approach of all-round development includes elevation of college experiences, social and emotional development of the student during her stay in the institution, acting as bridge between peers and institution, achieving and maintaining optimal physical health, and becoming socially absorbable after leaving the institution. The institution has devised an institutional infrastructure

for achieving its prioritized distinctive area. Under the elevation of college experiences, the institution strives hard so that the student of the institution achieves exceptional results in the examinations. For classroom experience improvement the institution utilizes hybrid teaching approach that incorporates the best of present-day ICT enabled teaching and chalk and duster approach. E-notes, video series, and power point presentations along with handwritten notes are provided to the students as per syllabus induced necessity. Teachers are asked to promote teacher student's interaction in the classroom. For this the teachers try to induce students in certain curriculum situations that a rational thinking and out-of-the box approach would yield a result for the same. Stress is laid upon that; students should ask questions in the classroom related to the lesson delivered. The institution offers its students a good computer classrooms and optimally equipped laboratories. For improving aesthetic experience the institution has a well-maintained college campus, clean washrooms, and seating spaces. For social and emotional development, the institution offers NCC and NSS extension activities. All first-year undergraduate students are encouraged to opt for either NCC or NSS. The institution organizes numerous social activities through its NSS and NCC wings every year. This includes HIV awareness, traffic awareness and road safety, tree plantation, women rights, and visit to leprosy care centres. Through these social activity's' women enrolled in the institution get an opportunity to pay an emotional visit to the problems present in the society. The aim of such programs is not to invoke sympathies in the heart of the students towards the victims of such social problems but to induce empathy in them that can compel them to investigate root cause of such societal issues and devising mechanism to eradicate it from the society. Students from the institution have went on to becoming civil servants and members of associations and are now striving hard to overcome societal malpractices. The students are encouraged to bring their parents to teacher-parent meetings. Further, it is also encouraged that parent must witness performance of their wards who are participating in annual sports meet or any athletic event. Physical health is one of the most important aspect of a student life. A fit student will be able to achieve its life goals by striving hard and toiling smartly for it. The institution takes care of the physical health of its students through numerous initiatives. The institution has a policy that food served in the canteen should be of best quality and optimal quantity. The menu of the canteen is finalized only when the canteen operator has finalized it upon discussing it with the teachers. Sale of aerated beverages are completely banned in the campus even before it was introduced by the central government. The institution has a NCC wing. Students of the institution have an option of joining it. NCC programs are known for their discipline and physical fitness. The institution organizes annual sports meet. Students are encouraged to participate at least in one event. The institution has a sports officer who is responsible for grooming the students as an athlete. Students of the institution went on to becoming state champions and participating in national level events. Sports officer of the institution delivers vivid lectures on female anatomy thus breaking taboos related to menstrual and reproductive cycle. Once the student is ready to graduate from the institution, she will be entering into the real-life scenario where she should act as a contributor to the society and not as a liability for the society. For this the institution has a career counselling cell which not only guides the students in terms of achieving livelihood but also in ways where she can become an entrepreneur. Through Tata institute of Social Science, the institute offers its students three certificate courses in field of hospitality and banking. This helps in increasing their employability. Multiple students are now offering their services in these field after successfully completing the programs. Entrepreneurship workshops are organized almost every alternate year that aims to make the graduating students an entrepreneur. The institution has and will always thrust towards attaining its single point agenda of 'all-round development of students'.

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### Additional Information :

Dr. Radha Bai Government Navin Kanya Mahavidyalay is committed to creating an environment that is conducive to the holistic development of its students. The institution subscribes to the mission of fostering innovation and creativity and has the required infrastructure to realize this objective. The decisions taken in the IQAC meetings serve as guiding light for enhancement of the quality culture of education in the institution. The infrastructural expansion, procurement of learning aids, and upgrading laboratory equipment over the span of five years, are some of the quality initiatives undertaken by the institute upon recommendation of the IQAC.

### Concluding Remarks :

Dr. Radha Bai Govt. Navin Kanya Mahavidyalay offers UG, PG, and Ph.D. programs to its students. It is affiliated to Pt. Ravi Shankar Shukla University, Raipur, and adheres to its prescribed syllabus and academic calendar. The college however, adds value to the curriculum by enriching it through field visits, guest lectures, seminars, and workshops. The outcome of such enrichment is reflected in the performance of its students in both internal and semester /annual examinations.

The demand ratio for admission in the institute is always high. A calculation indicates that the applications received for some of the programs is almost twelve times the sanctioned number of seats. The institute deals with the shortcomings imposed by the restricted number of teachers by making appointments through Janbhagidari or Self-Finance course funds so that the quality of education delivered to the students is not compromised. During the ongoing pandemic scenario the institution ensured continuity in teaching learning process through digital platforms.

