SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT. COLLEGE KHERTHA

VILLAGE KHERTHA, BLOCK DONDILOHARA, DISTT BALOD
491771
govtcollegekhertha.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

November 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government College Khertha is situated on the Deori–Dongargoan road in the Doundilohara block of Balod District (State Chhattisgarh). Our college is affiliated with Hemchand Yadav University, Durg [Chhattisgarh] is an institute of higher education in central Chhattisgarh of India. This institute had come into existence in the year 2008 as an undergraduate college with arts, commerce, and science faculties. The college shifted to its present campus in the year 2011. Since then, it has been making strides in terms of academic and infrastructural up-gradation which has enabled it to emerge as a forerunner in education in the rural and economically backward tribal populated region. Over 95 % of the students belong to the SC, ST, and OBC sections of society. Students are coming from the periphery of 20 km from different villages.

The college offers post-graduation in political science with four semesters and undergraduate programs in B.A., B.Sc., and B.Com. It has now more than 500 Students. A team of dedicated and qualified faculty members facilitates the students by their effectual teaching to shape the future and career of these students more strongly.

The college has a well-equipped partially automated library with a compendium of more than 14,000 books, with IT facilities, college library has a subscription to N-List and other online resources. The library management system is also implemented. College is full of greenery.

To impart holistic training to students, the college undertakes extension activities through N.S.S. volunteers, R.R.C. members, Red Cross volunteers, various societies, and departmental activities such as AIDS awareness, community Hygiene and sanitation, Greenery committees, gender equity, and women Empowerment, Literary and traffic Awareness through social work committee. Moreover, the college has an anti-Ragging committee, help desk, female anti-sexual harassment cell, and grievance redressal committee, etc. function in tandem with college administration. These committees work tirelessly as facilitators to enable the student to explore their creativity and potential to learn the value of hard work and achieve excellence. The college aims at providing a conducive environment for the personality development of the student and to provide them a platform to blossom into responsible and confident young students who can live a life of dignity and make a meaningful contribution to society. Apart from providing value-based education and learning, the college strives hard to provide a friendly atmosphere for the overall grooming and development of students through various co-curricular and extra-curricular activities.

Vision

Government College Khertha aims to achieve qualitative and value-based education to the student so that they are nurtured to be job-ready and become socially sensible citizens of the country. The hallmark will be the holistic development of the learners, Quest for knowledge, freedom of expression, and respect for culture. Our vision is to produce generations of optimistic, resourceful, committed, and passionate future leaders who will continue transforming society and the nation.

Mission

The motto of Government College Khertha *"Vidhyadhanam sarv dhanam pradhanam"* (knowledge is the supreme wealth) highlights our mission. Transcending knowledge beyond books and academics, Government College Khertha is committed to providing experiential knowledge that not only heightens the intellectual capacity but also builds the character of students.

To this end, the mission of the college is:

1. To make quality higher education accessible to all sections of society, including the tribal population of Chhattisgarh.
2. To provide the opportunity of quality-based, value-oriented education and sustain academic excellence to the students.
3. To enhance the skills of the youth for self–reliance and sustainable development.
4. To impart leadership qualities among students and make them responsible to society.
5. To develop courage, confidence, and competitive spirit in the changing global scenario.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Adequate land and building of the college.
- Calm, quiet, and Eco-friendly environment.
- Well-coordinated college staff.
- No case of drug abuse, ragging, and molestation of girls was reported yet.
- The adequate number of books in the library.
- Well-delivered scholarship system.
- Higher enrollment ratio of girls.

Institutional Weakness

1. College lacks facilities such as modern lab, auditorium, hostel, health care center, staff quarter, etc.
2. Since lack of classroom for further opening of new courses/programs is postponed.
3. Lack of adequate sports infrastructure.
4. Lack of an adequate number of teaching and non-teaching posts.
5. Lack of adequate UG and PG courses.

Institutional Opportunity

08-02-2022 03:27:42

- Over 95 % of students of our college have come from deprived and marginalized sections of society (SC, ST, OBC, and BPL).
- We can open job-oriented courses and agriculture-related courses.
- Some students are good at Chhattisgarhi folk dance and drama so we can start new courses imparting this.
- We can start open and distance learning courses of open universities so schools and college dropouts can take advantage of this facility.
- Some students are having the hidden talent of sports, if proper facilities are provided they can enhance their career.
- We can prepare our students for competitive exams like PSC, UPSC, SSC, and VYAPAM.
- We can start Post Graduate classes in streams of science, arts, and commerce because there is no Post Graduate college within 15 to 25 km radius.

Institutional Challenge

- A low student ratio of pass out with higher division.
- Students are not inclined towards progression to higher education owing to poor family backgrounds.
- Inadequate transportation facility available, as a result, students are unwilling to stay in the college till the prescribed college time.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Government college Khertha is affiliated to Hemchand Yadav University Durg C.G. The college is teaching the curricula designed by the affiliating University and the college makes every effort to improve and update the syllabus and when required during faculty participating in Board of studies meeting organized by University. In addition to this an academic calendar, every year offered by the Department of Higher education. College prepares its academic calendar which works in tandem with the University and Department of Higher education. The college offers three Undergraduate programs (B.A, B.Sc., and B.Com.) and one Postgraduate program (M.A. POLITICAL SCIENCE). The Undergraduate program follows the annual system of examination and the Postgraduate program follows the semester system. To work with the vision and mission of the college various committees are working to look after the effective implementation and timely completion of prescribed syllabus, co-curricular, extra-curricular, and extension activities. The college inculcates human values, gender equality, sustainable practices, and professional ethics among students. The institute has introduced a feedback system for those. A set of questionnaires has been given to students and their feedback has been collected, analyzed, and action taken. The analysis report is used to improve the quality of the college and a healthy academic environment has been created for the empowerment of the students and institution.

Teaching-learning and Evaluation

The college is situated in tribal populated district Balod in this college 12th pass out aspiring to get admission in arts, science, and commerce stream and UG pass out students seeking admission in M.A Political science program. The process of admission to various programs is transparent, fair and students are given admission based on merit. The college follows the reservation policy (Vertical reservation: ST-32%, SC-12%, OBC-14%,

Horizontal reservation Divyagjan- 5%, Freedom Fighter quota – 3%, Woman: 30%) laid down by Chhattisgarh Government. The college is a Co-educational institution and in most of the programs, girls outnumber the boys. Here every possible measure is undertaken for a Conducive classroom environment and teaching-learning made effective shows that advanced learners, as well as slow learners, get benefitted. Teachers are encouraged to use modern teaching aids and technological tools along with conventional teaching methods. Besides this teachers are engaged in not only giving information to the student but they stressed student learning also. The academic performance of students is gauged by internal evaluation based on marks secured by them in unit/class tests, assignments, seminars, project work, etc. The college has IQAC which reviews the academic progress of every department and conducts the academic audit. Moreover in the continuous Internal Evaluation (CIE) system, adopting the transparent and robust mechanism to assess the progress of students according to specified scheduled defined by the department of higher education Chhattisgarh. Methodology of the evaluation process, examination pattern, and program, course outcome is communicated to students through the website, class interaction, and college prospectus at the time of admission. The examination-related grievances are addressed in a transparent, time-bound, and efficient way through the examination committee. Those students who are not satisfied with the marks given can apply for revaluation, re-totaling, and photocopies of the answer book. The college has developed a feedback system that keep eye on the teaching-learning process and student satisfaction.

Research, Innovations and Extension

The college has young faculty and strives to promote research culture. Thus it has encouraged its faculty members to submit research proposals to various funding agencies and encourages teachers to participate in conferences, workshops, and publish research papers and Ph.D. work. although the college does not offer a separate research budget. Our students are also engaged in extension activities. The college has an active unit of NSS and Red cross society through which extension activities are carried out such as swachhta hi sewa campaign, AIDS awareness, Traffic awareness, environmental awareness (every year planting of sapling) Fight against corruption, electoral awareness (SVEEP), people health awareness, etc. However, the college is situated in a backward area and yet has not developed an incubation center or related platform for the student so that their novel idea translates into a viable business/startup.

Infrastructure and Learning Resources

The college building is spread up to 728.77 sq.m. built-up area comprising 09 classrooms, Library, principal office, teachers/staff room, girls common room, NSS room, cycle stands, staff parking, Cultural Program stage, Oxy reading Zone and separate washroom for male and female. There are separate laboratories for Chemistry, Botany, Zoology, and Geography. The College library has more than 14,000 valuable collections of books, subscriptions of magazines and newspapers; it is partially automated. The College has a computer lab with an internet facility and demand for more computers is in pipeline. The College campus is fully Wi-Fi enabled. Further to emphasize the use of ICT College having 3 overhead projectors. To enhance the security system entire college covered 24×7 CCTV surveillance. For lower electricity consumption as a lighting source LED tube lights are used in all the rooms. The college has more amenities include sports/athletic/gym equipment/a small playground which encourages students to participate in the different sports events. Moreover, the college has been providing safe drinking water facilities through the installation of RO water filter and also developed an herbal garden for benefit of society.

Student Support and Progression

At the beginning of every academic year, the college publishes its updated prospectus and uploaded it on its website which gives information regarding the College, the guideline for admission, available program, fee details, Facility available in the college, code of conduct, and other relevant details. Once admitted to the college the students avail themselves of the various facilities in the room of sports facilities, encouragement for participation in co-curricular activities. The eligible students get financial assistance in the form of scholarships from the state government schemes. More than 60 Lakh rupees have been sanctioned under the different schemes in the last 5 years to support the education of different poor category students. The SC, ST, students are provided facility of free stationery. The college also conducts remedial classes for needy students. The college developed the culture capability enhancement cell such as guidance for competitive examination, career counseling, personal counseling, yoga and meditation, and career opportunities in changing global scenarios. We are giving support for pursuing higher education from reputed universities/institutions. For the care and support of female students, we have established woman grievances/support cell and girls' common room. The student from socially and economically weaker section of society and physically challenged students gets special attention to address their issue such as admission, financial support, career counseling, remedial coaching, ramp facility, etc. In addition, the college granted membership in various administrative bodies of the college such as student union, help desk committee, legal literacy committee, IQAC of the college. The college has a registered alumni association. The alumni meet is organized once a year. Alumni visit the institution at their convenience throughout the year and college incorporates the valuable advice from them.

Governance, Leadership and Management

Being a government institution its organizational structure, management and governance come under rules and regulations laid down by the state government. As per hierarchy, the Principal of the college is at the apex who is entrusted with overall in charge of college like financial transaction, administrative, academic activities, etc. The principal is assisted by heads/coordinators of various departments, librarians, office staff, and janbhagidhari funded staff. The Budget allocation to the college is made by the state government/District Administration (sometimes) /janbhagidari samiti which is disbursed by the principal in consultation with IQAC members to different departments/committees for purchasing of books, equipment, and other necessary expenditure. The academic and co-curricular activities are the main concern of the college which looks after by different faculty members of concerned subjects. The sports activity is run by the sports in charge. The college always striving for improving academic quality, infrastructure up-gradation, and endeavor to open new courses/programs to accommodate increasing students with their holistic development. The welfare measure for teaching and non-teaching staff availed according to state government directives. The performance appraisal for teaching and non-teaching staff is submitted to the department of higher education every year after the opinion is marked by the head of the institution. The college has a well-established IQAC which actively takes part in the developmental & decisions of the college including academic audit and infrastructural up-gradation. The IQAC takes feedback from all stakeholders and uses it for quality improvement and assurance. The IQAC convene the meeting with different department/stakeholders and assess their progress. The college has a systematic organizational structure to manage different functions.

