YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution GOVERNMENT PALURAM DHANANIA COMMERCE AND ARTS COLLEGE RAIGARH

- Name of the Head of the institution Dr. BHAWANI PRASAD YADAV

- Designation Principal (In-Charge)

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 07762228098

- Mobile no 9406211917

- Registered e-mail pdcollege.raigarh@gmail.com

- Alternate e-mail

- Address Kotra Road, Raigarh, Dist.-Raigarh (C.G.) PIN-496001

- City/Town Raigarh

- State/UT Chattisgarh

- Pin Code 496001

2.Institutional status

- Affiliated /Constituent Affiliated

- Type of Institution Co-education

- Location Urban

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **SHAHEED NANDKUMAR PATEL VISHWAVIDYALAYA RAIGARH (C.G.)**

- Name of the IQAC Coordinator   **HEMKUMARI PATEL**

- Phone No.

- Alternate phone No.

- Mobile   **8462055077**

- IQAC e-mail address   **hemkpatel.raigarh@gmail.com**

- Alternate Email address   **pdcollege.raigarh@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/AQAR-2020-21.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/Proposed-Academic-Calendar-2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.73**	**2021**	**20/09/2021**	**19/09/2026**

6.Date of Establishment of IQAC   **27/12/2012**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**2021-22**	**0**

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

- Upload latest notification of formation of   [View File]

IQAC

9.No. of IQAC meetings held during the year   4

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

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

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

- If yes, mention the amount

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

1. Organized Value Added Course on GST Practice, one National webinar and three workshops/seminar.

2. Purchased books and journals for central Library of worth 0.9522 lacs.

3. Feedback collected, analyzed and action taken.

4. Maintenance of college building's roof and first floor.

5. Conducted Twenty-one-Day Yoga Training Program for students.

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

Plan of Action	Achievements/Outcomes
To organize workshops, seminar and training programs for faculties and students	Organized Value Added Course on GST Practice, one National webinar and three workshops/seminar.
To collect feedback from students, faculty and alumni for quality enhancement	Feedback collected, analyzed and action taken.
To update central library	Purchased books and journals for central Library of worth 0.9522 lacs.
To organize extension activities with the help of NSS and Youth Red Cross Unit	Various extension activities organized in the adopted village on AIDS awareness and cleanliness

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	GOVERNMENT PALURAM DHANANIA COMMERCE AND ARTS COLLEGE RAIGARH
• Name of the Head of the institution	Dr. BHAWANI PRASAD YADAV
• Designation	Principal (In-Charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07762228098
• Mobile no	9406211917
• Registered e-mail	pdcollege.raigarh@gmail.com
• Alternate e-mail	
• Address	Kotra Road, Raigarh, Dist.-Raigarh (C.G.) PIN-496001
• City/Town	Raigarh
• State/UT	Chattisgarh
• Pin Code	496001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	SHAHEED NANDKUMAR PATEL VISHWAVIDYALAYA RAIGARH (C.G.)

• Name of the IQAC Coordinator	**HEMKUMARI PATEL**
• Phone No.	
• Alternate phone No.	
• Mobile	**8462055077**
• IQAC e-mail address	**hemkpatel.raigarh@gmail.com**
• Alternate Email address	**pdcollege.raigarh@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/AQAR-2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/Proposed-Academic-Calendar-2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.73**	**2021**	**20/09/2021**	**19/09/2026**

6.Date of Establishment of IQAC	**27/12/2012**

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**2021-22**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**4**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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Plan of Action	Achievements/Outcomes
To organize workshops, seminar and training programs for faculties and students	Organized Value Added Course on GST Practice, one National webinar and three workshops/seminar.
To collect feedback from students, faculty and alumni for quality enhancement	Feedback collected, analyzed and action taken.
To update central library	Purchased books and journals for central Library of worth 0.9522 lacs.
To organize extension activities with the help of NSS and Youth Red Cross Unit	Various extension activities organized in the adopted village on AIDS awareness and cleanliness

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	**21/12/2022**

15.Multidisciplinary / interdisciplinary

The institution is multidisciplinary. It runs three programs at UG level namely B.A., B.Com. and B.A.LL.B. At PG level M.Com. and M.A. in Sociology are there. Apart from this various seminars and confreneces in collaboration with various departments.

16.Academic bank of credits (ABC):

Under process

17.Skill development:

For skill development of students the college organizes value added courses on GST, Yoga etc. The Centre of Legal Education of the college conducts internship program in association with State Bar Council Chhattisgarh. The practical approach for legal procedure is regularly practiced through Moot Court. Various programs are organised to provide the students opportunity to interact with judicial authoorities.

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

The college promotes usage of regional language through various cultural programs and co-curricular activities.Various cultural programs are organized to develop the understanding of the students of Indian culture.

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

The institution focuses on imparting knowledge, skills and values. The college adopts innovative methods of teaching to impart quality education. Various extension activities are organized to inculcate human values. Workshops, seminars and visiting lectures are conducted to to upgrade them with latest knowledge.

20.Distance education/online education:

During the covid -19 pandemic the classes were conducted through onlin platforms. The students were assisted with audio visual aids like YouTube video lectures and study material through whats app groups.

Extended Profile

1.Programme

1.1   **121**

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **1516**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **324**

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

File Description	Documents
Data Template	View File

2.3   **473**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **16**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **16**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**121**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1516**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**324**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**473**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**16**

File Description	Documents
Data Template	View File

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3.2 Number of sanctioned posts during the year	16

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	13
4.2 Total expenditure excluding salary during the year (INR in lakhs)	15.6
4.3 Total number of computers on campus for academic purposes	1

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Syllabus of this institution is designed and developed by the University. The Institution ensures effective curriculum delivery through a well-planned and documented process. Syllabus is framed by the university and the institution adheres to it strictly. In compliance of the syllabus and examination schedule the Principal and all the faculty members ensure timely completion of the syllabus by preparing lesson plans and maintaining daily dairy. Every teacher prepares a future teaching plan month wise according to syllabus.

All departments conduct class tests every month and students are kept informed of their performance. The commissioner higher education issues academic calendar in the beginning of the session. The college has its own Academic Calendar. In compliance of the examination schedule all the departments conduct class tests. All answer books are preserved and documented.In 2021-22 Half-yearly examination of UG classes was

held from 10.01.2022 to 15.01.2022 for B.A. and B.Com. first and final year and from 18.01.2022 to 22.01.2022 for B.A. and B.Com. Second year. Internal exams of PG were held from 27.12.2021 to 31.12.2021 for first and third semester and from 17.05.2022 to 21.05.2022 for second and fourth semester.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	**Nil**

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

The Department of Higher Education Issues Academic calendar at the beginning of the session. Then the institution prepares academic calendar after the admission is completed.

The academic calendar of the institution is implemented according to the schedule of affiliated university. In 2021-22 Half-yearly examination of UG classes was held from 10.01.2022 to 15.01.2022 for B.A. and B.Com. first and final year and from 18.01.2022 to 22.01.2022 for B.A. and B.Com. Second year. Internal exams of PG were held from 27.12.2021 to 31.12.2021 for first and third semester and from 17.05.2022 to 21.05.2022 for second and fourth semester.

After the evaluation of test paper, the students are made to know their performance and progress. The slow learners are offered to take up special classes after the syllabus is completed. The revision classes are conducted specially for slow learners. Provisions are made in the academic calendar and time table to conduct the tutorial and seminar classes for students of each program. Seminars are compulsory for students of all P.G. programmers and law students. Systematic planning of the lessons and the implementation of the planning are clearly indicated. The staff members prepare lesson plans before the commencement of every semester with a view to cover the entire syllabus. Tests are conducted and result prepared and answers book is given to the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/Proposed-Academic-Calendar-2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

102

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

In order to integrate the cross-cutting issues the institution has imbibed different types of courses in the curriculum such as Indian Constitution, Indian culture, Professional Ethics, Environmental studies for all UG program and Environmental Law, Fundamental duties and Gender Equality. The students are undertaken a number of activities to inculcate these values.

Following activities were held in the session 2021-22.

1. Constitution Day was celebrated on26.11.2021 and Human Rights Day was celebrated by Law department on 10.12.2021.

2. NSS unit conducted a webinar on the occasion of National Girl child Day on 24.01.2022

3. The Women Cell of the college organized a webinar on the occasion of National Girl Child Day on 24.01.2022 on the topic "Status of Girl Child in Present Indian Context: An Analysis."

