



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	GOVT. VIJAY BHUSHAN SINGHDEO GIRLS COLLEGE
Name of the head of the Institution	Dr. Deonis Minj
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07763223341
Mobile no.	9425574508
Registered Email	girlscollege.jsp@gmail.com
Alternate Email	anuj.ku.dwivedi@gmail.com
Address	Jashpur Nagar
City/Town	Jashpur
State/UT	Chhattisgarh
Pincode	496331

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Anuj Kumar Dwivedi
Phone no/Alternate Phone no.	07763223341
Mobile no.	9301274332
Registered Email	girlscollege.jsp@gmail.com
Alternate Email	anuj.ku.dwivedi@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://girlscollegejashpur.ac.in/downloads/IOAC%20AND%20NAAC_16102017323042.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://girlscollegejashpur.ac.in/downloads/IOAC%20AND%20NAAC_16102017340444.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.10	2017	30-Oct-2017	29-Oct-2022

6. Date of Establishment of IQAC	14-May-2016
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Celebrate MATRIBHASHA DIWAS to promote the use of mother tongue	21-Feb-2019 01	250
Organized Seminar for Good, Neat, Quality & structured writing of during University Examinations in Answer Sheets	09-Feb-2019 01	300
Awareness programme (Unnat Bharat Abhiyan) for understanding rural realities & to identify & select existing technologies & solutions as per the local needs	03-Dec-2018 06	350
Workshop on revised NAAC Accreditation	13-Oct-2018 01	22
Plantation of plants & herbs inside College with collaboration of NSS Unit of the College	15-Aug-2018 01	125
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
ZERO	NA	zero	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	6
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities	No

during the year?

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

Evaluation and Analysis of feedback from stake holders. IQAC Coordinator conducted a session for own staffs for preparation of NAAC Cycle II. Focus to fulfill Cycle I Peer Team s observations and suggestions.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Fulfill Cycle I peer Team's observations and suggestions.	Most of the suggestions and observations were fulfilled.
Undertaken documentation for the session 2017-18 and 2018-19	Documentation for the session 2017-18 and 2018-19.
Use the experience and expertise of IQAC Coordinator for the benefit of college for NAAC Cycle II	IQAC Coordinator conducted session for own staff.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	12-Oct-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

01-Feb-2019

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The University designs the curricula for teaching for PG Courses. Since the syllabi for Undergraduate Courses are unified for the State, the Curriculum for UG is designed and handed over to the Universities by the Central Board of Studies. The college contributes in the curriculum design by representation of its senior teachers in the various Boards of Studies of the affiliating university and also in the Central Board of Studies. They identify the short comings in the syllabus and corrective measures such as modernization and adding contents to the course suitable to meet the local needs. An effective communication channel is formed in the Institution with the stakeholders to obtain the feedback of different academic programmes. The College takes the feedback of students and teachers and the valuable suggestions of the feedback are used for designing curriculum of the University. The College runs UG and PG Classes under University system, different faculty members who are also chairman and members of the Board of Studies, and members of the College peruse at the time of framing and revision of the university curriculum that the feedback obtained could effectively be ensured time to time.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
ZERO	ZERO	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	History	11/10/2018
PhD or DPhil	Sociology	11/10/2018
PhD or DPhil	Physics	11/10/2018
PhD or DPhil	Botany	21/05/2019
PhD or DPhil	Computer Science	11/10/2018
MA	History	03/08/2018
MSc	Microbiology	03/08/2018
MSc	Botany	03/08/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MSc	Botany	03/08/2018
MSc	Microbiology	03/08/2018
MA	History	03/08/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	30

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Hindi II Semester	7
MA	Hindi IV Semester	22
MA	Sociology II Semester	2
MA	Sociology IV Semester	18
MA	History II Semester	1
MSc	Botany II Semester	26
MSc	Microbiology II Semester	19
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback collected, analyzed and action has been taken manually.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PGDCA	Computer Application	30	54	30
MA	Sociology (2 semesters)	60	23	20
MA	Hindi (2 semesters)	60	36	34
MA	History (1 semester)	40	2	2

MSc	Microbiology (1 semester)	30	30	20
MSc	Botany (1 semester)	30	45	30
BSc	I, II, III Science	750	700	525
BA	I, II, III Arts	750	550	477
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1002	136	14	9	3