Institutional Values and Best Practices

The institution is much concerned about gender equity and environmental issues. To address this concern college conducts programs on educating girl children, women's legal rights through the woman development

cell. Moreover, the college has a committee against sexual Harassment, the anti-ragging committee. There is a unit of NSS in the college that supervises plants and saplings planted inside the campus. There is a herbal garden developed on the campus. Students are sensitized towards energy conservation, emphasizing the use of renewal energy, waste management, and sustainable development. Our college uses energy-efficient electronic gadgets like LED lights, LCD screens, computers, laptops, and overhead projectors, etc to save electricity consumption. Not only in the college campus but a cleanliness and awareness drive has been conducted outside the campus like hospitals, nearby villages and the message is delivered regarding a clean/pollution-free environment. Our college premise is plastic/polythene-free and has a no-smoking zone. Staff and students are encouraged to come to college by bicycle, public transport or if the distance is far then they use bike pool. The college teacher follows the code of professional ethics issued by UGC and the State Government. On the occasion of anniversaries of great Indian personalities, like Mahatma Gandhi, Swami Vivekananda, etc. we organize different programs

In the best practices of our college focused on student progression and increase the number of girls' student's admission.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. COLLEGE KHERTHA
Address	Village Khertha, Block Dondilohara, Distt Balod
City	Village Khertha, Block Dondilohara
State	Chhattisgarh
Pin	491771
Website	govtcollegekhertha.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Yaser Qureshi	07748-288110	9981426786	-	govtcollege_khertha@rediffmail.com
IQAC / CIQA coordinator	Umesh Pathak	07748-299901	9425563062	-	umeshpathakkwd@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-2008

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Chhattisgarh	Hemchand Yadav University Durg	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	16-01-2014	[View Document](#)
12B of UGC		

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

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

Location and Area of Campus					
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Village Khertha, Block Dondilohara, Distt Balod	Rural	9.78	728.77

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	BCom,Commerce	36	Higher Secondary	Hindi	180	0
UG	BSc,Science	36	Higher Secondary	Hindi	210	0
UG	BA,Arts	36	Higher Secondary	Hindi	210	0
PG	MA,Political Science	24	Graduate	Hindi	50	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				0				0				11
Recruited	0	0	0	0	0	0	0	0	7	2	0	9
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				2
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				2

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	4	0	0	4
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	4	0	0	4
Yet to Recruit				0

08-02-2022 03:28:03

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				5
Recruited	1	1	0	2
Yet to Recruit				3
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/ LLD	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	1	0	0	1
PG	0	0	0	0	0	0	2	0	0	2

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	5	2	0	7

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	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	1	1	0	2

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	166	0	0	0	166
	Female	305	0	0	0	305
	Others	0	0	0	0	0
PG	Male	13	0	0	0	13
	Female	32	0	0	0	32
	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	9	31	10	25
	Female	14	43	12	5
	Others	0	0	0	0
ST	Male	77	128	82	138
	Female	139	140	94	158
	Others	0	0	0	0
OBC	Male	98	67	114	63
	Female	155	66	144	66
	Others	0	0	0	0
General	Male	1	10	4	26
	Female	5	10	4	6
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		498	495	464	487

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
126	126	126	126	126

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
516	498	495	464	486

File Description	Document
Institutional data in prescribed format	View Document

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
142	142	142	142	142

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
147	166	138	122	178

File Description	Document
Institutional data in prescribed format	View Document

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
11	11	12	13	14

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	11	11	11	11

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 12

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
12.77	0.85	7.17	3.64	2

4.3

Number of Computers

Response: 15

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 is consistently working for the overall development of the students. Enough care is taken for the systematic implementation of the prescribed syllabus. Curricular and co-curricular activities are properly planned in the academic calendar to lead towards the outcomes. Government College Khertha is affiliated with Hemchand Yadav University Durg and follows the university prescribed curriculum. Although each department takes care of the implementation of prescribed curricula. So various steps have been taken by the college to ensure effective curriculum delivery through a well – planned and documentation processes, which are as follows:

. An Annual Academic Calendar provided by the Department of Higher education Chhattisgarh before the commencement of the academic year. The college also prepares its academic calendar which works in tandem with the affiliating university and the Department of Higher education. This calendar specifies available dates for significant academic, co-curricular and extracurricular activities to ensure a proper teaching-learning process and it is displayed on the notice board, Website of the college.

. The course, workload of each department is allotted to concerned faculty based on their competency, specialization, expertise, and interest. The syllabus of each course is made available on the college website.

. Time table is prepared by the Time table committee priors to the commencement of the academic session and accordingly, theory and practical classes are conducted keeping in mind the semester/annual exam. The timetable is displayed on the notice board and college website.

. Each faculty makes the lesson plan and maintains the teaching diary each day of the covered syllabus in the class. Every teacher keeps a track of time table to cover the given syllabus.

To make the teaching-learning process more efficient and learner's centric, conventional classroom teaching is mixed with reasonable use of ICT whenever it is needed. The college encourages experimental and participative learning for effective curriculum delivery and also guided students to use online sites to get relevant information.

. Besides the classroom teaching the seminar, group assignments, workshops, unit tests, projects, field trips are helpful for the effective delivery of the curriculum.

. The college library provides essential study material for its stakeholder.

. Internal examinations like unit tests, quarterly tests, midterm tests are conducted in tune with the academic calendar to check comprehension of the student as outlined in the objective of the curriculum. Based on the above schedule test advanced learned and slow learners are identified. Advanced learners are

made to solve more problems, they are exposed to the depth of the syllabus for slow learners, remedial classes are carried out.

. The College encourages faculty members to attend faculty development programs, Orientation/Refresher courses, seminars/workshops, etc upgrade their skills for effective delivery of the curriculum.

. To compete with the technological demands of the modern era, faculty members follow innovative pedagogy of teaching methods like the internet, e-notes, and LCD projectors apart from chalk and talk. Every department has guided and monitored curriculum preparation itself. Feedback is taken from faculty, students, alumni, employer, and parents.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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

Response:

Government College Khertha prepares its academic calendar based on the calendar of Higher Education Department Chhattisgarh government, Raipur. The academic calendar is included in the college prospectus and is also uploaded on the college website. It includes various timelines such as dates of beginning and end of the session, mid-semester breaks (For PG classes), dispersal of classes, preparatory leave, and tentative dates of practical and theory examinations. The academic calendars also include proposed guest lectures, seminars/conferences/workshops, educational trips, project work, and other academic activities for the session.

At the beginning of the session, the college administration allocates papers to the faculty members. The college timetable is prepared well in advance and uploaded on the website. The timetable is also displayed outside each lecture room and laboratory, which helps in monitoring the regularity of classes. Timely completion of syllabus, revision, and internal evaluation is carried out in compliance with the schedule listed in the academic calendar.

The performance of students is assessed continuously. Tests, assignments, presentations, and mock practical exams are held in a time-bound manner. The criteria for internal evaluation are displayed on the college website and notice board. Students are also apprised of the same on the departmental orientation day and it is reiterated in classes as well. The college holds regular faculty meetings to ensure that continuous assessments are executed efficiently. To ensure timely completion of the syllabus, the teaching plan of each teacher is obtained in advance, and information of syllabi covered every month is sought thereafter.

Students and parents have access to internal assessment and attendance records offline. This information is updated regularly on the internal assessment register. Any queries or discrepancies are resolved satisfactorily.

Internal assessment marks are moderated by the Internal Assessment Committee. This committee also ensures that marks are uploaded timely on the university portal.

Faculty members also participate in the evaluation process to ensure timely declaration of results of university examinations. This facilitates the commencement of the new session as per schedule.

Compliance with the departmental academic calendar is verified through an academic audit conducted by the Academic Audit Committee at the end of every academic year/semester. Through the academic audit, all curricular and co-curricular activities and progress/achievements of the department, including the students and faculty members are analyzed in detail.

Physical verification of laboratories is undertaken annually.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the 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: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

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

Response: 75

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

Response: 3

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

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

Response: 5

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
1	1	1	1	1

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

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: 10.18

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
50	50	50	50	50

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

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 vision, mission, motto, and core values of the college speak about these cross-cutting issues. Naturally, the institution integrates various life skills, values, local and global challenges through its curriculum delivery. The college offers four programs in which every issue such as civic sense and responsibility, gender, environment, sustainability, and human values are addressed. Each teacher integrates all these issues as a part of their teaching-learning process. While teaching the prescribed syllabus institute to arrange various activities and programs to address the cross-cutting issues such as

GENDER Issues:

The Foundation Course taught across programs, addresses Gender issues like Female Feticide and Dowry. The College integrates the same into the personality of the students. Women Development Cell promotes gender equality. It conducts various gender-related activities, seminars, and self-defense workshops. Discipline Committee keeps a strict watch to avoid incidents of sexual harassment of girl students. The courses of Hemchand Yadav University curricula that contribute towards gender equality and minorities' rights are covered in B.A.II Sociology-Paper-I: Unit-II, Women, and Minorities.

HUMAN VALUES:

Values are desirable and worthy of esteem for their own sake. Human values help us to live in harmony with the world. The College addresses the various aspects of Human values and integrates the same into the Curriculum in the following manner:

As an Institute's Social Responsibility (ISR) initiative we achieved total absence of ragging in College, the Anti- Ragging Committee is constituted, as per the guidelines of UGC and the University. So far the college has not recorded any ragging complaints on campus.

The National Service Scheme and Red Cross conduct Blood Testing camps, SVEEP conducts Voter Awareness and Registration Programs.

To facilitate the sensitization of the students to socio-cultural realities, NSS organized extension and project work encompassing social issues.

ENVIRONMENT AND SUSTAINABILITY:

Environmental studies are compulsory subjects/papers at the graduation level. Some environmental issues are included in the syllabi of Geography and Zoology. The courses Environmental Studies address Environment and Sustainability. The students learn about the ecosystem and other environmental factors. The College also promotes environment consciousness in the following manner:

NSS and Student Council undertake Tree Plantation and Swachh Bharat Abhiyaan.

Eco club conduct activities related to environment conservation program and also Collection and Disposal of E-Waste.

PROFESSIONAL ETHICS:

The courses that address this aspect include Organizational Behavior, Business Environment, Press Laws & Ethics, Ethics, and Corporate Governance. The initiative of the College to integrate this value into the extra curriculum activities through various committees to inculcate Professional Ethics in the students. The NSS organized a weekly discussion program called 'Bouddhik Paricharcha' (Intellectual debate) for the NSS volunteer. Discipline Committee plays a role in the maintenance of discipline of the campus.

Apart from these issues included in the syllabi of affiliating university, our college has taken various steps to inculcate these issues among the students. NSS and other units of the college actively participate in the national flagship programs. To strengthen mentally and physically, the college organizes various sports and cultural events.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 4.76

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
6	6	6	6	6

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 37.98

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 196

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

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)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

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: B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 93.42

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

2020-21	2019-20	2018-19	2017-18	2016-17
225	205	207	201	213

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
225	225	225	225	225

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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: 80.42

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
113	115	114	117	112

File Description	Document
Average percentage of seats filled against seats reserved	[View Document](#)
Any additional information	[View Document](#)

08-02-2022 03:28:47

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:

Initially, the college used to distinguish slow and advanced learners based on the marks scored by the student at the entry-level 12th examinations. The academic performance in the previous academic year is a good indicator to identify the slow and advanced learners. The heads of the concerned department prepare list of the slow and advanced learners to bridge up the knowledge gap of the enrolled students. From the academic year 2018-19, a new policy has been adopted to organize the special programs for the slow and advanced learners at the undergraduate level.

Method of subject identification:

The program is implemented in those subjects that are considered to be difficult for an average student. As per the strategy of IQAC, the following subjects have been recommended for the remedial teaching at the entry-level of the degree course as slow and advanced learners; English, Geography, Chemistry & Accountancy.

Identification and classification of students into advanced (aggregate 75% and above) and slow learners (below 50%), based on their performance in various components.

Objectives:

- To raise the confidence level of the student regarding difficult subjects.
- To improve the basic knowledge of the slow learners.
- To improve the performance in the internal and university examinations.
- To reduce the drop-out ratio of the slow learners.
- To motivate, them to read more books.