4. International Women's Day was celebrated in the college on 08.03.2022 by Women Cell and also by NSS unit.

5. Aids Awareness Program was organized in the adopted village Barliya by NSS unit on 01.12.2021 and Awareness program on health and cleanliness was organized on 08.03.2022.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View File</u>

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	<u>View File</u>
Institutional Data in Prescribed Format	<u>View File</u>

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

23

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1516

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

270

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution takes special care to identify the advance and slow learners. The performance of students is assessed by internal assessment test, unit tests, monthly and semester end examinations. The process of identification of slow learner comprises conducting discussion, internal tests, viva-voce, etc. The performance or obtained marks are the key indicators to categorize student, as slow learner and advanced learners in a class.

Advanced and slow learners are identified through their performance levels in tests, interaction in class room, their fundamental knowledge, concept understanding and articulation abilities etc. The Institute promotes independent learning atmosphere that contributes to their academic and personal growth. Special classes for slow learners are conducted to teach them in feasible manner with all necessary notes, case law, examples method, special lectures etc. Upon series of interaction, required suggestions are given in the first stage with all necessary instructions to increase student's strength to become good learner.

Extra classes, provision of simple and standard lectures

notes/course materials, motivational classes are conducted to improve the mental ability of student to analyze problems and to encourage the students to attend classes regularly. Revision of important concepts in a viable manner communication development programs, debate, group discussion, quiz programmed and other events are organized in and outside the college. Previous years question papers of Annual examination are also provided to them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1516	16

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The following are the highlights of student centric methods adopted for individual student involvement in project work, (P.G. and LAW), field visit industrial visits, case study (Law), debates, seminar, Quiz etc. The students are engaged in activity learning viz; group discussions, debates, community, surveys etc. Students are taught to solve a problem/case study is each course in the P.G. programs. To enhance the practical knowledge with innovation, students are encouraged to take up minor project in environmental studies in which 25% marks are allotted in project file for all U.G. students. However, as a part of curriculum all P.G. students have to undertake project works in their final semester. The students of B.A. LL.B. fourth and fifth year participate in internship program organized by State Legal Service Authority Bilaspur (High Court) Chhattisgarh in association with District Legal Service Authority Raigarh.

The institution has also its own yearly magazine "Samidha" to

support students to publish their self-written poems, stories and research articles. To explore the creativity, the magazine is published annually which is inclusive of literary, social, and cultural expression of the students as well as the faculty members.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

To meet the growing need of global knowledge requirement, the institution motivates the teachers to adopt ICT enables teaching methodology.

The college has a smart class with overhead projector and connected to wi-fi. All the teachers take classes in the smart class by using PPTs and videos according to the prescribed time table.

Study materials are made available to the students via WhatsApp group created for each class.

Online revision and doubt clearing sessions are arranged for students.

All the faculty members have adopted ICT. Many teachers namely Dr. B.K. Patel, Dr B.P. Yadav Dr. Jyoti Soni, Dr. P.K. Sharma and Mr. Santosh Kumar Naik. Mrs H.K. Patel have prepared video lectures and uploaded them on the portal of Chhattisgarh Government. Mrs. H.K. Patel has uploaded more than 45 videos on you tube and has more than six thousand subscribers. She has also created many quizzes for students on quizzes.com.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	<u>View File</u>
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

133

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution follows integrated examination system. Dates for the tests, submission of assignments are notified on the college website and notice boards and announced by faculty in the respective classes at least a week in advance.

The departments, organize departmental seminars, and paper presentation activities. The marks obtained are recorded and displayed in the notice board of the faculty. The valued answer copies are submitted to faculty and also to the in charge of computer to upload online to the university internal assessment (marks) portal within time. In PG courses practical examinations are conducted in supervision of external examiner. The marks of Environment Project are assigned only after the viva voce.

After evaluation, answer copies/ assignments are shared with the students and marking pattern is discussed. Unit tests, term test, and half yearly exams are conducted fairly and in transparent way.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

In case of internal examinations valued answer sheets are distributed to the students and their flaws are discussed. If any student has any grievances, it is sorted out in the class. If not satisfied students can consult to the concerned HODs.

The students against whom U.F.M. cases are registered in the final examination or in supplementary examination are dealt with just fair and reasonable means. The university constitutes a committee to look into the matter and appropriate measures are taken quasi-judicially, transparently and within the time limit. There is provision for revaluation / recounting of the answer sheets. The students who are not satisfied with the marks given can apply to the University for correction in marks either for recounting or revaluation of answer sheets after deposit of proper fees as fixed by the university. The process is governed by the ordinance. If there is error in mark sheet the college promptly helps the student correcting discrepancies from the examination section of the university.

If the students are not satisfied even with the revaluation or recounting, they can get the photo copies of their answer copies by depositing the stipulated fees under the R.T.I. Hence the institution and university has an efficient, transparent and time based grievances system. All the grievances of students are sorted out then only the next examination is started so that the student can appear in the next examination.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The learning effectiveness of any program and course depends on the POS and COS. The University has developed its POS and COS taking into consideration the mission and goal of the program. The syllabus of each program prepared by the affiliating University is communicated to the students by the teachers and uploaded in the institution website. The programs offered by the institution are displayed in the institution's notice board, uploaded in the institution website and university website. The teachers also introduce the students to the specific areas of which they are going to gain knowledge.

There is also an emphasis on holistic development of the students as the learning out comes focus on imparting values and ethics enhancing their interpersonal and communication skills. The POS / COS are thus in keeping with the prime motto of the college that is improving students & preparing them as catalysts of change

The syllables of all departments (UG and PG program) with the program outcomes and the course outcomes of all the individual courses offered by the departments are displayed on the college website. The teachers of every department instruct the students that at the end of each program, what they are supposed to obtain. The program outcomes of all the subjects are clearly made known to the students in this regards their doubts and confusions are clarified by the teachers. The concern faculties of the department brief their respective classes about the POS and COS.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

In case of internal examinations valued answer sheets are distributed to the students and their flaws are discussed. If any student has any grievances, it is sorted out in the class. If not satisfied students can consult to the concerned HODs.

The students against whom U.F.M. cases are registered in the final examination or in supplementary examination are dealt with just fair and reasonable means. The university constitutes a committee to look into the matter and appropriate measures are taken quasi-judicially, transparently and within the time limit. There is provision for revaluation / recounting of the answer sheets. The students who are not satisfied with the marks given can apply to the University for correction in marks either for recounting or revaluation of answer sheets after deposit of proper fees as fixed by the university. The process is governed by the ordinance. If there is error in mark sheet the college promptly helps the student correcting discrepancies from the examination section of the university.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

473

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/Report-of-Students.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

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

3.2 - Innovation Ecosystem

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

The college has a Research and development cell and Internal Quality Assurance Cell

encourage to establish a relationship between the industry and the institution. Individual department interacts with industry to ascertain its needs to fill the gap in its curriculum. The gap is filled by arranging workshops addressed by industry and well-known academia.

Law department is continuously connected with District Legal Aid Authorities for latest knowledge and various activities. in collaboration with District Legal Aid Authority. The IQAC also make plan for creating platform for transfer of knowledge. The IQAC also make plan for organizing seminar and workshop for teachers and students.

1. A webinar on Problems of Research in Humanities was organized by Department of commerce and IQAC.

2. A National webinar was organized by Center of Legal Education on Intellectual Property Rights on 29.06.2022 This one-day National webinar was organized for teachers and students to share information about Intellectual Property Rights, that is Copy Rights Act, Patent Act, Trade mark Act, Design Act, Geographical Indication, Laws for protection of plant varieties, Information Technology Act etc.

3. A workshop on Financial Education and awareness was organized by Department of commerce.

4. A Legal Literacy Camp was organized by Center of Legal Education on 17.09.2021

The institution creates physical infrastructure and support system necessary for incubation activities provide services such as expert class and Internet access through Wi-Fi link to library etc.