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
24	8	3	4	1	Nil
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. A mentor is a teacher acting both as a friend and a role model who supports and encourages a student in his/her academic and personal growth. The mentor guides a student in his /her academic pursuits and emotional and psychological development, particularly in the latter's transition phase. The mentor also guides his wards in how much they should try to achieve and how College has adopted and implemented a Mentoring System as a student support measure. The system, though flexible, functions along well-defined lines. The teacher mentor collects personal information from the ward without touching sensitive issues or forcing any information out of the wards and then provides the needed counseling to the wards. Critical issues are brought in the notice of the Head of the institution. The teacher meets the wards informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher and the Head of the Department for reference purposes. The nature of students' background i.e. catering to different socio-cultural and economic diversity necessitates mentoring being opted as one of the best practices by the institution. The absence of institutionalized system of having proper system of mentoring, guidance and counselling in the region along with the obvious fact that most of the students are from remote areas and first generation learners makes it imperative on the part of the institution to provide mentoring i.e. guidance for all-round development of the students on academic as well as aesthetic lines. Moreover, it is aimed to align with the institutional mission and vision statement aiming to develop students on progressive lines i.e. to imbibe in the students a rational positive outlook towards life thereby making them responsible citizens. • Mentoring session is conducted through face to face communication or over phone on a regular basis. • The process is compulsory for every student to attend without fail. • Every mentors are assigned a number of students for the whole academic session. • The mentoring parameters are based on four aspects i.e. academic, attendance, career and general. • The mentors are provided with details of mentee's performances in terms of academic and attendance records • The mentor also keeps track of the mentee's personal development such

as co-curricular activities, discipline and career related issues • The mode of communication between the mentor and mentee can be established through different modes namely- In-person, Phone and E-mail. • The practice of the mentoring system is evaluated by the Principal weekly so as to ensure quality and efficiency in practice. • The grievances of the mentees are taken up by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1138	24	1:47

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	17	Nil	Nil	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	ZERO	Nil	NA
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nil	NA	NA	Nil	Nil
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Affiliated University adopts CBCS system for PG Courses (except PGDCA) that has two components for assessment. One is internal test and the other is external examination. Assignments, seminars, projects practical are conducted. Internal tests facilitate continuous assessment of the student's progress. Students are encouraged to write improvement tests if they get low marks in internal tests. For practical assessments, the student is assessed by considering the attendance, observation report, record note books and overall performance are valued by the course teacher. Retest for those students who are away on other duties like sports/NSS.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of the academic year, the calendar is prepared and provided by Department of Higher Education, Govt. of Chhattisgarh for entire year which is helpful for conducting CIE. Keeping in view of the number of working days, test for internal evaluation is decided and mentioned in the academic calendar. The complete evaluation process as well as the examination schedule is communicated to the students through Notice Board. The schedules of the internal tests are

provided in the Notice Board. The college also has an internal examination committee consisting of faculty members who prepare the schedule for the monthly tests and model examination.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://girlscollegejashpur.ac.in/downloads/IOAC%20AND%20NAAC_27042120113201.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
101, 102, 103	BA	Arts	422	331	78.43
141, 142, 143	BSc	Science	508	414	81.49
191	PGDCA	Computer application	30	26	86.66
591, 592, 593, 594	MA	Hindi	34	34	100
521, 522, 523, 524	MA	History	1	1	100
561, 562, 563, 564	MA	Sociology	21	21	100
661, 662, 663, 664	MSc	Botany	26	26	100
681, 682, 683, 684	MSc	Microbiology	19	19	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[Not Implemented](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	1	1
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer Science	4
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	na	na	Nil	0	na	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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0	na	na	Nil	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nil	Nil	Nil	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
20	NSS	5	2000
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	NSS	NSS	5	1000
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	na	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	na	na	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
na	Nil	na	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
144250	54500

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NA	Nil	NA	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7003	283725	163	50900	7166	334625
Reference Books	949	325000	Nil	Nil	949	325000
e-Books	135000	5900	10000	Nil	145000	5900
e-Journals	6000	Nil	100	Nil	6100	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	27	22	27	22	22	4	1	2	0
Added	0	0	0	0	0	0	0	0	0
Total	27	22	27	22	22	4	1	2	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