Execution of the program:

As per the guidelines of IQAC, the concerned department has developed the following strategy for the conduct of the program;

- Preparing the list of difficult units and concepts from the university syllabus.
- Preparing duration and timetable of the teaching.

- Arranging some guest lecturers for the students.
- Conducting examination unit tests, class tests, tutorials, home assignments.

Activities are undertaken for slow learners:

1. Extra coaching and individual guidance from the subject teacher.
2. By solving question papers of previous University Examination from the students.
3. The performance of students is being communicated to their parents.
4. Lectures of eminent personalities were organized to create confidence among the students.
5. The students who scored better marks in their previous examination are enrolled for the batch of advanced learners.

Activities undertaken for advanced learners:

1. Open access facility for advanced learners in the library.
2. More books are provided to these students.
3. Motivation for them to participate in quiz competitions, seminars, and group discussions.
4. Organization of quiz competitions and group discussions.
5. Encouragement for them to participate in essay writing and various competition.

Specific Outcome:

The target group of the slow learners showed improvement in the knowledge of concerned subjects and scored better marks in the university examination while advanced learners showed better performance in the knowledge of concerned subjects and scored better marks in the university examination. They have participated in classroom interactions and discussions actively.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 46.91

File Description	Document
Any additional information	View Document

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 vision and mission statement clearly states that the entire process of the college is student-oriented and focused on its overall development. All stakeholders of the college are well aware of the aspirations of the students because the majority of our students come from the nearby villages. Apart from the 'Chalk and Talk' or 'Lecture Delivery' method, teachers are more focused on the 'conceptual clarity of their subject. The entire teaching-learning and evaluation process is undergoing through all the above-mentioned methods. The teacher demonstrates to elaborate the difficult concepts in their local context as well as ICT tools are used to visualize them what they are studying. IQAC encourages teachers to organize and attend the FDPs related to innovative teaching-learning methodologies.

Methods of teaching:

Experiential Learning - Apart from prescribed field projects for Botany, Zoology, Geography, and Environmental Science depts., each department encourages students to get an experience of what they are exactly studying in the books. Deptt. of English and Hindi shares the experience of their novels, drama, and poetry through the teaching-learning process. Dept. of Political Science arranges study tours to the local government and court. Dept. of Sociology frequently visits the local society and prepared a documentary on it. Dept. of Zoology, Botany, Chemistry do their prescribed practical work. Rangoli Competitions of 'Educational and Social Diagrams' are organized for a better understanding of the student.

Participative Learning – This type of learning is visible in the actual learning process of our college where students participate actively in every departmental event such as seminar, group discussion, chart-making, essay & slogan writing, and other activities. All the Departments of college conducts 'day or Jayanti allotted to them like AIDS day and teacher's day. The students of all departments do visit nearby areas, organize rallies for various awareness programs, Various activities and competitions are conducted for student development, etc. Students are encouraged to ask questions and share their thoughts in the class and assessed by Peer Learning.

Problem-Solving Method – While teaching in the class, students participate in the learning process and experience those things in his/her practical, fieldwork, visits. All faculties encourage students to lead their learning towards solving their problems and satisfaction. For this, the college organizes expert lectures on all subjects; provides video lectures of the teachers. All such activities, role-playing, and teachers group help them to pacify the curiosity of their problem raised while learning in the class.

It also helps to provide them an opportunity for self-assessment and self-evaluation by improving the skills of listening, speaking, reading, and writing.

The overall output of different teaching methods is very positively seen in the result and behavior of the student. The guiding principle behind all these things is to ensure that students can link theory with practice, apply their knowledge, and participate in active learning.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

Government college Khertha is a rural college and has fewer resources for its development. Although the Institution has done its best for providing ICT infrastructure and learning resources to enhance learning experiences. The major hallmark of this learning transition is from teacher-centered to student-centric. Not only mastering ICT skills but also utilizing ICT to improve teaching and learning is of utmost importance for teachers in performing their roles.

Keeping in mind the importance of ICT, the e-learning environment is created in the one seminar hall with LCD projectors, audio-visual facilities, and various ICT tools. In addition to the chalk and talk method of teaching, the faculty members are using IT-enabled learning tools like Google classroom, easy-to-use tools that help teachers manage coursework like Assignment, PPT, Quiz, etc.

1. To attain competence, faculty record and upload lectures on YouTube channels and classroom. Tools like KineMaster and similar types of tools are used by faculties to record lectures.

2. Our College has three smart classrooms which facilitate interactive instructional tools, generate more

interest and motivation among students, display striking graphics, improve lectures with audio-visual tools, provide better instructional materials, and can also accommodate all learning styles. Our college has one computer lab having all the related facilities.

3. Our college has a learning management system (google workspace for education fundamental) provided by Google Inc. All the faculties also use Cisco WebEx, ZOOM like interactive and collaborative methods for teaching, which is a complete package. Faculties do video conferencing for teaching, meeting, online mentoring, taking sessions which delivers academic and online learning which is flawlessly capable of connecting students. For subjects, faculties take project work on socially and environmentally relevant topics using ICT. Project viva and seminars are also conducted using the latest technologies.

4. All the departments conduct webinars, online quiz and guest lectures on the new developments and latest issues in the core subjects for effective teaching and learning. Various committees conduct online activities, chat shows, etc.

5. Openly accessible free Wi-Fi with high speed with 300 Mbps 4G internet available to all the Smartphone/tablet/laptop / desktop users' staff in all the classrooms, labs, library and staff room, etc. College tries to provide open access to free Wi-Fi to all students. With seven hot spots strategically placed to cover every nook & corner of the College building.

6. The institution encourages teachers to attend training programs, workshops, seminars, and conferences related to ICT use or innovation in teaching-learning.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 46.91

2.3.3.1 Number of mentors

Response: 11

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

2.4 Teacher Profile and Quality

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

Response: 110.91

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<u>View Document</u>
List of the faculty members authenticated by the Head of HEI	<u>View Document</u>

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: 26.09

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
2	3	4	3	4

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)	<u>View Document</u>
Any additional information	<u>View Document</u>

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: 3.73	

2.4.3.1 Total experience of full-time teachers

Response: 41

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

Evaluation is an integral part of the teaching-learning process. With regular interactions of IQAC and Heads of the department, the examination committee plan and work out for reforms in the evaluation system. The college adjusts the academic calendar by including internal assessment and the university examination. The institutional internal evaluation system is decentralized to make it more transparent and objective. Annual, Semester end and internal examinations of Undergraduate and Postgraduate programs are handled by the examination committee.

Examination Committee:

The Committee consists of Convener, Co-Convener, and members from all departments. Non-teaching staff also lend their support in administrative work. The examination committee performs the following functions to maintain transparency and robustness of the examination procedure:

For internal and semester-end examinations:

- Time table and seating arrangement for examination are displayed on the notice board adequately in advance.
- For internal examination, the syllabus is declared by the subject teacher, and the semester-end examination is conducted on the entire syllabus.
- The question papers are verified to eliminate errors and stored in a sealed envelope.
- Supervision duty chart is drafted and informed to teachers.
- The separate seating arrangement is made for students with disabilities and the College also provides writers, readers, to such students as per university guidelines.
- Requisite numbers of copies are printed just before the actual examination.
- Attendance of students is maintained properly during the examination.
- Any unfair activity of the student is reported to the Unfair Means Committee for appropriate

investigation and action.
- The flying squad team of the university also inspects the students during exams.
- Examination Committee determines the deadline for assessment of answer books.
- Teachers update marks in the result register from time to time.

Infrastructure for examination related work:

The College has designated a specific room having necessary types of equipment including Computer, Printer, Photocopier for examination work. The room has restricted access and is under continuous CCTV surveillance.

Frequency of the examinations:

- All Internal, Pre-internal, practical, semester-end, and supplementary examinations are conducted once in each semester.
- Project evaluation is done as per the requirement of the Program Structure.

Additional examinations are conducted for eligible students as per university guidelines. All practical examinations, internal evaluation of projects, and internal examination of Postgraduate programs are carried out by individual departments as per university guidelines.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

IQAC consistently works on student-centric activities. It interacts with the exam committee and the students. The Academic Calendar is displayed on the college notice board and college website for all stakeholders. In the induction program, the principal briefs about the examination-evaluation system and how the COs, POs, and PSOs can be attained. The college conducts tutorials, home assignments, tests,

presentations, group discussions, etc. to assess the performance of students. The college exam committee executes its internal exams in a very meticulous manner.

Government College Khertha has an active mechanism to ensure that the process of continuous assessment is transparent, efficient, and in the best interest of students.

- The college has an Internal Assessment Committee, which undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed prominently on the college website and on college notice boards to communicate information related to internal assessment to students.
- The attendance record, which is a part of the Internal Assessment, is updated by all the teachers on monthly basis and students are given ample time to point out any discrepancies.
- Answer scripts of internal class tests, assignments, and project reports are discussed with students after evaluation. They may raise their grievances regarding the marks awarded to them with the faculty concerned. In exceptional cases, if students' grievances are not addressed satisfactorily, students are free to approach their mentor or the teacher-in-charge for redressal. Intervention by the Head of Institution can be sought in extraordinary cases.
- Students are given enough time to claim concessions in attendance on medical grounds and for participation in extracurricular activities. Sportspersons and NSS volunteers are provided with the facility of attendance exemption if they are participating in the relevant activities.
- Marks awarded by individual teachers are moderated by departmental moderation committees to ensure parity in marks awarded to students among different subjects. After such rigorous scrutiny, the records are uploaded to the website.
- The final internal assessment (IA) is sent to the university only after each student signs the record.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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:

Program outcomes encompass a broad spectrum of knowledge, skills, abilities, and attitudes that students acquire during the pursuit of graduate and post-graduate courses. Our College offers several programs in Science, Humanities, and Commerce, each of them with unique and well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the University website.

However, they also have some common outcomes that are summarized here.

Govt. College Khertha has created an ecosystem for learning beyond the classroom and through numerous other co-curricular and extracurricular activities.

Teachers inculcate among students a quest for knowledge that lasts for a lifetime while simultaneously training them in the art of self-learning. We impart the attitude to keep learning, remain updated and readily adopt new developments in technology and in their subject matter.

Students are taught to identify, formulate, and analyze real-life problems, design and develop solutions and reach valid conclusions using basic principles of their subjects.

Training in critical thinking enables them to understand and analyze contemporary societal, environmental, and cultural problems. Students learn to ask questions and test possible answers.

Students are guided to responsibly interact with the planet, maintain natural resources, work towards sustainable living, and avoid jeopardizing the ability of future generations to meet their needs.

Enhancing their communication skills allows them to exchange ideas, thoughts, knowledge, and information effectively in the language of their choice.

Working in departmental and societal activities fosters students' team spirit and brings their leadership qualities to the fore. Students learn to embrace plurality, respect others' views, mediate disagreements, and arrive at conclusions while maintaining professional and life ethics.

Our College instills among students allegiance to constitutional values to mold them into empathetic, informed citizens.

We empower students to become future teachers, entrepreneurs, scientists, soldiers, and administrators with motivation. They acquire the ability and sensitivity to lead India to strengthen its place in the community of nations.

Mechanism of communication of Program and Course Outcomes:

The College has well-designed and effective mechanisms to communicate program and course outcomes to all stakeholders, which are:

Fresh applicants can get the requisite information from the college website as well as from the prospectus.

At the time of admission, the Counseling Cell and Students' Help Desk also apprise students of what to expect from various courses.

The outcome of courses is clearly outlined during the common Orientation Day organized on the opening day of each academic session. This is further reinforced in the orientation programs organized separately by each department.

We believe that to become productive citizens, our students must be equipped with all necessary skills. Course outcomes are kept in focus while designing extra and co-curricular activities for students.