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

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

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

3

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

2

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out in the neighborhood. This commitment is an integral part of the college vision. The

institution believes and promotes students for ethical and moral activities trying to add social values to the society, grooming the student as a responsible citizen of India. The institution conducts multiple extension activities in nearby locality. The NSS unit of the college conducts various activities on Cleanliness, environment awareness, cashless transaction movement, blood donation, Swachchha Bharat Abhiyan etc.

The important activities of the session 2021-22 include: -

1. Poshan AharNutritinal Diet) Awareness program organized on 14.11.2021 byNSS unit of the college.

2. An awareness program on AIDS was organized in the adopted village Barliya by NSS unit.

3. Roko Toko Abhiyan on covid awareness and Road Safety campaign was organized on 25.01.2022 in the direction of District administration.

4. An awareness program on cleanliness and health was organized in the adopted village Barliya by NSS unit on 08.03.22

The extension activities organized by the institution enhance the student's academic learning experience and inculcate the values and skills in them. The theoretical knowledge obtained in the classroom can be applied for the benefit of the society. Team work, leadership skill, time management effective communication skill and effective Decision making are a few things that students learn while participating and organizing various program and activities under extension activities.

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

171

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

1

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution accommodates 1516 students studying in U.G., P.G. and B.A.LL.B. programs. The campus is spread over 1.82 areas of land. It facilitates excellent infrastructure for

teaching learning process, career progression and higher educations. The institution has almost adequate facilities for teaching and learning. It has two buildings. The first building is situated at the heart of Raigarh city and it is known as old building which is under litigation. While the present new building is used for classes, examinations and other purposes. The infrastructures available in this campus are as follows:

Class rooms- 10, Smart class room-01, Seminar Hall-01, Moot court room-01, Reading room-01, Laibrary-01, Librarian room-01, Computer room-01, Department-03, Principal room-01, Office room-02, Staff room-01, Divyangjan rest room-01, Sports room-01, Gents Toilet-02, Girls Toilet-03, Women toilet-01, Office toilet-02.

Class rooms have sufficient ventilated space for conducting theory classes. The class rooms are equipped have sufficient lights and fans. The institution has a seminar hall for organizing special lectures and meetings with a seating capacity of more than 90 students. The smart class is with LCD projector to integrate technology in teaching with class room practices for better visualization of the subject topics, the faculties are encouraged to use the ICT facilities. There is a moot court room. It is used for the students to give training for future advocacy and a stage for conducting cultural activities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://gpdcollegeraigarh.com/index.php/class-room/

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

The Institution provides various sports facilities to the students within the campus focusing sports as one of extracurricular activities. It has its own playground. Dr Sourabh Pradhan is the sports officer of the college. The institution has facilities like Basketball, Kho-kho, Badminton, chess, table tennis and other indoor games. In addition to this, students are encouraged to take up field events like Javelin-throw, Shot-put, Hammer throw, Discuss-throw by providing them with necessary sports equipment.For the rest of the games like

Football, Cricket, Hockey and other track and field events, the institution uses the playground of K.G. College and Raigarh stadium. For Long jump the institution has its own facilities.

The college conducts various cultural activities like Independence Day and Republic Day, apart from Annual day.

Activities organized During the session 2021-22

1. During the session 2021-22 eleven students of the college participated in university level games. Fifty-five students participated in sector level games and twenty-one students participated in inter sector level sports.
2. Various competitions were organized to celebrate the Amrit Mahotsav in the college. Various literary and cultural competitions such as speech, rangoli, mehandi, essay writing and drawing were held.
3. Twenty-one-day Yoga training programme was organized by Women Cell and IQAC of P.D. Commerce & Arts College, Raigarh (C.G.). The aim of the program was to create awareness regarding physical and mental health of the students. More than 400 students were registered for 21day Surya namaskar campaign and received certificates after completion.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://gpdcollegeraigarh.com/index.php/class-room/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1.4

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

4.2 - Library as a Learning Resource

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

Name of the ILMSsoftware: Soul Software

Nature of automation: Fully

Version: 3.0upgrade procedure

Year of automation: 2020-21

The central library ishousedin the main building of the college. With seating capacity of 50 students for reading and conference hall. Library is fully automated with Wi-Fi. The library has a wide collection of books, journal, e- resources, previous year's question papers etc. The library is a member ofN-LISTprojectand

provides web access to books, periodicalsetc. Library facilities are open to the students from 10:30 a.m. to 5:30 p.m. Maintenance and utilisation of library resources are done abstractly following the library rules. The maximum period of loan from two booksis14 days. These students return the bookwithin 14 days and reissue it for another 14 days. Students can access the reference books in the reference section of the library. PG students have the facility of a departmental library in their departments of Commerce,sociology and law.

The library committeeconsists of the principal as chairperson and a convener, senior faculty members and the librarian. These faculty representatives report books totheirrespective departments and discuss issues related to them like fundsallocation, subscriptions of new journals etc. The faculty members of the committee also play an important role in coordinating the library orientation for the newcomers. The library and reading room are equipped with CCTV cameras.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.0112

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

16

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

4.3 - IT Infrastructure

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

The institution has broadband connection of 10 mbps capacity from BSNL. In the college campus three routers have been installed and the campus is Wi-Fi enabled. The students and the teachers can avail the facility of Wi-Fi. The institution has been provided with 10 mbps capacity of internet. Through this connection all the computer room, Departments, office and IQAC cell of the college are connected through LAN / Wi-Fi. These facilities of the institution are regularly maintained and the institution ensures that the benefit of the facility is available to all the students enrolled and the staff members of the institution. Each P.G. Department and Law faculty has internet and Wi-Fi facility which enable teachers and students to switch over to IT supported teaching and learning methods.

Institution has a duly formed committee to look after maintenance and computer usage policies. The committee monitors polies concerning uses of computers and of LCD projector.Printing facility is also availed by the students and staff.

There is a website coordinator who ensures that institution website is updated time to time. Moreover, all important notices concerning academics, examination, and assignment are uploaded on the website duly approved by the coordinator and the principal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

1

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

4.3.3 - Bandwidth of internet connection in the Institution   D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

15.6

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

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

The institution takes direct initiative in the maintenance and upkeeping of infrastructure and support facilities. The college has constituted various committees for the proper maintenance of college building, library, sports, computers, garden, electricity, furniture etc. Each committee has a coordinator and members for proper maintenance and further new and development work.

The institution has a green campus and a herbal garden to create on eco-system in the college campus. Teaching staff, students, and non- teaching staff have planted some herbal plant in a selected area in the college campus. College library Advisory committee and right off committee looks after purchase issues and up gradation of library facilities is decided in these committee. Books are purchased according to the demand of students. During 2021-22 total 1.0112 lacs rupee was expended for purchasing books and for library updation.

All sports amenities are under the in charge of the Sports Officer. There is a separate sports room. Time is allotted to students for using indoor games. The maintenance of the ground and courts is done regularly with sports fund.

The class rooms are maintained. Most of the departments maintain department libraries with proper stock and issue register. The class rooms are well ventilated and have sufficient lights and fans. At least four fans are there in each class room (except seminar hall). There is a committee to look after the cleanliness of room.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

982

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to Institutional website	https://gpdcollegeraigarh.com/index.php/college-event/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

529

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

529

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

44

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

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

As per the guidelines and instructions of State Higher Education Department and the affiliating University 'The Student Council'

is formed either by election or nomination. The union follows up the demands of the students and ensure that the grievances of the students are redressed. For teaching, academic activities, cultural activities, sports activities, or the organization of seminar, workshops, they work hard in co-operation with the various officers in charge of the committees of the institution.

The various academic and administrative bodies and their activities which have student's representation are: -

1. IQAC Committee: The college IQAC is constituted according to the norms of UGC in which active students are involved as members.

2. Sports Committee: - Under the head ship of Principal and officer in charge of sports, a committee is constituted in which the members are from staff and from students. This committee has players as representative who take the lead role in organizing various sports and games competitions apart from Annual sports Day. The student committee members actively participate in sports. They also provide valuable suggestion for the betterment of sports activities.

3. Cultural Committee: At the time of annual day celebration various committees are formed for various activities. Students are included in each committee

4. The NSS wing of the college actively organizes various activities. Annual NSS camp is held every year outside the urban area where the students are involved in various activities of the village with the active involvement of committee members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has a registered alumni association. It meets periodically to discuss the ways and means to improve the academic environment of the college as well as to exchange views on the employment opportunities and scope for higher education.Alumni of the college contributed both financially and non-financially over the years in growth and development of the college.