5 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nil	54500	144250	54500

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>1. There is lab instructors in every department, who maintains the stock register by physically verifying the items round the year. 2. Department wise annual stock verification is done by concerned Head of the Department. 3. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in-charge. 4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. 5. College campus maintenance is monitored through regular inspection. 6. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. 7. Updating of software's is done by lab assistants. 8. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. 9. Regular maintenance of the water cooler and water purifier is done regularly. 10. The maintenance of the reading room and stock verification of library books is done regularly by library staff.</p> <p style="text-align: center;">https://girlscollegejashpur.ac.in/downloads/IQAC%20AND%20NAAC_27042120290001.pdf</p>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	CG Govt Scholarships (BPL, Post Metric, Divang	847	4106391

	Jan))		
Financial Support from Other Sources			
a) National	Central Scholarship for Minorities	7	21000
b) International	NA	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NA	Nil	Nil	NA
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	NA	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	350	BA, BSc	Arts, Science	Govt VBSD Girls College	MA, MSc, PGDCA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SLET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Youth and Sport Day	College level	500
SVEEP Programme	College level	400
Gender Sensitisation Programme	College level	300
National Unity Day	College level	250
Gandhi Jayanti Celebration Swachha Bharat Abhiyan	College level	100
Independence Day	College level	55
Tree Plantation	College level	60
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per State Government directives, elections for Students' Council consisting President, Vice President, Secretary, Joint Secretary and class representatives from all departments is conducted every year for each session. Selection, constitution, activities and funding are all as per government norms. The major activities of the Students' Union include organizing various cultural events to provide exposure and enrich the talent of students through interaction which are as follows: • Conduction of Annual Function. • Organizing/Facilitating programmes and encouraging the students to participate. • Encouraging/Supporting Students for various other academic and non academic programmes.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Administration is the backbone of the Institution. Institution firmly believes to provide quality education to the society. The College administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance. The Institutions always believe in the practices of decentralisation and participative management. Practice of Decentralisation is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels- College Development Committee, Governing Council, Principal, IQAC Committee, NAAC Committee, Various Committees, Student Welfare, Teaching and Non-teaching Staff, NSS, all the stakeholders involve in the decentralisation and participative management all are working together for efficient functioning of the Institutions. 2. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal. In this regard, the role of the department is to provide the academic excellence in all activities. The Departments and Head of the Department are perform their role and responsibilities initiated with the vision and mission of the college. Faculties maintains the healthy relationship with students, faculties, and community. The faculties are execute the policies and programs accurately and constructively. The College faculties represent the ethics and attend the professional ethics in the education.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	As soon as the higher secondary results are published affiliated University gives advertisement for admission (Online and Centralized under control of University) in the local paper. After receiving the applications through online, University sends Course wise Merit list to the Colleges, students are admitted following merit and Government reservation policy. College's role is just to verify

	documents, received fees and mark admitted in University's Admission Portal. Admission Process is fully online.
Industry Interaction / Collaboration	Each department has its own extension activities like giving awareness programmes to the students.
Human Resource Management	Guest lectures are arranged on current topics every semester for the benefit of the students. Every department conducts seminars inviting eminent persons from nearby locations. IQAC conducts internal seminars.
Library, ICT and Physical Infrastructure / Instrumentation	Institution encourages students to actively participate in indoor and outdoor sports activities. Wifi facility is available in the entire campus for accessing Internet and the N-List journal. Students and faculty members are encouraged to utilize the available library resources.
Research and Development	Students are encouraged to develop a research interest at the under graduate and post graduate level. Number of teachers participating in various Seminars and Conferences. Teachers attend Orientation and refresher course for enriching their capabilities, as per need. Five departments (Botany, Computer Science, Physics, History, Sociology) has been upgraded into a research centre.
Examination and Evaluation	Three internal tests are conducted. Internal tests are centralized. Same pattern of question paper is used in in-house examination. Assignments, seminars, projects, practical are conducted. Internal tests facilitate continuous assessment of the student's progress. Other class tests such as re-test and unit test are also conducted. For practical assessments, the student is assessed by considering the attendance, observation report, record note books. New intimation regarding revaluation of papers, introduction of new question patterns are informed to the students through circulars.
Teaching and Learning	The faculty members identify the advanced learners. Promising students are encouraged to participate in a wide range of academic events, organized by the College. The details on the academic performance of the students is collected through attendance and class tests are analysed. Students Remedial