Students are provided opportunities to interact with senior students and alumni to learn about their experiences and career paths so that they are encouraged and motivated to chart out similar roadmaps for their future.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

The college always emphasizes the output of students. It regularly directs to the IQAC to execute it properly. The mission statement of the college itself clearly states the approach of the college towards the holistic development of students.

There are three programs in the college viz. Arts, Science and Commerce, though these are traditional colleges have been continuously working on the attainments of these outcomes. Very systematically, from the first year of their college, the purpose of their academic journey is elaborated through principal address, induction program, expert lectures, and classroom interactions. To focus on the outcomes, they are categorized as slow and advanced learners based on their entry-level marks. Online and on paper feedback of alumni students helps to evaluate whether students have properly perceived the content of the curriculum.

The COs, POs, and PSOs are displayed on the college website. Close awareness of cross-cutting issues, basic conceptual clarity, life skills, practical exposure, and behavioral changes are a few of the parameters to recognize or evaluate the attainment of their course outcomes. CIE, MCQs, Home Assignments, Unit Tests, and university assessments are substantially helping to evaluate the learning outcomes.

The college provides Lectures on competitive examinations, career counseling and soft skills are playing a crucial role in the overall development of the students. To evaluate the outcomes of the above programs, every activity is pre-planned. The college organizes lectures and special classes for Employability Enhancement Program.

Program-specific outcomes are measured through both academic and non-academic performances of the students. The performance of the students in the internal and external examinations, in the practical and assignments, participation in-class activities, role in departmental activities are some of how program-specific outcomes are measured. Students are also encouraged to take part in competitions, seminars and conferences, research competitions, etc. Their performance within and outside the college in the various academic events provides another index of their learning levels.

Course outcomes are measured through the performance of the students in the class, practical, internal

evaluations, and external evaluations. Students are measured continuously based on their regularity, their receptiveness, participation in class discussions, their answers to questions asked by the teacher, and the overall quality of their conduct. Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students based on this performance. Thus, they are helped to improve their performance in the external examinations.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 91.62

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
146	156	101	85	152

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
146	156	111	116	162

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.67

File Description	Document
Upload database of all currently enrolled students (Data Template)	<u>View Document</u>
Upload any additional information	<u>View Document</u>

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: 0

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
00	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

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

Response: 0

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

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

Response: 0

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	0	0

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document

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 has created an ecosystem for Innovations following are some examples of them.

- Political science students are motivated to take an effective part in enhancing their knowledge in current affairs by the concerned department faculties. The students are motivated to participate in various quizzes or debates. Commerce students are encouraged every year to visit Banks, This motivates them to collect and process data and submit it as a report.
- The textbook and reference books are available for the students. Books are identified and the students are given a specific time to study and identify the problem in the case studied by them solved and present in the classroom/ reading room.
- Class wise what's app group of students is prepared and administered by teachers. In which the students study in online mode. Faculty exchanges their ideas through this mode.
- The seminar hall is equipped with a projector. It is equipped with appropriate seating and sound arrangement.
- The library is provided with a variety of books, journals, and magazines, and also the computer lab with the latest software and Wi-Fi facilities help the students to update their knowledge with the latest information.
- Carrier Guidance: - Special awareness program sessions are usually conducted by carrier guidance which helps the students to move on to the right direction with start their careers.
- NSS functions with many activities that cultivate the spirit of the social services.
- Project work/fieldwork /surveying is necessary for all concerning students according to the university syllabus. Such social services are enhanced under the banners of NSS and voluntarily conducted by students.
- Some of the courses are integrated with project work and project work, for example, fieldwork is required in M.A. (Political science), B.Sc. III year B.A. III Year and environmental studies.

Students are encouraged to share information about their respective or related subjects through newspaper

cuttings displayed on the notice board.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 6

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	0	2	2	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

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

Response: 0

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

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

Response: 000

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

last five years

Response: 0.9

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
1	2	0	5	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

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

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
00	0	0	0	0

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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:

The college believes in overall development through community services and extension activities. Such

Involvement enables students in understanding social problems and improves their capacity to solve such problems using local resources. Field- exposures enable the student to cultivate positive traits in character extension activities are carried out by the National service scheme (NSS).

NSS: Presently the college has one N.S.S. unit for boys and girls.

N.S.S. Activities:-

N.S.S. program officer is appointed by the principal from amongst the faculty members. The program officer motivates the students to join NSS and works to train them for learning and participating in activities.

The NSS units of the college promote the extension activities in the neighborhood community by engaging teachers and students in various awareness programs in the neighboring village. These programs are done with very enthusiasm. The NSS is established in 2012 and continued working till now.

ON-CAMPUS Programs

Awareness programs are conducted against child labor. Various social issues like dowry system, underage marriage, malnutrition, communicable diseases, Anti-Tobacco, etc.

The program officer enrolls the students as NSS volunteers and from amongst them selects a group leader. The NSS unit charts out programs /activities for the whole academic session which is communicated to the staff and students. NSS units are always striving to promote the participation of students and staff in programs /activities.

- Environment programs and campus cleaning activities.
- Blood – testing camp, health checkup camp.
- Various programs in the adopted village.
- Disaster – management and relief programs.
- Seven days special camp in the nearby village.
- On National days like Independence Day and Republic Day, the NSS volunteers organize special programs to enhance the spirit of national integration.
- This unit makes plans and organizes programs and camps accordingly with the participation of the student volunteers.
- Topics and sites of camps and programs are selected according to the needs of the intended beneficiaries.

- The students have to provide details of their involvement in social constructive activities outside the college when they are to get the 'C' certificated for NSS activities. Students learn about these things through their participation in NSS, Red ribbon club, and Red Cross activities as mentioned earlier. Through the NSS program and camps, the students remain in scheduled contact with their respective unit heads. They learn and do works that promote good citizenship characters because the purpose of NSS / Red Cross units / Red ribbon club and other such units of the college is to train the students to be a morally responsible citizen.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 0

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
00	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

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: 2

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
00	1	0	1	0

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

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

Response: 5.25

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
00	46	0	79	0

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

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

Response: 0

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
0	0	0	0	0

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)
Any additional information	[View Document](#)

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

Response: 9

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
6	1	1	1	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

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:

The institute was established in the year 2008. Govt. college khertha is spread over 9.78 Acres of land and the total buildup area is 728.77 sq.m (approx). The purpose of the college is to provide quality education for young and deserving students. It has a total of 09 classrooms. The classrooms are well equipped with LED lights, fans, dust-free green board, comfortable chairs, tables, benches, good ventilation, big windows, and desk for a smooth teaching-learning process. A projector facility is also provided in two classrooms. Besides this, the college is having a big seminar hall with a seating capacity of about 150 students. The seminar hall is well equipped with LED lights, fans, a projector, sound system, wireless mike, and collar mike. The entire college building is equipped with Wi-Fi networking. The staff is provided with a free internet facility through this networking. CCTV camera is installed on the whole college campus.

At present, the college library has N-list connectivity of INFLIBNET for students and staff members. The College library has approx. 14,137 books including reference books, textbooks, and magazines. The college is registered with the national digital library and Internet Archive Library. Besides these competitive books like SSC, VYAPAM, CIVIL SERVICES, NET, SET books are also available. The library has one computer with internet connectivity.

The college has one reading room. with newspapers and magazines.

The computer lab has 10 computers with an internet facility. Computer education is given and the register is maintained by the computer in charge.

The college has four Laboratories. Labs are well equipped with necessary materials, instruments, equipment, etc. properly arranged by the lab technician.

A well-maintained gymnasium is functional, The gymnasium is equipped with multiple types of equipment and machines required for basic exercise and workouts. There is a separate room for Gymnasium under the sports section. The college conducts fitness-related programs.

The college has a common room for girl students. It is kept clean, fresh, and hygienic and provided with a sanitary pad vending machine. The girl students may take lunch there. The purpose of a common room facility for girls is to create a stress-free environment. A counseling room has been set up in the common room where the problems of girls are heard and redressed by female staff.

There is a principal chamber, office, and staff room. The whole college campus is under CCTV camera surveillance. There are 2 computers, 2 printers, 1 photocopier machine, and inverters for office use. There is a provision of separate Almirah for teachers. The staff room has sufficient space for maintaining social distancing. Besides the office room, one separate toilet for staff is available. the storeroom has an E-waste management box. There is a separate toilet for students (boys/girls) on the ground floor and 1st floor. The

college has a big playground where the students play different types of games. There is a stage inside the college where cultural programs are organized.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The importance of extracurricular activities is well established. The institute encourages students to participate in various activities and facilitates them to develop their leadership qualities and ensure skills such as team spirit and overall development. A qualified teacher motivates students to participate in extracurricular activities. Several facilities have been provided to the students to participate in a variety of sports and cultural events.

Cultural Activities: -- A committee has been constituted for cultural activities. The committee of the college motivates students to participate in cultural and extra-curricular activities. The committee conducts the annual function in the college and conducts many programs like Chhattisgarhi Dance, Drama folk dance, folk song, singing, dancing, rangoli, painting, mehendi, quiz, model and poster making, essay writing, slogan writing, drama, etc. are included in the annual function of the college. Most of the students actively participate in the annual functions. The discipline committee and the volunteers of NSS maintain discipline in the annual function. The committee gives appreciation certificates to participating students and volunteers.

Sports:- The college has a big playground. Some outdoor games which are played are football, cricket, kabaddi, kho-kho, hockey, running, badminton, high jump, long jump, javelin, shot put, etc. The games are played under the guidance of the sports in charge. A first aid box is available for the primary treatment of the students. Annual sports meet of students has organized every year and the winner and first runner up is felicitated with medals, certificates, etc. some of the indoor games available in college are carom, chess, etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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: 8.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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	0	0

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

Library automation is a continuous process. The library of the college is fortified with well-off numbers of text and reference books, journals, magazines, e-books, e-journals, newspapers, and competitive books. Our college is using Librarika, the free Integrated Library System (ILMS) for managing its library online, It can be accessed on https://gckhertha.librarika.com

College procured N-list subscription. It is a subscription from the INFLIBNET center. This membership is

a step in the right direction for online access to different study material and journals.

The institution has a national digital library and Internet Archive library access. The national digital library has been registered in the college so that students and teachers can take advantage of it. E-resources like INFLIBNET's N-list not only fulfills the academic necessities of the students but also help in the development of the personality of the students by extracting their skills in debates, interview, group discussions, etc. through the supply of relevant study material.

Books are arranged subject-wise and systematically for library management. In 2020-21 the College subscribed for a journal named Down to Earth. Students use the library resources to increase their knowledge. There is a separate register for students and teachers in the library.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

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: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

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: 1.57

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
4.21	0.85	0.67	1.15	0.96

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

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

Response: 6.83

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

Response: 36

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT facilities are available in the college. The entire college campus is connected to the internet. The college is having an internet speed of 300 Mbps. As the college is situated in the rural village area where no wired internet line is available, the college installed its tower with dish antenna connected by another dish antenna on BSNL tower near about 5 km away. The college has a big seminar hall with a seating capacity of 150 students. The seminar hall is well equipped with Wi-Fi connectivity, a projector, sound system, wireless mike, and collar mike for addressing a larger number of students. The college building is equipped with Wi-Fi connection. CCTV Camera is installed to cover the whole college campus.

The college has 09 classrooms with Wi-Fi facility. Class wise WhatsApp group of students has been created in which online classes are taken. Information and material, videos related to studies are sent in this group. The link to take the class is sent to the group and the students join the link in time.

The college has a website in which all the information related to the college is available. Time table, syllabus, paper, academic calendar, etc. is uploaded to the website. Apart from this, all the activities related to cultural programs, sports in the college are uploaded on the website from time to time.

The computer lab has 10 computers that are connected with Wi-Fi. students got basic knowledge and can access study material also, Students enhance their skills through computer classes.

There are two computers in the office which are connected and operated by a computer operator. All the office works of the college are done by these computers. There are two printers, one photocopier machine, an inverter, etc.