The institute has worked extensively upon the NAAC peer team recommendations in the first cycle. It introduced employment oriented courses through Tata Institute of Social Science, which corroborates the strengthening of industry-institutional linkage. With the help of RUSA funds, the college has acquired comprehensive ICT infrastructure which will now enable the students to experience learning through Audio-Visual aids. To overcome the technical hurdles posed by the non-technical courses in the field of computers, the PGDCA was introduced as computer centric course. The efforts of the institute for grooming the students for the competitive examination have proved fruitful as several students have qualified in the NET, SLET and State PSC. These institutional endeavours in incorporating the NAAC recommendations of the first cycle have helped in improving its academic standard. It remains committed to working relentlessly in the pursuit of academic excellence in years to come.



## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.2.1	<p><b>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p> <p><b>1.2.1.1. Number of Programmes in which CBCS / Elective course system implemented.</b> Answer before DVV Verification : 5 Answer after DVV Verification: 5</p>																																								
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p><b>2.1.1.1. Number of students admitted year-wise during last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1206</td><td>1131</td><td>1072</td><td>965</td><td>781</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>459</td><td>481</td><td>442</td><td>461</td><td>391</td></tr></table> <p><b>2.1.1.2. Number of sanctioned seats year wise during last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1450</td><td>1425</td><td>1360</td><td>1275</td><td>1165</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>585</td><td>585</td><td>540</td><td>540</td><td>520</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	1206	1131	1072	965	781	2020-21	2019-20	2018-19	2017-18	2016-17	459	481	442	461	391	2020-21	2019-20	2018-19	2017-18	2016-17	1450	1425	1360	1275	1165	2020-21	2019-20	2018-19	2017-18	2016-17	585	585	540	540	520
2020-21	2019-20	2018-19	2017-18	2016-17																																					
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2020-21	2019-20	2018-19	2017-18	2016-17																																					
585	585	540	540	520																																					
2.1.2	<p><b>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)</b></p> <p><b>2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>149</td><td>189</td><td>147</td><td>139</td><td>127</td></tr></table> <p>Answer After DVV Verification :</p>	2020-21	2019-20	2018-19	2017-18	2016-17	149	189	147	139	127																														
2020-21	2019-20	2018-19	2017-18	2016-17																																					
149	189	147	139	127																																					

2020-21	2019-20	2018-19	2017-18	2016-17
149	165	147	139	127

Remark : Value has been changed as per HEI Clarification

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**3.1.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	500000	1230000

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	5.00	12.30

Remark : Values have been changed as per HEI Clarification Response

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 24

Answer after DVV Verification: 9

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year**

**4.2.4.1. Number of teachers and students using library per day over last one year**

Answer before DVV Verification : 16

Answer after DVV Verification: 973

Remark : Value has been changed as per HEI Clarification

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

	Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above																				
5.2.1	<b>Average percentage of placement of outgoing students during the last five years</b>  5.2.1.1. <b>Number of outgoing students placed year - wise during the last five years.</b> Answer before DVV Verification: <table border="1"><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>8</td><td>2</td><td>1</td><td>2</td></tr></table> Answer After DVV Verification : <table border="1"><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>5</td><td>2</td><td>1</td><td>2</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	0	8	2	1	2	2020-21	2019-20	2018-19	2017-18	2016-17	0	5	2	1	2
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	8	2	1	2																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	5	2	1	2																	
6.4.2	<b>Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)</b>  6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs) Answer before DVV Verification: <table border="1"><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1488996</td><td>1524044</td><td>1324412</td><td>1486948</td><td>1141892</td></tr></table> Answer After DVV Verification : <table border="1"><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	1488996	1524044	1324412	1486948	1141892	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
1488996	1524044	1324412	1486948	1141892																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	0	0	0																	
6.5.3	<b>Quality assurance initiatives of the institution include:</b>  1. <b>Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements</b> 2. <b>Collaborative quality initiatives with other institution(s)</b> 3. <b>Participation in NIRF</b> 4. <b>any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>  Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above																				
7.1.4	<b>Water conservation facilities available in the Institution:</b>  1. <b>Rain water harvesting</b> 2. <b>Borewell /Open well recharge</b> 3. <b>Construction of tanks and bunds</b> 4. <b>Waste water recycling</b>																				

**5. Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: C. 2 of the above

7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. Built environment with ramps/lifts for easy access to classrooms.</li> <li>2. Divyangjan friendly washrooms</li> <li>3. Signage including tactile path, lights, display boards and signposts</li> <li>4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment</li> <li>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above</p> <p>Answer After DVV Verification: B. 3 of the above</p>
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**2.Extended Profile Deviations**

ID	Extended Questions																								
1.2	<b>Number of programs offered year-wise for last five years</b>  Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>30</td><td>30</td><td>24</td><td>19</td><td>19</td></tr></table>  Answer After DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>13</td><td>13</td><td>12</td><td>12</td><td>12</td></tr></table>					2020-21	2019-20	2018-19	2017-18	2016-17	30	30	24	19	19	2020-21	2019-20	2018-19	2017-18	2016-17	13	13	12	12	12
2020-21	2019-20	2018-19	2017-18	2016-17																					
30	30	24	19	19																					
2020-21	2019-20	2018-19	2017-18	2016-17																					
13	13	12	12	12																					
2.3	<b>Number of Computers</b> Answer before DVV Verification : 69 Answer after DVV Verification : 50																								