	<p>System is followed for giving special coaching to slow learners.</p> <p>Intercollegiate competitions and seminars are arranged for the students to make them understand the recent trends in their field of study.</p> <p>Teachers attend Orientation and refresher course for enriching their capabilities. Awareness programmes are conducted by various departments and clubs.</p>
Curriculum Development	<p>The Institution develops action plans for effective implementation of the curriculum. The teachers are allocated subjects based on their specialization and experience (basically in PG Departments). Heads of the Department keep track of the progress by holding department level meetings periodically.</p> <p>Rules and regulations are strictly followed. The efficient functioning of the remedial system encourages the students to perform well in their studies. Number of teachers participating in various bodies of the CG State and Affiliated University, such as BoS. All the PG programmes (except PGDCA) in the College follow Choice Based Credit System (CBCS).</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college is not implementing e-governance in planning and development area of operation.
Administration	Institution follows Government software provided by National Informatics Centre. Institution gets the help of Government treasury, Collector Office Jashpur for preparation of paybill for the teachers and non-teaching staff.
Finance and Accounts	MS Office software is used for preparing trial balance and other financial statements.
Student Admission and Support	Admission Process is fully online and Centralized under control of University. After receiving the applications through online, University sends Course wise Merit list to the Colleges, students are admitted following merit and Government reservation policy. College's role is just to verify documents, received fees and mark admitted in University's Admission Portal.

Examination	<p>Examination Form Fill-up Process is fully online and Centralized under control of University. After filling the Examination form and submitting fee online, student submit a printout of same for record purpose. As an Examination Centre for UG Regular, UG Private, PG Private and PG Regular CBCS, we conducted university examinations (Theory and Practical) Annual, Semesters, Supplementary. University provided Sealed Question Papers, Answer sheets and appoints faculty members as University Officials for smooth conduction of exams.</p>
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6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	NA	NA	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on revised NAAC Accreditation	Workshop on revised NAAC Accreditation	13/10/2018	13/10/2018	8	14
2018	Orientation Programme for Teaching Staffs (Regular, Guest Faculties, Janbhagidari Teachers)	NA	05/09/2018	05/09/2018	20	Nill
2018	NA	Orientation Programme for Lab	22/12/2018	22/12/2018	3	7

Staffs for

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored Refresher Course	1	05/09/2018	27/12/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	21	14	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Leave sanctioned for higher studies under FDP of UGC. • Duty leave for attending refresher course, orientation course, seminars, conference and workshop to enhance efficiency of staff. • Medical Leave with full pay. 	<ul style="list-style-type: none"> • Duty leave for attending official work outside the college. • Medical leave with full pay. 	<ul style="list-style-type: none"> • Winners are awarded by cash. • Students are provided financial assistance to attend competitions and seminars.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

• Government auditors conduct the audit of the government related accounts like fees, salary, scholarships and grants. • Higher Education Department audits and local fund audits are conducted as per government procedure. • External chartered accountants audits accounts of the UGC. • Institution has an annual budget prepared by the managing committee. • The governing body monitors financial issues and same is reported in general body meetings.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	0
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC and Academic Staff Council
Administrative	Yes	Chartered Accountants	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.3 – Development programmes for support staff (at least three)