The college has four laboratories out of which zoology and geography labs have personal computers to make the teaching-learning process interesting and smooth. The principal chamber has one computer, one printer which is Wi-Fi connected.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 34.4

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

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

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	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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:

The college has policies and procedures for the maintenance and utilization of infrastructure facilities. The staff council committee is responsible for decision-making related to Physical and academic facilities.

The college designated its employees for the general maintenance of the classroom. The college development and purchase committee are authorized to do repair and maintenance if required. Instruction is displayed outside the classroom to maintain silence in the corridor. Electrical equipment is switched off after use and the classroom lab is locked in. The students are oriented to take care of college property.

Computers are password protected and used for academic purposes. Anything not related to the curriculum is not allowed to be downloaded. Computers are shut down after their use. Desktop, software, CCTVs are maintained/upgraded.

Teacher in charge/committees/convener/office administration gives their requirement for the session to the purchase committees and purchase is done accordingly.

The library is marked as "Silence Zone". Shelves are provided outside of the library for personal belongings/ bags. Library hours are fixed. Books are given for a limited time only after students show their valid college ID cards.

Books and journals in the library are properly cataloged. The budget is allocated to every department and books are purchased as per department request. 'Write off' of old editions / damaged books are done according to the relevant provision.

All laboratories are maintained by the laboratory staff. Cleaning/dusting of all equipment done. In

laboratories, solid waste management is done as per government norms. Safely measurement and important instructions about the use of equipment are displayed inside of a laboratory. the fire extinguisher is placed in the corridor for emergencies.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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: 100

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
516	498	495	464	486

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

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: 0.16

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	1	0	3

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

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: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

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: 21.67

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
110	85	51	85	201

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

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: C. 2 of the above

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

5.2 Student Progression

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

Response: 2.41

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
6	0	3	5	3

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

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

Response: 102.04

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

Response: 150

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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: 90

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
3	1	1	0	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
1	2	1	0	0

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

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: 2

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
0	1	0	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	[View Document]
e-copies of award letters and certificates	[View Document]

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:

Every academic year student's union is constituted by the college. Students union comprises of the president, vice president secretary, and joint secretary. Apart from this various student bodies are also constituted in the college for different activities.

the college has N.S.S. (National service scheme) unit for boys and girls who are studying here. The program officer of N.S.S. is appointed by the Principal from amongst the faculty members. The program officer motivates the students to join N.S.S. and works to train them. They conduct different programs like cleanliness campaigns, awareness programs, and other social activities.

College also has the Red Cross Society which is comprised of student members. They work on health and hygienic awareness medical camps inside the college campus. They organize blood testing and health check-up camp. Besides these, they conduct awareness campaigns in the village.

Our college also has the Red Ribbon Club which is comprised of students members who work as a team to spread awareness for AIDS among students and the community. They hold campaigns through rallies, poster presentation, quiz, competition among the students.

The college has constituted a green army which is comprised of student's members who discharge their duties towards environment protection and ecological preservation and also cleanliness.

The college has constituted an Aqua club for students who work for the college development purpose. The student of the Aqua club watches out for any wastage of water, leakage of pipelines/taps, and maintenance of RO purifiers inside the college campus.

The student council is constituted to promote and reinforce democratic values and Principles amongst the students.

The student's representatives encourage and motivate other students to participate in student's oriented programs such as cleanliness, awareness program. Besides this Republic Day, Independence Day, Voters Day, Yoga Day, Mother Language Day, National Science Day, Women's Day, Teacher's Day, Ekta Diwas, constitution Day, AIDS Day, etc are organized by the institute. On this day students celebrate and the student's representatives also ensure to maintain discipline in the college and insist other students to maintain the discipline of the college.

The students are involved in literary competitions such as debates, essay writing, group discussion, quiz, model, chart, and poster competition. The institute conducts cultural activities and sports for the students. Most of the students take part in various activities to more improve own self. The institute organizes guest lectures for the students on different topics.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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: 0.8

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	1	1	1	1

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
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)	View Document

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 has a registered alumni association. The Alumni association has been formed to benefit students of the college from the skills and experience of the alumni. The alumni can be role models for the current students. The alumni association is committed to the development of the college. The alumni of the college have been organizing health check-ups, cleanliness campaigns in the college. The alumni are immensely supportive of institutional progress. The association is engaged in different social activities. From time to time they also conduct 'Safai Abhiyan' on the college campus. Alumni are the best example to the present students.

Following are the objectives of the committee

- 1 To develop an affinity towards the institute.

- 2. To provide means resources to meritorious students for academic competition

- 3 To make efforts for the development of the college

- 4 To give economic assistance to the poor students

- 5 To develop students facilities in the college

- 6 To promote sports and encourage talented sportsman

- 7 To render assistance for literary and cultural activities.

- 8 To provide help for free coaching for the competitive exams.

- 9 To enhance library facilities.

The successful alumni are selected for awards. They contribute books and donate to the college. This is the best platform for networking and sharing new trends and current happening in the corporate world. College also helps alumni.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

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:

Government College Khertha was established to provide higher education to the students of Khertha and nearby students. The college is located in a rural area and provides education to the economically weaker section of the society. The majority of our students are from farmer families and are involved in agriculture and allied work. Their condition is worsening day by day due to uncertain rainfall and other adverse condition in the area.

The nature of governance from the higher level to the ground level has consisted of faculty members, administrative staff, students, alumni, Janbhagidari Samiti, and the local well-wishers of the institute. All stakeholders of the institute work by keeping students at the center point. It is fully transparent, democratic, and inclusive. Teachers get representations in the key decision-making bodies of the institution. For College development, various Committees are constituted by the principal every year. In those committees teachers, students, non-teaching staff members, and alumni are represented. Similarly, in IQAC, all the stakeholders also get due representation. In consultation with IQAC and committees makes the key policy decisions and considers important proposals for the development of the institution. The vision and mission of the college is uploaded on the website

The perspective plan of the college is prepared by keeping in mind the future needs of the college and displayed on the college website. To implement and achieve the perspective plan, IQAC devised the action/strategic plan for each academic year; it also put forward in meetings with Committees. The IQAC prepares the agenda of the meeting considering the matter. As per the action plan, the college governance implements different activities throughout the academic year to fulfill the vision and mission of the college.

The college has been seriously working to achieve the objectives mentioned in the perspective plan and accomplish all the recommendations made by the students, alumni, and other stakeholders. Therefore the college has been organized various academic activities and raised funds for infrastructural development from the government and other stakeholders. By keeping in mind the vision, the college has provided education for all needy students irrespective of their caste, creed, and religion.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

A case of decentralization and participative management at our College is teachers' representation in staff council committees and other forums. The Staff Council is chaired by the Principal and all teachers are members of the staff council. Every faculty in the college is a member of committees in the college. The staff council committees form the backbone of the college. Teachers' engagement in the overall functioning of the college through the staff council is enumerated below:

- Teachers convene and participate in committees that fulfill the admissions and academic/workload requirements of the college.
- Participation and fulfilling of executive responsibilities in committees for development and purchase, discipline, and code of conduct by heading and participating in staff council committees such as the General Purchase Committee, the Development Committee, the Anti-Ragging Cell, and the Discipline Committee. Teachers are also members of the Internal Complaints Committee against Sexual Harassment.
- Representation in staff council committees that nurture discipline and patriotism, equality, and community spirits, such as the National Service Scheme (NSS) and the Red cross. Other student-centric committees like the Cultural Committee, Student Union, Sports Committee, which promotes creative development, cultural enrichment, and student health, also function under the supervision of teachers.
- Teachers are nominated as representatives in all Working Body to fulfill administrative, financial, and executive responsibilities.
- Appointment as teachers-in-charge of individual departments to manage the administrative requirements of their respective departments. Teachers-in-charge function as part of a larger, systematized grid of consultation and discussion with the Principal, the IQAC, and related staff council committees. At the same time, teachers-in-charge also work in consultation with the rest of the department over matters such as discipline papers to be taught, schedule of the internal assessment, department events, assessment of student's performance, and so on.
- Another noteworthy aspect of participative management in the college is students' representation in the executive bodies of various departments, societies, and committees. Student office bearers are assigned responsibilities of leadership, and management of department/committee fests, seminars, webinars, arranging competitions, etc.
- In sum, teachers and students are involved in supporting the administrative, academic and extracurricular aspects of the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Government college Khertha management worked upon the recommendations of NAAC. According to the perspective/long-term plan, it was prepared for five years 2016-17 to 2022-21 with the help of suggestions from all stakeholders. The perspective plans department and IQAC were prepared the perspective plan, then it was divided into the year-wise strategic plan. As per the future requirement, the plan is divided by the priority of the college.

"Students" are the primary focus of the Institution. Hence, to meet the changing demands of students, the Management has adopted a "student-centric approach". The Management has taken the following efforts to improve facilities which would bring all-round development of students and ensure their success:

- Staff intake has also increased as per requirement.
- Infrastructure facilities have been enhanced.
- Laboratory infrastructure has been upgraded concerning no. of instruments.
- The website has been updated.
- Software is used for admission, finance, and purchase.
- Library resources, both books, and online resources have been steadily growing.
- Reading room facilities have also been added.
- An environment conducive to research is promoted.
- The examination system is transparent.
- The Examination Committee conducts the Regular/Additional and Supplementary exams, year-wise.
- The College uses an online system developed by the university for examination and declaration of results.
- Internal assessment is done properly. It is conducted for all students now.
- To make students employable, various skill enhancement and career guidance activities are organized.
- In the area of Sports, the students are offered all possible support to participate in various games at all levels.
- The College organizes activities that offer ample scope to inculcate a sense of social responsibility among students.
- Facilities to support the differently able students are also maintained.

- **According to Perspective Plan 2016-21 point, no. 1 basic computer literacy course is successfully implemented for this purpose new computer lab is prepared.**

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document

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

Response:

The organogram of Government College Khertha reflects the democratic character and shared responsibilities with which governance takes place. While the overall supervision of administration and the regulation of finances of the college rest with the Principal, whose authority is vested in it by the power delegated by the state government, the administration and execution of everyday functions lies in the charge of the various committees. The Internal Quality Assurance Cell also collaborates with the Principal in ensuring a quality teaching and learning environment in the college.

Principal as head of the institution: The principal as head of the administrative and teaching-learning process, pays special attention to the smooth functioning of administrative and academic activities. Heads of all departments and clerical staff help him in this matter. The college administrative looks into the work related to admission, examination, eligibility, maintaining the daily record, interacting with stakeholders, University, Government offices, etc.

IQAC: plays an active role in the conduct of all the curricular and co-curricular activities to ensure quality outcomes through proper planning, regular monitoring, and periodic review. The College has a proactive IQAC managed by an assistant Professor as the Coordinator. Colleges' IQAC is constituted as per the guidelines of NAAC with a major focus on developing a holistic system to improve the academic and administrative performance of the College with impeccable quality on all levels.

College Development Committee: All important decisions of the College are guided by this Committee consisting of teachers, IQAC Convener, alumni representatives, and students.

Faculty Members: The faculty members are actively involved in the teaching-learning process. They ensure the regular attendance of students and their inclination in studies. They communicate to the parents about their wards' progress. Against the sanctioned vacant posts, Guest Lecturers are appointed as per the rules and regulations of the State's Higher Education Department. Janbhagidari Teachers are also appointed to support the sanctioned teaching staff.

Various committees: Various functional Committees and Cells established to support the academic & administrative work of College are namely; College Development Committee, Staff Council, Discipline, Anti-Ragging, Purchase and Write-off, IQAC, UGC, Student Union, Career Guidance, Grievance Redresser, Scholarship, Cultural & Youth Festival, Library, Sports, NSS, Time-table, Examination, Alumni Association, Aqua Club, Red Cross, Red ribbon club and Janbhagidari.