All the P.G. Departments have a database of the final semester students. Annual Alumni meetings bring a rich interaction between old and younger generation which also uphold and cherishes, customs and traditions. It also deliberates upon the role of the alumni in positive interaction with the society through participation of young students under the guidance of senior teachers. The Alumni Association has majorly contributed the college through distribution of awards, development/creation of certain facilities, curricular support though occasional interaction with the students within campus. The alumni of the college are holding position of public importance such a member of state legislative assembly, Indian administrative Service, Charted Account, successful business man; ward member, state administration service and above all so many Assistant Professors in various colleges. In our college also three Assistant Professors are alumni of the college.

The alumni who are having administrative positions at the state

level are associated with the college in organizing community and other extension activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution has a clearly defined organizational structure for the optimum and effective decision making and its implementations. The vision of the college is intense to provide ample opportunity to gain latest knowledge and wisdom to the students, to make them true representative of society, to inculcate human and cultural values in students to develop them as ideal and responsible citizen of the nation and make students self-reliant through employment oriented, education. The mission of the college is to provide quality education to the students of humanities, commerce and law. The institution intends to serve the regional youth by providing them easy access to higher education and enabling them for emerging job markets. The institution strives to develop integrated personality of students with special attention. The governance of the college is conducted with the spirit of mission and vision of the institution. The governance of the institution is carried out with the support of following bodies constituted as per the government norms. The vision and mission of the institution is achieved through following initiatives.

1.Upgradation of college library with soul software to provide online quality education to the students.

2. Free wi-fi facility for the students for easy access to online education.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The college has a functional IQAC and various other committees which reflect the practice of decentralization and participatory management. Each committee works according to the need of the time and according to the academic calendar of the institution and government. Each committee has been assigned a particular task to decentralize the system.Each committee ensures involvement of students giving them some responsibility for smooth functioning. NSS volunteers contribute greatly in all the activities conducted by the college. Sports and cultural and co-curricular activities and conducted with the active participation of these volunteers.

The institution ensures publicity and transparency in the admission process. At the time of admission applications are invited in the affiliating university portal with reference of various colleges. There are admission in-charge for each class. Similarly, the purchase committee works with fully transparency, calls tender and follows the rules of purchase as instructed by the government. Likewise, the examination committee viz. Superintendent, Assistant Superintendent, Invigilators all carry out their responsibility with sincerity and transparency.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The quality policy of the college is in alignment with the

affiliating university, UGC and higher education department.

Many of the academic quality policies are framed by the staff council and IQAC and implemented through various committees of the staff council which are monitored by the principal. The college has regularly enhanced infrastructure and developed capacities for teaching and research of faculties according to the changing academic and social environment.

The following activities were successfully implemented based on the strategic plan of college IQAC.

Activities

Topic

Date

6. A National Webinar

Intellectual Property Rights

29.06.2022

○

Financial Education Awareness

21.02.2022

3. Webinar

Status of Girl Child in Present Indian Context: An Analysis

24.01.2022

4. 21 Day Yoga Training Program

31.01.22 to 20.02.22

5. Career Guidance Workshop

27.09.21

6. Value Added Course

GST

7. Webinar

Problems of Research in Humanities

30.06.2022

8. Career Guidance Program

04.03.2022

9. Career guidance Workshop

16.03.2022

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/Proposed-Academic-Calendar-2021-22.pdf
Upload any additional information	No File Uploaded

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

Our college is a government institution. Its organizational structure, management and governance comes under the rules and regulation laid down by the state government

The principal guides the college staff and administration in academic progress, admission, examination and administrative

matters. Head of the departments are responsible for preparation of departmental time table, work allocation among teachers, review of teacher's dairy, attendance register and submission of various reports to the principal. Class teachers are assigned particular class to ensure personal care, provide guidance, consulting, revaluation and assessment of students in the class. The Principal is assistedby the head of the departments, librarian, office staff and members of Janbhagidari committee.

Service rules and promotion for teaching and non-teaching staff are as per the rule and regulations laid down by UGC and Chhattisgarh government.

Recruitment procedure of teaching and non-teaching staff are done by the government. Recruitment of guest lecturers are done by the administration on the basis of merit norms prescribed by department of higher education and recruitment of Janbhagidari staff are carried out by the Janbhagidari samiti.

The institution has an active Grievance Redressal cell for teaching staff, administrative staff and the students. The grievances redressal cell, anti-ragging cell, harassment cell, disciplinary committee, and the student welfare committee work for the well-being of students. Suggestion box or complaint box has been installed in the campus. The complain/ suggestion are collected and analyzed by the concerning grievances committee and necessary action are taken.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File]()

6.3 - Faculty Empowerment Strategies

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

The institution provides statutory and non -statutory welfare measures for the benefit of the teaching and non-teaching staff

1. Faculty appointed prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 are covered under new pension scheme (NPS).

2. GPF, gratuity and leave encashment are available by retiring person as per government rules.

3. There is a family benefit scheme in case of accident or demise of the staff holding the post.

4. There is a GIS scheme (Group Insurance Scheme) available for the staff of the college.

5. Teaching and non- teaching staff can avail the facility of partial withdrawal from their GPF accounts in case of need.

6. There is a provision of 10 days' medical leave in a year and medical reimbursement policy available for staff.

7. Female teachers can avail maternity leaves as per government rules and paternity leave is given to male teachers in request.

8. There is a festival advance scheme for non-teaching staff.

9. There is washing allowance scheme for non-teaching staff (Class IV).

**The following are some welfare measures only for teaching staff:
-**

**13 days of casual leave, 10 days earned leave, duty leaves to
attend various training program/ orientation/ refresher and
three optional leave can be availed in one session/year.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

**6.3.2 - Number of teachers provided with financial support to attend conferences/
workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend
conferences/workshops and towards membership fee of professional bodies during the
year**

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

**6.3.3 - Number of professional development /administrative training programs organized
by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes
organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution collects feedback from the students, alumni and from teachers regarding the curriculum and other facilities. The feedback reports are analyzed for the betterment of the

institution.In the month of April, all the staff members, teaching and non-teaching staff submits their confidential report (C.R.) to the principal. The institution has a systematic and Transparent method of Appraisal of teaching and non-teaching staff. The C.R. is submitted by all staff members. While every teaching staff reports the principal monthly report of classes he has taken and how much syllabus is covered according to teaching plan. At the end of session, the teaching staffs submit their teacher's diary and attendances Register. Apart from this the faculty members provide information regarding any criminal cases, litigation in court, departmental enquiry if any. The staff also disclose their movable and immovable properties.

1. separate Performance Based Assessment System (PBAS) is filled by the teaching staff in which a teacher assess himself regarding the various activities and performance conducted by him throughout the year. PBAS Performa is based on UGC rules 2010.

Non-teaching staff also submits their C.R. proforma in the month of April. Their performance, their sincerity, discipline the principal take into consideration. The principal takes personal interest in guiding the teaching and non-teaching staff. The senior and HOD groom the new recruits to help them to enhance their teaching and evaluation performance.

If the appraisal report is best than at the time of promotion it is conducted.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

A well-defined mechanism is in force for financial audit to have discipline and transparency in financial management. The accounts of the institution are subjected to internal and

external audit.

The college has constituted specific internal audit committee which is formed by one senior faculty member along with two other members. This committee conducts regular assessment of income, expenditure and ensures the implementation of purchasing rules and regulations made by government. All the heads of expenditure like infrastructure, consolidated funds, fees, library, and UGC, RUSA, P.D.F. and Jan-bhagidari Committee are carefully assessed separately by these committees.

The Jan-bhagidari committee is an important source of fund which is used by the principal in urgent and important expenditures when there is no government fund for such purpose. A senior professor is in charge of this fund who checks and monitors every expenditure. At the end of the session this fund is audited by a charted Accountant (C.A.). the report of the charted Accountant is submitted to the higher education department.

There has no government audit done during the last year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

This college is a government institution and there is a pre-defined purchase and procurement rules and regulation made by state government. It is bound to follow the purchasing guideline given by Finance Department and Higher Education Department of Chhattisgarh state. Any purchase of value of five thousand rupees or more is done by the tender rules. There is a purchase committee which observe purchase rules strictly. There is a janbhagidari samiti which is constituted by the government (Collector of the District) in which the chairman is elected representative of local bodies.