Computer literacy.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

<ul style="list-style-type: none"> Green initiatives Promote use of ICT enabled class rooms Promotes E-Learning
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation Programme for Teaching Staffs (Regular, Guest Faculties, Janbhagidari Teachers)	05/09/2018	05/09/2018	05/09/2018	20
2018	Orientation Programme for Lab Staffs	22/12/2018	22/12/2018	22/12/2018	7
2019	Orientation Programme for Students	12/01/2019	12/01/2019	12/01/2019	150
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NA	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence day	15/08/2018	15/08/2018	150
Jash Pran	15/09/2018	15/09/2018	70
Gandhi Jyanti and Jash Pran Chakra	02/10/2018	02/10/2018	100
National Voters Day	25/01/2019	25/01/2019	400
Republic Day	26/01/2019	26/01/2019	90
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- College has a well maintained botanical garden with a variety of medicinal plants.
- There are around 100 plants of various species in the college campus.
- Burning all types of wastes is prohibited in order to minimize air pollution
- Switching over to energy efficient LED bulbs.
- Plastic free campus campaign.
- Discouraging the use of disposable glasses and plates in College Canteen.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice No.1: 1. Title of the Practice - Cultural Diversity: Unity in Diversity 2. Objectives of the Practice • To promote the unity in diversity. • To develop the moral values. • To develop the sense of equality. • To conserve the local culture and language. • To develop the religion and spiritual qualities. 3. The Context University/Colleges are a miniature picture of the society and reflects all the qualities from institution to the society. The prosperity of the society depends upon its system of education and their policies. University/Colleges helps in producing the good citizen to contribute to form the talent for the nation. India is a multicultural and multi religion country. Everybody follows their own religion and culture and celebrate their own festival in their own style freely. The student to the college comes from different castes and religion, our College promotes the "Unit of Diversity" through the organising of various cultural programmes and tries to achieve the Institutional Best Practice as "Cultural Diversity". 4. The Practice College has been taking following measures to achieve the best practice: • The institution successfully organizes get-together for the Holi and Deepawali. • Saraswati Puja is celebrated with religious spirit. • Eid, Guru Purnima, Christmas is celebrated with unity spirit. • Teachers day is celebrated for both faculties and students. • Viswakarma Puja in held inside the college premises. 5. Evidence of Success The Academic Calendar was followed accordingly to celebrate all cultural programmes in the following academic year and maximum students actively participated in the programme. 6. Problems Encountered • Many student do not show interest to participate actively. • Wrong perception towards the celebration of cultural activities. • Financial problem/ Need funds. • Lack of time/ Need more time to organize the various cultural programme. 7. Impact • Celebrating different cultural programmes develops new thinking, experiences and understanding of the Indian culture which is based on unity in diversity. • It focuses upon the culturally aware of the students. • The student appreciated the cultural differences. • Students are encouraged overcoming the stereotypes of programmes. • It developed the sense of mutual understanding and tolerance power. • It created a familiar environment in college. 8. Notes (Optional)

----- Best Practice No.2: 1. Title of the Practice - Mentoring System 2. Objectives of the Practice • To achieve the learning objectives. • To decentralize the responsibilities and duties of the teacher educator • To establish a vibrant and vital relationship between the teachers and the students that will ensure responsible behaviour and discipline. • To motivate the students for their academic progress and guide or advise them whenever required. • To achieve the vision of the institution. • To provide a continuous learning process for both the mentor and the mentee. • To establish the mentor as a role model and to support the mentee for personal and academic development. • To establish a vibrant relationship between the teachers and the students that will ensure responsible behaviour and discipline. • To motivate the students for their academic progress and guide or advise them whenever required. 3. The Context A mentor is a teacher acting both as a friend and a role model who supports and encourages a student in his/her academic and personal growth. The mentor guides a student in his /her academic pursuits and emotional and psychological development, particularly in the latter's' transition phase. The mentor also guides his wards in how much they should try to achieve and how College has adopted and implemented a Mentoring System as a student support measure. The system, though flexible, functions along well-defined lines. The teacher mentor collects personal information from the ward without touching sensitive issues or forcing any information out of the wards and then provides the needed counseling to the wards. Critical issues are brought in the notice of the Head of the

institution. The teacher meets the wards informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher and the Head of the Department for reference purposes. The nature of students' background i.e. catering to different socio-cultural and economic diversity necessitates mentoring being opted as one of the best practices by the institution. The absence of institutionalized system of having proper system of mentoring, guidance and counseling in the region along with the obvious fact that most of the students are from remote areas and first generation learners makes it imperative on the part of the institution to provide mentoring i.e. guidance for all-round development of the students on academic as well as aesthetic lines. Moreover, it is aimed to align with the institutional mission and vision statement aiming to develop students on progressive lines i.e. to imbibe in the students a rational positive outlook towards life thereby making them responsible citizens.