Non-Academic Staff: Non-Academic Staff includes Assistant grade I, II, III, and peons. They perform their duties under the supervision of the Principal. Their major function is to ensure the availability of requisite amenities in the College, paperwork for obtaining Government approvals, Bank transactions, and other office activities.

Service Rules, Procedures, Recruitment, and Promotion Policies: These policies are established and followed as per the rules of the Higher Education Department of Chhattisgarh Government.

Grievance Redressal Mechanism: The College has formed a Grievance Redressal Cell for faculty, staff, and students to address their complaints and grievances to resolve them. The Principal is the head of this cell and resolves the complaint by following due procedures.

An anti-Ragging committee is also formed to work on the cases related to ragging if any.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

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	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Institute undoubtedly considers that the teaching and non-teaching staff plays a key role in the growth of the institution. The welfare facilities and services provided at the workplace become vital for continuous improvement in the work environment. The Facilities also motivates the employees to give their best. It also improves the overall morale of the employees.

In our institution, staff welfare schemes are conducted as per Government rules, especially the leave, and financial rules. Besides, there are other welfare schemes run by the college.

Welfare measures for teaching Staff:

- Medical Empanelment with sophisticated super-specialty private hospitals and diagnostic centers for cost-effective prognosis and treatment.
- Duty leave is given if applicable.
- Medical leave – as per state govt. rules, medical leaves are given.
- Employee Provident Fund and Pension fund regulatory authority contribution is provided as per respective rules.
- Gratuity – applicable to every staff member after 5 years of permanent service.
- Full paid maternity leave – 180 days fully paid maternity leaves to all eligible female employees.
- Encashment of EL at the end of service – At the time of superannuation of an employee, he/she can encase his/her earned leaves (EL) as per the rules of the Higher Education Department.
- Salary timely credited to bank account - Every month end, the employees' bank accounts are credited with their respective salaries.
- RO Water facility.
- Vehicle stand.
- The facility of part final encashment in case of marriage and illness.
- Partial funds for organizing Seminars, Workshops, and value-based programs.
- Family Benefit scheme.
- Proper disbursement of Government welfare schemes to the employees.
- Loan without interest from their Provident Fund.
- Study leave for pursuing higher studies.
- Wi-Fi facility.
- CCTV camera to ensure safety and security.
- Separate clean and hygiene washroom.

Welfare measures for Non-Teaching Staff:

- Medical Empanelment with sophisticated super-specialty private hospitals and diagnostic centers for cost-effective prognosis and treatment.
- Festival advance and Medical leave – as per University acts and st, medical leaves are given.
- Employee Provident Fund granted as per PF rules.
- Gratuity – applicable to every staff member after 5 years of permanent service.
- Fully paid maternity leave – 180 days fully paid maternity leave and child care leave to all the female employees.
- Encashment of EL at the end of service – At the time of superannuation of an employee, he/she can encase his/her earned leaves (EL) as per the rules of the Higher Education Department.
- Salary timely credited to bank account - Every month end, the employees' bank accounts are credited with their respective salaries.
- Medical leave encashment.
- RO Water facility.
- Vehicle stand.
- The facility of part final encashment in case of marriage and illness.
- Family Benefit scheme.
- Proper disbursement of Government welfare schemes to the employees.
- Loan without interest from their Provident Fund.

- Wi-Fi facility.
- CCTV camera to ensure safety and security.
- Membership of Group Insurance.
- Help with the facilitation of bank loans.
- Separate clean and hygiene washroom.
- Uniform is provided to Peons.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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	[View Document](#)

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: 1

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
1	1	1	1	1

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

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: 11.91

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
3	1	1	1	1

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The Performance Appraisal System of teaching staff is under the rules of UGC & Higher education. At the ending of every year, all teachers fill a Comprehensive Self Assessment. Teachers maintain the records of teaching, examinations, college work, Research, and projects to calculate their API scores.

Appraisal for teaching staff is based on the Performance-Based Appraisal Scheme (PBAS) proforma submitted by faculty seeking promotion. The PBAS proforma details individual teachers' teaching-learning and evaluation-related activities; research and academic contributions; administrative support and contribution in extra- and co-curricular activities as had been detailed in UGC guidelines.

College also provides an opportunity for the faculty member to discuss his/her performance with the

Principal. During these interactions, the Staff member becomes aware of the Principal's expectations from him/her.

The faculty member also gets an opportunity to discuss his/her constraints with the Principal and the necessary support expected from the Principal to overcome these constraints. During the one-on-one discussion, the work output of the faculty member is also recognized and discussed at length.

Based on the above a comprehensive evaluation is done annually. The analysis and suggestions evaluation report and reforms are made accordingly. The Principal evaluates the self-appraisal forms of the faculty members and then forward them to the higher authorities for final marking.

The college has a Performance appraisal form being filled by the non-teaching staff and is approved by their in charges. They are given counseling by their heads regarding their strength and weaknesses and it is expected that those shortcomings be eradicated by them in the coming sessions. The Principal evaluates the performance of non-teaching staff members and holds discussions with them about their performances based on their work output and quality. The appraisal is based on performance and is free of any fear or favor. Appreciation is given to those whose performances have been good and professional counseling is offered to those who lag in their work. The non-teaching staff is appraised by their performance.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The financial audit aims at ensuring financial transparency, essential for the smooth running of the institution. The college has a mechanism for both internal and external audits. Our College conducts an internal audit of the college books of accounts for the respective financial year. For this purpose, the college made an internal audit committee. The committee meticulously audits the finance-related documents for all transactions. It is an audit of the balance sheet, general fund income and expenditure, and receipt and payment account. He is responsible for the concurrent audit of the college. He submits a detailed report after the audit.

External audit of college is done by the state government departmental audit and CAG audit.

Communication and Follow up of Audit Objections –

As the Internal Auditor and External Auditor observe/detect a flaw while inspecting the records, they inform their objections /queries to the same.

The auditor specifies comments on mistakes where necessary action is required to avoid the same mistake again in the future.

File Description	Document
Upload any additional information	View Document

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	View Document

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

Response:

The optimal mobilization and utilization of resources and funds are of paramount importance for the Institution as it accelerates the development and help in the promotion of academic excellence. The college has a proper mechanism for mobilizing funds. Consistently college separates their budget for various activities like development, maintenance, and educational purpose.

The college receives the funds broadly from the following sources:

1. The fees of students.

2. Any other fund by the government.

Optimal utilization of infrastructural resources

- Staggered timetable for students for utilization of classrooms and work schedule for teaching and non-teaching staff.

- ICT enabled computer lab for computer teaching, Projectors & mike system in seminar hall.
- Certificate courses /Tally courses will conduct from 2021-22 seasons in extra time.
- The library is well equipped with textbooks, reference books, journals, magazines, online journals for reading.
- Library sitting hours extended during the period of exam.
- The library is also open for alumni and competitive students.
- College building and campus is also used for government requirement such as in the time of covid-19 pandemic college building used as quarantine center.

Optimal utilization of human resources

- Experienced and dedicated teaching and non-teaching staff.
- Maximum teaching workload as per university norms shared by the teachers.
- Experienced and trained teachers appointed as internal auditors for smooth functioning of College activities.
- Teachers are involved in various committees and administrative work.
- Job rotation of non-teaching staff to enhance versatile skill development.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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:

Two practices institutionalized at Government College Khertha with IQAC initiatives are (i) Academic Audit of Departments and (ii) Feedback mechanism.

Academic Audit of Departments:

The IQAC initiated the Academic Audit of Departments primarily to take account of teaching-learning and extension processes in all disciplines and to institutionalize documentation and record-keeping of all academic and extension matters of every department. The internal academic audit is conducted by the IQAC coordinator every year for the fulfillment of IQAC-driven practices toward quality assurance. The process requires a self-regulated assessment of teaching-learning processes and systematic management of documents of extension activities. The review based audit evaluates the fulfillment of the following procedures in teaching-learning processes and extension activities:

- The IQAC coordinator assesses the documents related to the following: preparation of academic calendar; selection of papers to be taught; timely distribution of time table; submission of the lesson

plan and compliance report of curriculum delivery as per the schedule; and delegation of responsibilities and formation of internal committees for department and extension activities.
- Teaching methodology, use of ICT facilities, and opportunities for experiential learning are also apprised at the audit meeting.
- Documents of internal assessment, policy for the moderation of marks, steps taken to assist slow learners, and analysis of the results of end-semester examinations are examined meticulously as part of the audit process.
- It also assesses if the teacher-student mentoring program, which provides a meaningful platform for engaging with students and addressing their concerns, takes place regularly.
- The auditors also determine if the laboratories in the college follow the proper organization and management procedures; conduct stock verification of laboratory equipment and consumables; examine the status of the AMC of equipment; and check if biochemical, chemical and other laboratory waste is segregated and disposed of as per guidelines.
- Documentation of faculty achievements (paper presentation/participation in faculty development courses, publications, honors, and distinctions) is also registered at the audit.
- Documentation of extension activities like various days, Jayanti, internal sports activities, and events are also registered at the audit.

Feedback mechanism:

The IQAC at Government College Khertha has implemented a feedback system for students based on institutional parameters such as infrastructure and facilities, curriculum delivery and pedagogy, discipline and environment, staff and support, and so on. The feedback system is crucial to institutional progression as it allows for self-reflexivity and reform. The submitted feedbacks are analyzed, and measures are taken for reform and redressal. They function as the catalyst for up-gradation of teaching-learning processes, developments in infrastructure and facilities, skill-enhancement and professional development of the staff, capacity building, and enrichment of students. The feedback mechanism at Government College Khertha offers a constructive self-assessment procedure integral to fostering and enhancing academic excellence and institutional development.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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:

The approach of IQAC has always been focused on the learner-centric teaching-learning process and has

designed the policy to assess and evaluate it from time to time. Accordingly, IQAC complements the Teaching, Learning activities and modifies after taking the review, suggestions. To perceive learning outcomes, the IQAC periodically reviews the teaching-learning process and suggests gradual and regular expansion, up-gradation, and addition of the requisite material, equipment, infrastructure, etc. Therefore college has identified two examples of institutional reviews and implementation of teaching-learning reforms facilitated by IQAC.

Two institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC are (I) Academic Review (II) Teaching and Learning reforms.

Academic Review

The college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes:

The Academic Audit (AA) is the primary teaching-learning review conducted every year. The AA evaluates the fulfillment of institutional parameters of planning, execution, and record-keeping of teaching practices, curricular, and co-curricular activities. With the implementation of the AA, there is uniformity in the conceptualization of the structure and methodology of academic and extracurricular routines in every academic session. All the departments in the college abide by the institutional norms (initiated by the IQAC) such as timely submission of workload required for the forthcoming session; timely distribution of time table among faculty; course completion according to lesson plan; academic and extracurricular work delegation within the department; use of ICT in teaching practices, wherever applicable; execution and moderation of internal assessment(s); assessment of learning-outcome by identifying high performing and low performing students, analysis of annual examination results, and so on. Such detailed institutional parameters have been instrumental in strengthening the competitive spirit on campus and streamlining the entire process of teaching-learning.

Review of learning-outcome takes place by evaluating students' interactions in the classroom, participation in extracurricular activities, and their performance in internal assessment and annual examination. The Internal Assessment Committee reviews and regulates the evaluation of students. This exercise is based on the final internal assessment reports submitted by the teachers in charge of all departments.

Teaching and Learning reforms:

The IQAC of College encourages and ensures continual reforms in teaching-learning methodologies. It lays impetus on the adoption of ICT and participatory learning in teaching practices.