The utilization of janbhagidari fund is done with the consent of chairman Smt. Prabhati Mahapatre, ward member of Raigarh Municipal Corporation and committee members. Principal utilizes the P.D. and other funds with the help of committee constituted for this purpose.

The main resources of funds in the institution are government funding, fees collected from students for various courses.The principal has all the drawing and dispersing power. The principal has constituted a committee for the effective mobilization of funds at institutional level.

1. Purchase committee: -
2. Student Support Fund Committee
3. Daily fee and student fee register test
4. Scholarship In-charge
5. Pay check, Pay fixation, Income Tax Assessment
6. Sports Committee
7. Library committee
8. College land and Building Maintenance, Protection Committee
9. College Magazine (Samidha) Compilation and Publication Committee

Above mentioned committees look after mobilization the funds with full responsibilities.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The College has an Internal Quality Assurance cell which was established on 30.11.13. It has been reshuffled on 02.05.2019according to the new norms of NAAC manual regarding government institutions. The new body of IQAC is working sincerely and actively to contribute significantly for orinstitutionalizing the quality assurance strategy and process. The major activities of IQAC in the session 2021-22 are as follows.

1. The IQAC in collaboration with Commerce Departed conducted a thirty- hour value added course on GST practice.

2. Five faculty members completed their FIP/ Refresher course during 2021-2022.

3. A National Webinar and four other workshops/ webinars were organized with the initiatives taken by IQAC.

4. IQAC monitors collection of feedback from students, alumni and from teachers and its analysis.

5. The college IQAC has facilitated system of mentor and mentee in the college. Groups have been divided house-wise with one faculty member as a mentor in each house.

6. IQAC monitors the smooth functioning of the smart class to provide the students ICT based teaching.

With the initiative of IQAC the maintenance college roof and first floor were done.

7. A 21 Day Yoga Training Program was conducted by IQAC in collaboration with Women cell from 31.01.22 o 20.02.22 and certificate was provided to the students after completion of the program.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

IQAC of the college being the central body within the college monitors and reviews the teaching learning process regularly.

The college has different committees for quality assurance like the Library Advisory Committee, Smart Class Committee, Career Counseling and Placement cell, Academic ReviewCommittee etc. These committees workaiming at improvement of the academic atmosphere and the administration of thecollege. The IQAC of Institution has the right to review the performance of different committees. After afixed time period a meeting is conducted by IQAC. IQAC takes appropriate initiatives to improve all processes of teaching learning methodologies and outcomes.

1. The institution follows the schedule of affiliating university to conduct unit test and internal examinations.

2. The academic review committee conduct regular meetings to facilitate timely completion of syllabus and various initiatives are discussed to improve the quality of teaching and learning process.

3.Result analysis is done after the internal exams on the basis of result slow learners are identified and remedial measures are taken to improve them.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);   C. Any 2 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our institution has co-education system. There is a healthy atmosphere for both the boys and girls for education. The college has an active 'Women harrassment Cell' and a 'Grievance Redressal Cell'. The institution organised various gender equality programmes in 2021-22 which are as follows: -

1. **International Women's Day was celebrated on 08.03.2022.**
2. **One-day webinar was organized on the occasion of National Girl Child Day on 24.01.2022 by IQAC and Women Cell. The program was organized on the occasion of National Girl Child Day.**
3. **Maintenance of the Girls' Common room**

Safety and security: safety norms are strictly followed by college in all respects. CCTV cameras are there at the entrance of the building, office, corridor, library and reading room of the college.

Identity Card is issued to each students and staff to prevent

the entry of outsiders into the college campus.A complaint box
has been installed in front of the entrance gate.

File Description	Documents
Annual gender sensitization action plan	https://gpdcollegeraigarh.com/index.php/infrastructure/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: -Dustbinsare provided in the campus to keep the campus clean, neat and tidy. Awareness on segregation of waste is created andblue,green and red dustbinsare used. Campus arrangements are also made to convert solid waste into fertilizer. The vermicompost unit has beenestablished within the college campus. The waste collected in the campusis dumped into the compost Unit to convert it into fertilizer. This compost is used for gardening in the campus.

Liquidwaste management: -The liquid waste of bathroom/ urinal waste is drained to the plantation in the back yard of the campus.

E-waste management: -Thenon-functionalcomputers, equipment and

its peripherals are safelydisposed. The cartridge of laser printerisrefilled outside College campus. UPS batteriesarecharged / repaired / exchanged by the suppliers.

Waste recycling system: -Composting pits are used to convert solid waste into fertilizer and is used for gardening. The liquid waste of bathroom and urinals are usedto water the plants.

There is no bio medical waste in theinstitution and no Hazardouschemicals and Radioactive wastes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

D. Any 1of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	_View File_
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	_View File_

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes that unless the youth are not sensitized about the significance of the festivals of our secular country, they are not able to understand their responsibility as to the nation. Institutionorganises various activities to maintain Unityand integrityof the nationto develop a sense of moral duty among the students.

The institution celebrated the constitution day on 26 of November 2021. With devoted minds took oathto follow the ideals mentioned in the constitution. By celebrating thesedays, we inspire the students to walk in the rightpathsas they have to serve the society in the coming governments as well as to have higher education and to become role models for the society. This way the institution develops a sense of Unity and integrity in the mind of students on constitutionalDay.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

The institution believes that unless the present generation is not sensitized about the significance of the constitutional

obligation, values, rights, dutiesand responsibility of citizens, the students will not be able to understand their responsibility to the Nation. To sensitize the students and staff to the constitutional obligation, values, rights, duties and responsibilities, the institution organised various program and activities during 2020-21 such as:

1. The college celebrated constitution day on 26.11.2022 and took oath abide by the rules and values of our constitution.

2.The college took oath on voter's day to imbibe the sense of responsibility towards democracy and to cast our vote fairly.

3.The NSS volunteers organized a rally on Roko Toko campaign on 25.01.2022 initiated by district administration to create awareness for wearing helmet road safety and covid related protocols.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://gpdcollegeraigarh.com/index.php/law-2/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The institution organises national festivals like Independence Day and the Republic Day. It celebrates festivals with great patrioticfervourand pays tribute to many freedom fighters and great leaders on theseauspicious days. Many cultural activities are staged,speechesare delivered, devotional songs and patriotic songsare sung, games and sportsareconducted in remembrance of martyrs who sacrificed for the sake of country in borders and fought against terrorism.

The college observed the following days 2021-22: -

02.10.2021 Gandhi Jayanti

12.10.2021 International Girl Child Day

Constitution Day 26.11.2020

10.12.2020 National Human Rights Day

12.01.2021 National Youth Day

24.01.2022 National Girl Child Day

Paluram Dhanania Death Anniversary 31.01.2022

08.03.2022 International Women's Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice 1

Title: Waste management

To manage waste inside the campus and to make best use of it, separate dustbins for dry and wet waste have been kept in the campus. Biodegradable waste like fallen leaves left over food waste are put in compost pit to convert it into manure. The compost formed is used for gardening in the campus in the NSS vatika, and rose garden and herbal garden. The greenery and beauty of the campus is something which attracts the onlookers most and moreover provides testimony of the use of compost.

Best Practice 2

Title: Twenty-one-day Suryanamaskar Campaign and Yoga Training Program

The college IQAC organized twenty -one- day yoga training program in collaboration with women cell from 31.01.2022 to 20. 02. 2022. The program was conducted under the aegis of Ayush Mantralaya's ambitious campaign of completing seventy-five crore Suryanamaskar. The Objective of the Practice was to attain mental and physical fitness and to boost their immunity.

The training program was highly successful as total four hundred seven students had registered for the program and the training continued for 21 days. After the successful completion certificate was provided to all the participants. The trainer was Mrs. Sharmila Nayak, State in-charge of Chhattisgarh Yoga Association, Mahila Prakalp.