4. The Practice To perform this best practice the following measures has been taken by the College:

- Mentoring session is conducted through face to face communication or over phone on a regular basis.
- The process is compulsory for every student to attend without fail.
- Every mentors are assigned a number of students for the whole academic session.
- The mentoring parameters are based on four aspects i.e. academic, attendance, career and general.
- The mentors are provided with details of mentee's performances in terms of academic and attendance records
- The mentor also keeps track of the mentee's personal development such as co-curricular activities, discipline and career related issues
- The mode of communication between the mentor and mentee can be established through different modes namely- In-person, Phone and E-mail.
- The practice of the mentoring system is evaluated by the Principal weekly so as to ensure quality and efficiency in practice.
- The grievances of the mentees are taken up by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions.

5. Evidence of Success

- Learners are motivated towards balanced performance in terms of curricular and co-curricular aspects.
- Decrease in class conflict and absenteeism.
- Enhancement of skills and competencies for professional success.
- Closer and continuous association with the Alma Mater.
- Improvement in overall performance of students.
- Increase in the pass percentage of students with more than 80 marks and overwhelming response from the recruiters.
- Cordial relationship between the teacher and students.

6. Problems Encountered

- Diversity in students' background and upbringing i.e. lack in the art of effective articulation introversion, indifferent attitude etc.
- Inadequacy in general guidance, career and professional related materials.
- Students are not very much co-operative with the mentors (our 99 students are from tribal background, they are shy in nature)
- Sometimes mentors are also not interested for their students' progress (basically lack of interest).
- Irrelevant questions are asked by the students to their respective mentors.

7. Impact The mentoring system plays a positive role among the student and teachers are:

- Improvement in mentees discipline, interaction and communication skills.
- Improvement in students' attendance.
- Establishment of a vibrant relationship between teachers and students which has provided a congenial atmosphere in the class room as well as in the campus.
- Students feel free to discuss any problems with their respective mentor teachers
- Teachers actively participate to solve the problems and give guidance to the students whenever necessary.
- The students' progress is checked from time to time.

8. Notes (Optional)

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://girlscollegejashpur.ac.in/downloads/IOAC%20AND%20NAAC_27042120290001.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Through proper planning and strategies, the institution focuses at delivering to its best-ability the vision of the college. We believe that college life is not all about academics, games, friends, and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues, and inequities in the society. We provide an opportunity to every student to contribute to make the society in which they live a better place and to grow as better individuals. Our College has committed itself to the task of inculcating social values and responsibilities in its students. In line with its vision of working towards the socio-economic development of the country, the College has taken utmost care to give back to the community. Several student committees are formed to carry out the duties towards society. Along with other sports cultural and technical activities, the NSS unit plans activities like tree plantation and field visits to expose the students to the pressing issues in our society. Several activities are undertaken for the first-year students to expose them to the pressing environmental issues that affect us. The poster competition event was introduced last year exclusively for the first-year students to present their ideas to address the environmental issues. As a special thrust, societal development is also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values. Throughout the year, the NSS unit undertakes a plethora of events ranging from street plays, cleanliness drives, tree plantation drives, donation drives, waste management drives, gender equity, field visits and many more. The College ensures that the social values and feeling of giving back to the society is not limited to the NSS unit. In addition to the activities by NSS, many students come up with ideas to contribute to society too, we encourage them to go forward by supporting them in executing the ideas.

Provide the weblink of the institution

https://girlscollegejashpur.ac.in/downloads/IQAC%20AND%20NAAC_27042120290001.pdf

8.Future Plans of Actions for Next Academic Year

- To formulate and implement Academic Calendar- 2019-20.
- To take feedback from stakeholders.
- To introduce innovative process in teaching, learning evaluation.
- To carry out examination evaluation reform initiated by university.
- To increase students' percentage of attendance.
- To augment annual examination result of university.
- To boost IQAC's role in promoting research culture in the college.
- To promote Extension Activities and Social Responsibilities.
- To stimulate IQAC's contribution to Student Support Services.
- To enhance coaching for competitive examination, counselling for career guidance and placement cell.
- To boost student activities in cultural and games and sports at state, national level.
- To fulfil goals and mission of the institution.
- To adopt Quality Improvement Strategies of every NAAC Criterion.
- Adoption / implementation of energy saving projects.
- Adopt Digital literacy as possible.