- Teachers use free and trial versions of software; free statistical tools and online/offline video lectures, short videos, and others.
- In these ongoing COVID-19 times, teaching-learning has been supported by various virtual platforms. These tools are used for video lecture and interaction, sharing study materials, and assessing assignments. Digital library facilities like -N LIST and other e-resources are available.
- To complement curricular learning, participatory learning and experiential learning takes place through educational tours, industrial visits, field study, film screenings, skill-based workshops, and webinars. Apart from this, capacity-building programs called "Bouddhik Paricharcha" organized by NSS,), Eco Club, Youth Red Cross, Red ribbon club, and NSS enhance leadership and

organizational skills.
- Certificate courses in MS Office, Legal Awareness Program, and other skill-enhancement activities have also sharpened the skill sets of students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 intitiatives 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	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

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:

The college takes special care to maintain gender equality. Both girls and boys students study here in the same classroom. Here male and female employees work together. The college ensures that there is fair and impartial treatment with students and employees of both genders. The college makes sure that equality in treatment with students of both genders is maintained. All the students get equal opportunities in all the activities of the college. The college is careful about maintaining and promoting gender equity. Keeping in view the problem and safety of the students in the college, various types of committees like Anti-Ragging Committees, Disciplinary Committees, and Women Problem redresses committees are functioning for the development of all the students in the college.

Safety and Security

The college takes special care of girls' safety and security. The entire campus is covered under CCTV Cameras. If any suspicious activity is noticed by the principal in the CCTV footage necessary action is taken against him by the Principal. The anti-Ragging committee has been constituted to tackle the problem of ragging. There is a disciplinary committee to maintain discipline in the college. The college has an Anti-sexual harassment committee to take necessary action on sensitive issues of the girl students. In which they can get the solution of the problem by complaining about sexual harassment.

Counseling

The college is willing to a healthy environment for which counseling cell is set up for the benefit of students. From time to time counseling is provided to both boys and girls if they face any problem regarding their studies or any other personal or physiological problem. There is an Anti-sexual harassment committee, Women's counseling cell, student grievance cell, Anti-ragging committee, etc. in the college. Keeping in mind the problems of the students in the college, they are counseled and given proper guidance.

Common room

The institution has a separate room as a common room for girl students. The institution has provided a separate washroom for boys and girls. Common Room is kept fresh, clean, and hygienic. The girl students may take lunch there. The purpose of a common room facility for girls is to create a stress-free environment.

The students are sensitized with gender equality and women's safety issues with great care and responsibility. We are proud to have an increasing number of girls' enrolments year on year basis.

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	View Document
Link for annual gender sensitization action plan	View Document

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
Any other relevant information	View Document
Any other relevant information	View Document

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:

Special care is taken for cleanliness and waste management to maintain a clean environment in the college. Regular cleanliness of the premises is carried out and necessary steps are taken for proper disposal of waste. The cleanliness awareness Program is conducted from time to time in the college through all the Teachers, staff, and students to bring about cleanliness awareness among the entire student. The college has an NSS unit. Maintaining the premises and keeping the environment clean is among the major activities of the NSS. The college keeps making regular efforts to manage all types of solid, liquid, and E-waste.

Solid Waste Management

The college has taken appropriate steps for the management of solid waste. Dustbins have been placed at various places on the campus to keep the premises clean and hygienic. A separate dust bin has been arranged in the principal room, staff room, and office. Solid waste such as plastic cardboard, cartoon, paper, patching material, glass, spoilage pen, rubber, part of the broken furniture is collected in a separate dust bin/place and then given to the garbage collection center.

Liquid Waste Management

Proper arrangements have been made for the management of liquid waste in the college. Soak pit has been arranged for the wastewater coming out of the washroom. Wastewater from drinking taps, filters, and freezer machines are transported to the tree and plants through pipes and drains so that the tree and plants can be watered. Wastewater coming out from the lab is disposed into a separate soak pit.

E-Waste Management

E-waste is hazardous to the environment and health. It is recycled and disposed of in college in an appropriate way. In the college, various types of E-waste such as defective computers, printers, mouse, motherboards, hard disks, CPU, UPS, photocopy machines, electronic bulbs, and other malfunctioning electronic items are collected in a separate box in a designated room.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

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: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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	View Document
Geotagged photos / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are 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: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Details of the Software procured for providing the assistance	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

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:

This college is situated in a rural area. Most of the students taking admission in the college are local and belong to the nearby villages. As per government rules and norms the admission process is carried out. Enough care is taken for filling the specific earmarked seats of each category. The college is playing an effective role to maintain peace and national integration. Our college has a very positive impact on society's culture and communal thoughts directly.

Every student along with faculty members is fully involved in the national development activities, national festivals, awareness rallies, and government campaigns. These flex and board of environmental awareness, social harmony, unity, and values are displayed on the college campus. The national, social, and moral values like social justice, equality of opportunities, democratic freedom to all tolerance, and feeling of respect to all religions are imbibed in the students. The college celebrates Independence Day, Teacher Day, National Unity Day, World AIDS Day, Youth Day, Republic Day, World Humans Day, Yoga Day, Sahid diwas, Gandhi Jayanti, voters Day, etc. These programs are organized by the college to promote greater values of life, love, integrity, fraternity, and patriotism in the mind of students.

Mentor-mentee meetings are held regularly for encouraged to share their problems of academic or personal with their mentors. Students and staff participated in such activities in large numbers and get inspired to contribute on a personal level to society. Keeping this view in mind, the institute tries to maintain harmony and to create goodwill among the students.

Nearby village Khaira has been adopted by the college. Cleanliness campaign, health awareness campaign, and social works were done by the NSS students for three consecutive years. due to which awareness is spread among the villagers. After this, in the year 2019, Ramnagar Khertha village has adopted. Here too, awareness programs were conducted by the NSS students. This has created a feeling of mutual love and cooperation between the villagers and the students.

Thus, the college has created a very positive image for all communities and they donate and help the college in the development activities.

File Description	Document
Link for any other relevant information	[View Document](#)
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

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:

This institute is a role model of democracy. Not only the students and employees but also every villager respects the institution for its contribution to social development. The preamble of the constitution is displayed at the entrance of the college. The college never discriminates among its students and staff based on gender, religion, caste, creed, color, ethnicity, etc. hence providing equal opportunities to everyone to experience the liberty of thought, expression, belief, and worship to assure dignity, unity, and integrity of the college. Every year on a national day (The Independence Day and the Republic Day) The National flag of India is saluted and hoisted by the principal of the college. The national song is also sung on this occasion. Speech on constitution formation and its importance are delivered by the head of the college and faculty members. On this day are remembering all the great personalities and freedom fighters who had played a very important role in the freedom struggle. The students get to no know their duties for words their motherland and also the rights provided to is individual by our constitution. The college organizes programs on constitution day. The aim of the program is too aware of constitutional obligation: Value rights, duties, and responsibilities of the citizens. The constitution guarantees the promotion, preservation, and protection of all languages. Keeping this in mind we celebrated Hindi Diwas. Unity is essential for a democratic country like India. Through Unity, we can keep the whole nation united. That's why unity day is celebrated every year in the college on the occasion of the birth anniversary of Sardar Vallabh Bhai Patel. On 10 December we celebrate Human Rights Day. This day celebrated to know our rights and duties. On 25th January known as national Voters, Day on this day N.S.S unit of the college celebrates National Voters Day. The different programs had been conducted by the institution from time to time.

The institute visits the Gram Panchayat to realize students about the significance of the structure of local self-government. As a mark of appreciation to their teachers, students celebrate teacher's day on 5th September which is the birth anniversary of the great teacher Dr. Sarvpalli RadhaKrishanan. Our institution knows its social responsibility in the corona pandemic lockdown period the college provided its building to use as a quarantine center. College employees are very well sensitized about the pain of pandemic victims so all employees donated to the chief minister's relief fund.

File Description	Document
Link for any other relevant information	View Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

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: C. 2 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	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

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

Response:

The college celebrates the most important national and international commemorative days/events/festivals with great zeal. The college organizes special activities to mark the significance of these immensely essential commemorative days. The celebration of this national/international festival by the staff and students of the college promotes a feeling of togetherness, unity, and national fervor among students. The following important events which are celebrated are:-

- 15th August Independence Day a grand event is celebrated every year by the college. Flag hoisting by the Principal sweets distribution and freedom fighters are tributed by the principal.
- 5th September Dr. Sarvapalli Radhakrishana's birth anniversary is celebrated as Teachers Day with great fervor by the students to show their regards to the teachers.
- 31st October Ekta Diwas birth anniversary of Sardar Patel celebrated as national unity day. In national unity Day, students and teachers take oaths for national unity.
- 1st December World AIDS Day is celebrated to raise awareness of the disease caused by HIV

infection.

- National Youth Day, also known as Vivekananda Jayanti is celebrated on 12th January. It is a celebration of youth, Power, and unity.
- Republic Day is celebrated every year on January 26 in India. The Day is celebrated every year to commemorate the adoption of the constitution.
- World women's Day is celebrated on 8 March. International women's Day is a global day celebrating the social, economic, cultural & political achievements of women.
- International Yoga Day is celebrated on 21st June. Yoga is a physical, mental, and spiritual practice. This is celebrated by our college by doing Yoga.
- On 30th January in memory of Mahatma Gandhi who sacrificed himself for India. The institute celebrates martyr day and tributes all the freedom fighters.
- On 28 September College celebrates surgical strike Day. The surgical strike is the revenge for the attack on Uri base camp.
- Sadbhavana Diwas is observed on 20 August every year to commemorate the birth anniversary of the youngest Prime Minister of India Rajiv Gandhi.
- Gandhi Jayanti is celebrated on 2nd October every year to commemorate the birth anniversary of the father of the nation Mohan Das Karam Chand Gandhi.

These commemorative days/events/festivals are celebrated by the college so that the students can know the importance of the contribution of great personalities towards society.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

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:

Best practice-01

1. Title of the practices

"Medhavi Chhatra Protsahan Rashi Yojana "

2. Objective of the practice

A higher education institution not only imparts education but also provides opportunities to the students to move forward by encouraging and providing necessary support. Our institution provides scholarships to the students of the college through "Medhavi Chhatra Protsahan Rashi Yojana " on behalf of the Janbhagidari Samiti and the college family as an incentive for securing a position on the Merit list at the university level. This financial incentive amount is given so that the students can perform better and fulfill their goals, as well as seeing them the students studying can also be encouraged to perform well.

3. The Context

Our college is of rural background. Most of the poor students take admission to the college for higher education. Due to poverty, many excellent students have to leave their higher education midway. Keeping in mind the excellent performance of the students, financial support is provided by Janbhagidari Samiti and the college family so that they can continue their education further and achieve their goals.

4. The Practice

Most of the students from rural backgrounds have to face financial problems to get higher education. Due to a lack of employment opportunities in the village, parents are unable to provide financial support for higher education for their children. In such a situation, it is the responsibility of the college to provide financial support to such students who are performing excellently in higher education and looking forward to their bright future. By getting financial support, the students can get further education and can occupy a good position. The benefit of a meritorious student incentive scheme is available to those students, who are included in the merit list of the university level. In the session 2016-17, three students and 2018-19, one student have been given financial support under the Medhavi Chhatra Protsahan Rashi Yojna.

5. Evidence of Success

In the year 2016-17 in M.A. Political Science there students of our college Komal Ram Rawte, Anika Sahu & Nohar Nishad secured 1st, 6th, and 8th position respectively. Under this scheme Rs. 8000/- given to Komal Ram Rawte, Rs. 5000/- given to Anika Sahu, and Rs. 5000/- given to Nohar Nishad as an incentive. In the year 2018-19 in M.A. Political Science, Ku. Chandraseema secured 5th position in the merit list under this scheme Rs. 1000/- given to Chandraseema as an incentive.

6. Problems Encountered and Resources Required

Such schemes will be successful only when more and more people join in it and other underprivileged students will be helped. The actual purpose will not be fulfilled just by providing amount but also motivational counseling and other resources such as textbooks, reference books, notes, other study materials, etc to needy students.