File Description	Documents
Best practices in the Institutional website	https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/7.2.1-website.docx.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The clean and green campus of the college: -

Most of the unconstructed area apart from sports ground has been developed into green ground. The NSS Vatika is a small garden situated at the right side of the college entrance gate. It contains many ornamental plants along with many beautiful flowering trees along the boundary wall. It has been encircled by hedge plants (Euphoria antiquorum) along the roadside. It contains many beautiful trees of yellow oleander, gulmohar (Delonix regia) thuja and green grass all over the area and benches in between them

There is a small herbal garden in the campus situated between the NSS Vatika and boundary wall. It contains plants like aloe vera, two varieties of Tulsi (Basil), insulin plant (Costus igneus), patharchur (Bryophyllum pinnatum), zinger, turmeric and giloy (Tinospora cordifolia) etc.

Inside the college building the courtyard and the area in front of the stage has been developed into a small rose garden containing many varieties of roses.

The backyard garden: - The vacant area between the boundary wall and back side of the building has also been utilized to grow some timber plants and fruiting trees. It contains many trees like teak (Tectona grandis), Rosewood/shisham (Dalbergia sissoo), jamun, neem and karanj (millettia pinnata)

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Syllabus of this institution is designed and developed by the University. The Institution ensures effective curriculum delivery through a well-planned and documented process. Syllabus is framed by the university and the institution adheres to it strictly. In compliance of the syllabus and examination schedule the Principal and all the faculty members ensure timely completion of the syllabus by preparing lesson plans and maintaining daily dairy. Every teacher prepares a future teaching plan month wise according to syllabus.

All departments conduct class tests every month and students are kept informed of their performance. The commissioner higher education issues academic calendar in the beginning of the session. The college has its own Academic Calendar. In compliance of the examination schedule all the departments conduct class tests. All answer books are preserved and documented.In 2021-22 Half-yearly examination of UG classes was held from 10.01.2022 to 15.01.2022 for B.A. and B.Com. first and final year and from 18.01.2022 to 22.01.2022 for B.A. and B.Com. Second year. Internal exams of PG were held from 27.12.2021 to 31.12.2021 for first and third semester and from 17.05.2022 to 21.05.2022 for second and fourth semester.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The Department of Higher Education Issues Academic calendar at the beginning of the session. Then the institution prepares academic calendar after the admission is completed.

The academic calendar of the institution is implemented according to the schedule of affiliated university. In 2021-22 Half-yearly examination of UG classes was held from 10.01.2022 to 15.01.2022 for B.A. and B.Com. first and final year and from 18.01.2022 to 22.01.2022 for B.A. and B.Com. Second year. Internal exams of PG were held from 27.12.2021 to 31.12.2021 for first and third semester and from 17.05.2022 to 21.05.2022 for second and fourth semester.

After the evaluation of test paper, the students are made to know their performance and progress. The slow learners are offered to take up special classes after the syllabus is completed. The revision classes are conducted specially for slow learners. Provisions are made in the academic calendar and time table to conduct the tutorial and seminar classes for students of each program. Seminars are compulsory for students of all P.G. programmers and law students. Systematic planning of the lessons and the implementation of the planning are clearly indicated. The staff members prepare lesson plans before the commencement of every semester with a view to cover the entire syllabus. Tests are conducted and result prepared and answers book is given to the students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/Proposed-Academic-Calendar-2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

102

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

In order to integrate the cross-cutting issues the institution has imbibed different types of courses in the curriculum such as Indian Constitution, Indian culture, Professional Ethics, Environmental studies for all UG program and Environmental Law, Fundamental duties and Gender Equality. The students are undertaken a number of activities to inculcate these values.

Following activities were held in the session 2021-22.

1. Constitution Day was celebrated on26.11.2021 and Human Rights Day was celebrated by Law department on 10.12.2021.

2. NSS unit conducted a webinar on the occasion of National Girl child Day on 24.01.2022

3. The Women Cell of the college organized a webinar on the occasion of National Girl Child Day on 24.01.2022 on the topic "Status of Girl Child in Present Indian Context: An Analysis."

4. International Women's Day was celebrated in the college on 08.03.2022 by Women Cell and also by NSS unit.

5. Aids Awareness Program was organized in the adopted village Barliya by NSS unit on 01.12.2021 and Awareness program on health and cleanliness was organized on 08.03.2022.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

23

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1516

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive

of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

270

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution takes special care to identify the advance and slow learners. The performance of students is assessed by internal assessment test, unit tests, monthly and semester end examinations. The process of identification of slow learner comprises conducting discussion, internal tests, viva-voce, etc. The performance or obtained marks are the key indicators to categorize student, as slow learner and advanced learners in a class.

Advanced and slow learners are identified through their performance levels in tests, interaction in class room, their fundamental knowledge, concept understanding and articulation abilities etc. The Institute promotes independent learning atmosphere that contributes to their academic and personal growth. Special classes for slow learners are conducted to teach them in feasible manner with all necessary notes, case law, examples method, special lectures etc. Upon series of interaction, required suggestions are given in the first stage with all necessary instructions to increase student's strength to become good learner.

Extra classes, provision of simple and standard lectures notes/course materials, motivational classes are conducted to improve the mental ability of student to analyze problems and to encourage the students to attend classes regularly. Revision of important concepts in a viable manner communication development programs, debate, group discussion, quiz programmed and other events are organized in and outside

the college. Previous years question papers of Annual examination are also provided to them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1516	16

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The following are the highlights of student centric methods adopted for individual student involvement in project work, (P.G. and LAW), field visit industrial visits, case study (Law), debates, seminar, Quiz etc. The students are engaged in activity learning viz; group discussions, debates, community, surveys etc. Students are taught to solve a problem/case study is each course in the P.G. programs. To enhance the practical knowledge with innovation, students are encouraged to take up minor project in environmental studies in which 25% marks are allotted in project file for all U.G. students. However, as a part of curriculum all P.G. students have to undertake project works in their final semester. The students of B.A. LL.B. fourth and fifth year participate in internship program organized by State Legal Service Authority Bilaspur (High Court) Chhattisgarh in association with District Legal Service Authority Raigarh.

The institution has also its own yearly magazine "Samidha" to support students to publish their self-written poems, stories and research articles. To explore the creativity, the magazine is published annually which is inclusive of literary, social, and cultural expression of the students as

well as the faculty members.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

To meet the growing need of global knowledge requirement, the institution motivates the teachers to adopt ICT enables teaching methodology.

The college has a smart class with overhead projector and connected to wi-fi. All the teachers take classes in the smart class by using PPTs and videos according to the prescribed time table.

Study materials are made available to the students via WhatsApp group created for each class.

Online revision and doubt clearing sessions are arranged for students.

All the faculty members have adopted ICT. Many teachers namely Dr. B.K. Patel, Dr B.P. Yadav Dr. Jyoti Soni, Dr. P.K. Sharma and Mr. Santosh Kumar Naik. Mrs H.K. Patel have prepared video lectures and uploaded them on the portal of Chhattisgarh Government. Mrs. H.K. Patel has uploaded more than 45 videos on you tube and has more than six thousand subscribers. She has also created many quizzes for students on quizzes.com.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

133

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution follows integrated examination system. Dates for the tests, submission of assignments are notified on the college website and notice boards and announced by faculty in the respective classes at least a week in advance.

The departments, organize departmental seminars, and paper presentation activities. The marks obtained are recorded and displayed in the notice board of the faculty. The valued answer copies are submitted to faculty and also to the in charge of computer to upload online to the university internal assessment (marks) portal within time. In PG courses practical examinations are conducted in supervision of external examiner. The marks of Environment Project are assigned only after the viva voce.

After evaluation, answer copies/ assignments are shared with the students and marking pattern is discussed. Unit tests, term test, and half yearly exams are conducted fairly and in transparent way.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

bound and efficient

In case of internal examinations valued answer sheets are distributed to the students and their flaws are discussed. If any student has any grievances, it is sorted out in the class. If not satisfied students can consult to the concerned HODs.

The students against whom U.F.M. cases are registered in the final examination or in supplementary examination are dealt with just fair and reasonable means. The university constitutes a committee to look into the matter and appropriate measures are taken quasi-judicially, transparently and within the time limit. There is provision for revaluation / recounting of the answer sheets. The students who are not satisfied with the marks given can apply to the University for correction in marks either for recounting or revaluation of answer sheets after deposit of proper fees as fixed by the university. The process is governed by the ordinance. If there is error in mark sheet the college promptly helps the student correcting discrepancies from the examination section of the university.

If the students are not satisfied even with the revaluation or recounting, they can get the photo copies of their answer copies by depositing the stipulated fees under the R.T.I. Hence the institution and university has an efficient, transparent and time based grievances system. All the grievances of students are sorted out then only the next examination is started so that the student can appear in the next examination.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The learning effectiveness of any program and course depends on the POS and COS. The University has developed its POS and COS taking into consideration the mission and goal of the program. The syllabus of each program prepared by the

affiliating University is communicated to the students by the teachers and uploaded in the institution website. The programs offered by the institution are displayed in the institution's notice board, uploaded in the institution website and university website. The teachers also introduce the students to the specific areas of which they are going to gain knowledge.

There is also an emphasis on holistic development of the students as the learning out comes focus on imparting values and ethics enhancing their interpersonal and communication skills. The POS / COS are thus in keeping with the prime motto of the college that is improving students & preparing them as catalysts of change

The syllables of all departments (UG and PG program) with the program outcomes and the course outcomes of all the individual courses offered by the departments are displayed on the college website. The teachers of every department instruct the students that at the end of each program, what they are supposed to obtain. The program outcomes of all the subjects are clearly made known to the students in this regards their doubts and confusions are clarified by the teachers. The concern faculties of the department brief their respective classes about the POS and COS.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

In case of internal examinations valued answer sheets are distributed to the students and their flaws are discussed. If any student has any grievances, it is sorted out in the class. If not satisfied students can consult to the concerned HODs.

The students against whom U.F.M. cases are registered in the

final examination or in supplementary examination are dealt with just fair and reasonable means. The university constitutes a committee to look into the matter and appropriate measures are taken quasi-judicially, transparently and within the time limit. There is provision for revaluation / recounting of the answer sheets. The students who are not satisfied with the marks given can apply to the University for correction in marks either for recounting or revaluation of answer sheets after deposit of proper fees as fixed by the university. The process is governed by the ordinance. If there is error in mark sheet the college promptly helps the student correcting discrepancies from the examination section of the university.

If the students are not satisfied even with the revaluation or recounting, they can get the photo copies of their answer copies by depositing the stipulated fees under the R.T.I. Hence the institution and university has an efficient, transparent and time based grievances system. All the grievances of students are sorted out then only the next examination is started so that the student can appear in the next examination.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

473

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/Report-of-Students.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	[View File](#)

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

3.1.2.1 - Number of teachers recognized as research guides

4

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

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

3.2 - Innovation Ecosystem

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

The college has a Research and development cell and Internal Quality Assurance Cell

encourage to establish a relationship between the industry and the institution. Individual department interacts with industry to ascertain its needs to fill the gap in its curriculum. The gap is filled by arranging workshops addressed by industry and well-known academia.

Law department is continuously connected with District Legal Aid Authorities for latest knowledge and various activities. in collaboration with District Legal Aid Authority. The IQAC also make plan for creating platform for transfer of knowledge. The IQAC also make plan for organizing seminar and

workshop for teachers and students.

1. A webinar on Problems of Research in Humanities was organized by Department of commerce and IQAC.

2. A National webinar was organized by Center of Legal Education on Intellectual Property Rights on 29.06.2022 This one-day National webinar was organized for teachers and students to share information about Intellectual Property Rights, that is Copy Rights Act, Patent Act, Trade mark Act, Design Act, Geographical Indication, Laws for protection of plant varieties, Information Technology Act etc.

3. A workshop on Financial Education and awareness was organized by Department of commerce.

4. A Legal Literacy Camp was organized by Center of Legal Education on 17.09.2021

The institution creates physical infrastructure and support system necessary for incubation activities provide services such as expert class and Internet access through Wi-Fi link to library etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

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

3

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

2

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out in the neighborhood. This commitment is an integral part of the college vision. The institution believes and promotes students for ethical and moral activities trying to add social values to the society, grooming the student as a responsible citizen of India. The institution conducts multiple extension activities in nearby locality. The NSS unit of the college conducts various activities on Cleanliness, environment awareness, cashless transaction movement, blood donation, Swachchha Bharat Abhiyan etc.

The important activities of the session 2021-22 include: -

1. Poshan AharNutritinal Diet) Awareness program organized on 14.11.2021 byNSS unit of the college.

2. An awareness program on AIDS was organized in the adopted village Barliya by NSS unit.

3. Roko Toko Abhiyan on covid awareness and Road Safety campaign was organized on 25.01.2022 in the direction of District administration.

4. An awareness program on cleanliness and health was organized in the adopted village Barliya by NSS unit on 08.03.22

The extension activities organized by the institution enhance the student's academic learning experience and inculcate the values and skills in them. The theoretical knowledge obtained in the classroom can be applied for the benefit of the society. Team work, leadership skill, time management effective communication skill and effective Decision making are a few things that students learn while participating and

organizing various program and activities under extension activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	<u>View File</u>
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

171

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

1

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

The institution accommodates 1516 students studying in U.G., P.G. and B.A.LL.B. programs. The campus is spread over 1.82 areas of land. It facilitates excellent infrastructure for teaching learning process, career progression and higher educations. The institution has almost adequate facilities for teaching and learning. It has two buildings. The first building is situated at the heart of Raigarh city and it is known as old building which is under litigation. While the present new building is used for classes, examinations and other purposes. The infrastructures available in this campus are as follows:

Class rooms- 10, Smart class room-01, Seminar Hall-01, Moot court room-01, Reading room-01, Laibrary-01, Librarian room-01, Computer room-01, Department-03, Principal room-01, Office room-02, Staff room-01, Divyangjan rest room-01, Sports room-01, Gents Toilet-02, Girls Toilet-03, Women toilet-01, Office toilet-02.

Class rooms have sufficient ventilated space for conducting theory classes. The class rooms are equipped have sufficient lights and fans. The institution has a seminar hall for organizing special lectures and meetings with a seating capacity of more than 90 students. The smart class is with LCD projector to integrate technology in teaching with class room practices for better visualization of the subject topics, the faculties are encouraged to use the ICT facilities. There is a moot court room. It is used for the

students to give training for future advocacy and a stage for conducting cultural activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gpdcollegeraigarh.com/index.php/class-room/

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

The Institution provides various sports facilities to the students within the campus focusing sports as one of extracurricular activities. It has its own playground. Dr Sourabh Pradhan is the sports officer of the college. The institution has facilities like Basketball, Kho-kho, Badminton, chess, table tennis and other indoor games. In addition to this, students are encouraged to take up field events like Javelin- throw, Shot-put, Hammer throw, Discuss-throw by providing them with necessary sports equipment.For the rest of the games like Football, Cricket, Hockey and other track and field events, the institution uses the playground of K.G. College and Raigarh stadium. For Long jump the institution has its own facilities.

The college conducts various cultural activities like Independence Day and Republic Day, apart from Annual day.

Activities organized During the session 2021-22

1. During the session 2021-22 eleven students of the college participated in university level games. Fifty-five students participated in sector level games and twenty-one students participated in inter sector level sports.
2. Various competitions were organized to celebrate the Amrit Mahotsav in the college. Various literary and cultural competitions such as speech, rangoli, mehandi, essay writing and drawing were held.
3. Twenty-one-day Yoga training programme was organized by Women Cell and IQAC of P.D. Commerce & Arts College, Raigarh (C.G.). The aim of the program was to create awareness regarding physical and mental health of the

students. More than 400 students were registered for 21day Surya namaskar campaign and received certificates after completion.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://gpdcollegeraigarh.com/index.php/class-room/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1.4

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

4.2 - Library as a Learning Resource

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

Name of the ILMSsoftware: Soul Software

Nature of automation: Fully

Version: 3.0upgrade procedure

Year of automation: 2020-21

The central library ishousedin the main building of the college. With seating capacity of 50 students for reading and conference hall. Library is fully automated with Wi-Fi. The library has a wide collection of books, journal, e-resources, previous year's question papers etc. The library is a member ofN-LISTprojectand provides web access to books, periodicalsetc. Library facilities are open to the students from 10:30 a.m. to 5:30 p.m. Maintenance and utilisation of library resources are done abstractly following the library rules. The maximum period of loan from two booksis14 days. These students return the bookwithin 14 days and reissue it for another 14 days. Students can access the reference books in the reference section of the library. PG students have the facility of a departmental library in their departments of Commerce,sociology and law.