Best Practice- 02

1. Title of the practices

"Beti Bachao - Beti Padhao"

(A campaign to increase enrollment of girl students in college)

2. Objective of the practice

The objective of this campaign is to increase the enrollment number of girls in the college.

The increase in the number of girls enrolled in higher education will increase the importance and level of education in society.

If the girl child is educated, then the whole family will be educated, in the same way, the society will be educated from the family and the country will be educated from the society.

3. The Context

Inspired by the Beti Bachao - Beti Padhao call of the Honorable Prime Minister of India, Shri Narendra Modi, this campaign was started by the college. Since our college is adjacent to the forest area and is backward in the matter of education, there was no special interest among the parents regarding the admission of girls in higher education here. Our campaign was strengthened by these adverse circumstances and we all resolved to move forward with this campaign. This is how the campaign started

4. The Practice

Every year before the start of the new academic session, an action plan is prepared for this. Areas from which there is a decrease in the enrollment of girls, those areas are selected for that year's campaign. After the selection of the area or village, the college team is formed by marking the schools and panchayats of those areas. This team encourages girls by visiting the schools of those areas and gives information about the benefits of higher education and facilities available in the college. Panchayat representatives, villagers, and parents are requested to cooperate in this campaign by contacting them.

5. Evidence of Success

This campaign has been started by the college from 2016-17

In 2015-16, the number of girl students who filled the form offline in the first year of college was 187. Its number increased to 265 in the first year of the campaign in 2016-17 itself.

Similarly, the number of girl students who applied in 2017-18 increased from 265 to 298 which shows the starting success of this campaign.

In the session 2018-19, a total of 421 admission forms came, out of those 421 forms, 332 forms were of girl students

In the session 2019-20, a total of 539 forms came, out of those 539 forms, 370 forms were of girl students and their admission percentage in first-year classes was 56.

After completing 4 years of this campaign, in the fifth session 2020-21, a total of 612 forms came, out of those 612 forms, 403 forms were of girl students and their admission percentage in first-year classes is 63.

6. Problems Encountered and Resources Required

Illiteracy and poverty are interrelated and deep-rooted problems of our society. For a poor person, food is more important than education. Convincing people to send their girl child to college instead of sending them to work is very difficult. Consistent, continuous efforts are required to convince parents to send their girl child to college with very little success. The public needs to be educated and motivated towards girls' education. Continuous efforts are made to create a general shift in the mindsets of the villagers and parents towards generating an educational consciousness. Planning visits to destitute homes requires resources. Human resources are required for this campaign. For this, all the staff of the college contributes immensely. Senior officials meet the responsibility of traveling to the nearest village or school.

File Description	Document
Link for any other relevant information	View Document
Link for Best practices in the Institutional web site	View Document

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:

Inclusivity on campus and beyond is the priority and thrust area in which the college has been making strides. Our College, therefore, not only promotes inclusivity in principle but also implements inclusive education on the campus through various practices in teaching-learning processes and co/extra-curricular activities. Inclusive education entails ease of access to the teaching-learning ecosystem, regardless of cognitive or disability challenges, and equal opportunities for holistic development among students of diverse capacities and different backgrounds.

Practices that promote inclusivity on campus and beyond are:

- Educational Practices
- Community Involvement
- Collaborative Practices
- Supplementary Aids and Services
- Education for Sustainable Development (ESD)

Furthermore, the college also works for strengthening the climate of inclusivity in college at all levels viz., environmental, economic, and social, as the inclusivity should be cultivated in various dimensions.

Educational Practices

Classroom teaching and inclusivity – Educators implement evidence-based inclusive practices through

multi-level instructions, multiple methods of assessment, and modified outcomes in general education classrooms. Students with disabilities are educated with non-disabled peers to the maximum extent appropriate.

Inclusive practices to facilitate learning – College takes extra measures to address the learning abilities of every student and includes peer mentoring, group discussions, and cooperative learning situations as inclusive classroom practice. Special focus on slow learners and due attention is given to make them catch the pace of the class.

Mentor-mentee meetings – Mentors are allotted to each student to discuss various problems faced by students at the academic and personal levels. Individual departments maintain records of students living as paying guests and a meeting is convened from time to time to discuss their problems.

A compassionate approach to teaching – Teachers approach students' problems with empathy and compassion. They take into consideration personal challenges and circumstances students are faced within their families. Teachers conduct extra classes for slow-learning students and give several opportunities to students to appear for their assessment.

Community Involvement

The college encourages students' involvement in academic and co-curricular activities and provides support to the students in overcoming their everyday challenges about their academics or documentation work related to their programs of study.

The Red Cross unit at our College offers first aid and medical training opportunities, irrespective of any gender. In addition, the Red Cross provides a platform for character building, inculcating leadership qualities, and skill enhancement through structured academic syllabi. Red Cross inculcates a spirit of safety and medical awareness through their work. Interaction with community members and students from other institutions about medical awareness, health, and hygiene is also a part of their service. The Red Cross unit at the college is also instrumental in instilling health consciousness and the spirit of community outreach through various programs.

The NSS unit at our College trains students for community outreach. Student volunteers work towards facilitating access to education for children in neighboring rural areas. The volunteers also instill the urgency to maintain hygiene among residents in the neighboring areas to cultivate environmentally safe living conditions.

Gender justice: Even as the campus climate is charged by activities for sensitization to gender issues, students learn the values of gender equality and gender inclusivity. The Women Development Cell at our College spearheads the campaign for gender justice. Through various programs and activities, students are apprised of conceptual, theoretical, and analytical interpretation of gender (identities) from a cross-cultural perspective. Programs on gender sensitivity and equality inform students of how society can become more inclusive.

Collaborative Learning/Practices

Collaborative learning/practices are a set of teaching and learning strategies promoting student learning and experiences beyond the curriculum. To achieve this purpose, the college has organized different types

of collaborative activities for students' overall development.

MOU with other organizations - Our College has signed various MOUs as collaborative practices with educators and organizations and in turn, students receive research training, help in instructional planning, minimize curricular barriers and provide time to time guidance and counseling.

Scholarships - The College also administers several Government scholarships such as post-matric Scholarships to SC/ST/OBC students and BPL scholarships.

Supplementary Aids and Services

Equity not just equality – At our College, students from diverse backgrounds are given access to educational and personal growth opportunities. Female students are entitled to a tuition fee waiver in the admissions fee. The same benefits are also given to male students from reserved categories to enable them to smoothly study in the college. Scholarships and fee concessions are provided to students from economically underprivileged families.

Enabling differently-abled students – The Equal Opportunity Cell at our College acts as an enabling unit in registering and addressing the concerns of the differently-abled students. Differently-able students are supported in their academic endeavors to bring them on a par with other students in matters of academic competence and otherwise. Learning aids like screen-reading software for differently-abled are available in the computer class, also included the provision of the reader and scribes for examination.

Skill development programs are also conducted for students in the College, which promotes the practices of inclusivity for differently-abled students and provides the building blocks necessary for creating a safe and welcoming community where individual differences are valued and embraced.

Education for Sustainable Development (ESD)

The promotion of ESD is the need of the hour as it empowers people to change the way they think and work towards a sustainable future. In this context, our College involves educating students on the necessity of sustainable development by integrating sustainable development issues into all aspects of teaching, curricular, co-curricular, and extracurricular activities.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

Government College Khertha lays great emphasis on building a competitive environment conducive to academic excellence and extracurricular accomplishments. Interdisciplinary projects and activities organized by the college also facilitate interaction among students from different disciplines. All activities in the college are driven towards attaining the mission of nurturing self-reliant students with a strong sense of community responsibility. The vibrant culture of community outreach at our College inculcates a strong spirit of inclusivity and civic ecology among students. This balance in curricular and extracurricular engagements fosters a holistic development of students. Despite certain weaknesses and challenges, our College strives to offer lucrative opportunities and provide good infrastructure facilities in its pursuit of excellence. The staff and student community continue to work consistently towards realizing its mission.

Concluding Remarks :

The College was established in 2008, by the government of Chhattisgarh. The college has plans to become a guiding institute for all students and serve the community in harmony with our Vision and mission. The institution should sincerely serve the cause of the education needs of the common man of these remote rural areas.

The Motto "VIDHYA DHNAM SARV DHAN PRADHANAM" has remained the guiding principle of the Institution.

The college has continuously upgraded its services and infrastructure to respond to the changing educational environments. The college faculty and students have dutifully engaged with people and the community, satisfying its role in making knowledge and information available to society. The College is leading through its vision towards need-based, quality, and holistic education, transforming the students into globally competitive, employable, and responsible citizens. The Institution has always aided the needy / economically challenged students through scholarship and freeship from the government and other sources.

The placement cell of the College is striving for more Memorandum of Understandings to be signed between the corporate and the College. From a humble beginning in 2008, the College offers three Undergraduate and one Postgraduate program and caters to over 500 students.

We anxiously look forward to the NAAC Assessment and interaction with the Peer Team of experts in the field of Higher Education. The process of Accreditation and Accreditation will help the institution in its growth. The College will strive to incorporate the recommendations suggested by NAAC for future strides towards the

attainment of remarkable distinction. We hope Continuous Accreditation will help us to achieve all educational milestones.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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** Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: B. Feedback collected, analysed and action has been taken

Metric ID	Sub Questions and Answers before and after DVV Verification
2.1.1	**Average Enrolment percentage (Average of last five years)** 2.1.1.1. **Number of students admitted year-wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
516	498	495	464	487

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
225	205	207	201	213

2.1.1.2. **Number of sanctioned seats year wise during last five years**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
650	650	650	650	650

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
225	225	225	225	225

Metric ID	Sub Questions and Answers before and after DVV Verification
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	.12	.12

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	0	0	0	0

Remark : Edited because supporting documents not provided by HEI. Amount spent by research scholar on laboratory expenses not considered as grants received.

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

3.1.3.2. Number of departments offering academic programes

Answer before DVV Verification:

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

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

    3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years
Answer before DVV Verification : 0
Answer after DVV Verification: 0

    3.3.1.2. Number of teachers recognized as guides during the last five years
Answer before DVV Verification : 1
Answer after DVV Verification: 000

Remark : Edited as per metric 3.1.2

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**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
30	1	1	3	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	0	0	0	0

Remark : Books & papers published without ISBN numbers not considered

---

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

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.

Answer before DVV Verification:

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

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	0	0	0	0

Remark : Edited because Awards local in nature such as Urban / local bodies / Panchayat etc are not considered

---

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**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	11	5	5	8

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	1	0	1	0

Remark : Edited because supporting documents such as Geo tagged photographs & Attendance sheet not provided

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
73	161	72	137	179

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	46	0	79	0

Remark : Edited as per metric 3.4.3

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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 : 12
	Answer after DVV Verification: 1

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 Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: A. Any 4 or more of the above
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)** 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)** Answer before DVV Verification: *table below* Answer After DVV Verification : *table below*
5.1.1	**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years** 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)** Answer before DVV Verification: *table below* Answer After DVV Verification : *table below*
5.1.5	**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

4.4.1.1 — Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12.77	0.85	1.67	3.64	2

4.4.1.1 — Answer After DVV Verification :

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

5.1.1.1 — Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
842	827	809	750	769

5.1.1.1 — Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
516	498	495	464	486

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**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

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.)**

   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

   Answer before DVV Verification:

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

   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

   Answer before DVV Verification:

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

   Answer After DVV Verification :

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

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)**

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

   Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	18	16	15	20

   Answer After DVV Verification :

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

| 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).** |

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	1	1	1	1

Answer After DVV Verification :

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

| 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 intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: C. 2 of the above

| 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**

Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: C. 2 of the above
Remark : Edited as per documents provided by HEI

| 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**

08-02-2022 03:30:59

	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: B. 3 of the above
7.1.6	**Quality audits on environment and energy are 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** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above
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** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above
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** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year-wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
516	498	495	464	487

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
516	498	495	464	486

2.1 | **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	12	13	14

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
11	11	12	13	14