The library committeeconsists of the principal as chairperson and a convener, senior faculty members and the librarian. These faculty representatives report books totheirrespective departments and discuss issues related to them like fundsallocation, subscriptions of new journals etc. The faculty members of the committee also play an important role in coordinating the library orientation for the newcomers.

The library and reading room are equipped with CCTV cameras.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

1.0112

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

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

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

16

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

4.3 - IT Infrastructure

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

The institution has broadband connection of 10 mbps capacity from BSNL. In the college campus three routers have been installed and the campus is Wi-Fi enabled. The students and the teachers can avail the facility of Wi-Fi. The institution has been provided with 10 mbps capacity of internet. Through this connection all the computer room, Departments, office and IQAC cell of the college are connected through LAN / Wi-Fi. These facilities of the institution are regularly maintained and the institution ensures that the benefit of the facility is available to all the students enrolled and the staff members of the institution. Each P.G. Department and Law faculty has internet and Wi-Fi facility which enable teachers and students to switch over to IT supported teaching and learning methods.

Institution has a duly formed committee to look after maintenance and computer usage policies. The committee monitors polies concerning uses of computers and of LCD projector.Printing facility is also availed by the students and staff.

There is a website coordinator who ensures that institution website is updated time to time. Moreover, all important notices concerning academics, examination, and assignment are uploaded on the website duly approved by the coordinator and the principal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

`1`

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

4.3.3 - Bandwidth of internet connection in the Institution

`D. 10 - 5MBPS`

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

`15.6`

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

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.

The institution takes direct initiative in the maintenance and upkeeping of infrastructure and support facilities. The college has constituted various committees for the proper maintenance of college building, library, sports, computers, garden, electricity, furniture etc. Each committee has a coordinator and members for proper maintenance and further new and development work.

The institution has a green campus and a herbal garden to create on eco-system in the college campus. Teaching staff, students, and non- teaching staff have planted some herbal plant in a selected area in the college campus. College library Advisory committee and right off committee looks after purchase issues and up gradation of library facilities is decided in these committee. Books are purchased according to the demand of students. During 2021-22 total 1.0112 lacs rupee was expended for purchasing books and for library updation.

All sports amenities are under the in charge of the Sports Officer. There is a separate sports room. Time is allotted to students for using indoor games. The maintenance of the ground and courts is done regularly with sports fund.

The class rooms are maintained. Most of the departments maintain department libraries with proper stock and issue register. The class rooms are well ventilated and have sufficient lights and fans. At least four fans are there in each class room (except seminar hall). There is a committee to look after the cleanliness of room.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

982

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above

File Description	Documents
Link to Institutional website	https://gpdcollegeraigarh.com/index.php/college-event/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

529

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

529

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	*View File*
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	*View File*

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

44

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	*View File*

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/

Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	*View File*

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internati onal level (During the year) (Data Template)	*View File*

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

As per the guidelines and instructions of State Higher

Education Department and the affiliating University 'The Student Council' is formed either by election or nomination. The union follows up the demands of the students and ensure that the grievances of the students are redressed. For teaching, academic activities, cultural activities, sports activities, or the organization of seminar, workshops, they work hard in co-operation with the various officers in charge of the committees of the institution.

The various academic and administrative bodies and their activities which have student's representation are: -

1. IQAC Committee: The college IQAC is constituted according to the norms of UGC in which active students are involved as members.

2. Sports Committee: - Under the head ship of Principal and officer in charge of sports, a committee is constituted in which the members are from staff and from students. This committee has players as representative who take the lead role in organizing various sports and games competitions apart from Annual sports Day. The student committee members actively participate in sports. They also provide valuable suggestion for the betterment of sports activities.

3. Cultural Committee: At the time of annual day celebration various committees are formed for various activities. Students are included in each committee

4. The NSS wing of the college actively organizes various activities. Annual NSS camp is held every year outside the urban area where the students are involved in various activities of the village with the active involvement of committee members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has a registered alumni association. It meets periodically to discuss the ways and means to improve the academic environment of the college as well as to exchange views on the employment opportunities and scope for higher education.Alumni of the college contributed both financially and non-financially over the years in growth and development of the college.

All the P.G. Departments have a database of the final semester students. Annual Alumni meetings bring a rich interaction between old and younger generation which also uphold and cherishes, customs and traditions. It also deliberates upon the role of the alumni in positive interaction with the society through participation of young students under the guidance of senior teachers. The Alumni Association has majorly contributed the college through distribution of awards, development/creation of certain facilities, curricular support though occasional interaction with the students within campus. The alumni of the college are holding position of public importance such a member of state legislative assembly, Indian administrative Service, Charted Account, successful business man; ward member, state administration service and above all so many Assistant Professors in various colleges. In our college also three

Assistant Professors are alumni of the college.

The alumni who are having administrative positions at the state level are associated with the college in organizing community and other extension activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution has a clearly defined organizational structure for the optimum and effective decision making and its implementations. The vision of the college is intense to provide ample opportunity to gain latest knowledge and wisdom to the students, to make them true representative of society, to inculcate human and cultural values in students to develop them as ideal and responsible citizen of the nation and make students self-reliant through employment oriented, education. The mission of the college is to provide quality education to the students of humanities, commerce and law. The institution intends to serve the regional youth by providing them easy access to higher education and enabling them for emerging job markets. The institution strives to develop integrated personality of students with special attention. The governance of the college is conducted with the spirit of mission and vision of the institution. The governance of the institution is carried out with the support of following bodies constituted as per the government norms. The vision and mission of the institution is achieved through following initiatives.

1.Upgradation of college library with soul software to provide online quality education to the students.

2. Free wi-fi facility for the students for easy access to online education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college has a functional IQAC and various other committees which reflect the practice of decentralization and participatory management. Each committee works according to the need of the time and according to the academic calendar of the institution and government. Each committee has been assigned a particular task to decentralize the system.Each committee ensures involvement of students giving them some responsibility for smooth functioning. NSS volunteers contribute greatly in all the activities conducted by the college. Sports and cultural and co-curricular activities and conducted with the active participation of these volunteers.

The institution ensures publicity and transparency in the admission process. At the time of admission applications are invited in the affiliating university portal with reference of various colleges. There are admission in-charge for each class. Similarly, the purchase committee works with fully transparency, calls tender and follows the rules of purchase as instructed by the government. Likewise, the examination committee viz. Superintendent, Assistant Superintendent, Invigilators all carry out their responsibility with sincerity and transparency.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The quality policy of the college is in alignment with the affiliating university, UGC and higher education department.

Many of the academic quality policies are framed by the staff council and IQAC and implemented through various committees of the staff council which are monitored by the principal. The college has regularly enhanced infrastructure and developed capacities for teaching and research of faculties according to the changing academic and social environment.

The following activities were successfully implemented based on the strategic plan of college IQAC.

Activities

Topic

Date

6. A National Webinar

Intellectual Property Rights

29.06.2022

o

Financial Education Awareness

21.02.2022

3. Webinar

Status of Girl Child in Present Indian Context: An Analysis

24.01.2022

4. 21 Day Yoga Training Program

31.01.22 to 20.02.22

5. Career Guidance Workshop

27.09.21

6. Value Added Course

GST

7. Webinar

Problems of Research in Humanities

30.06.2022

8. Career Guidance Program

04.03.2022

9. Career guidance Workshop

16.03.2022

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/Proposed-Academic-Calendar-2021-22.pdf
Upload any additional information	**No File Uploaded**

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

Our college is a government institution. Its organizational structure, management and governance comes under the rules and regulation laid down by the state government

The principal guides the college staff and administration in academic progress, admission, examination and administrative matters. Head of the departments are responsible for preparation of departmental time table, work allocation among teachers, review of teacher's dairy, attendance register and submission of various reports to the principal. Class teachers are assigned particular class to ensure personal care, provide guidance, consulting, revaluation and assessment of students in the class. The Principal is assistedby the head of the departments, librarian, office staff and members of Janbhagidari committee.

Service rules and promotion for teaching and non-teaching staff are as per the rule and regulations laid down by UGC and Chhattisgarh government.

Recruitment procedure of teaching and non-teaching staff are done by the government. Recruitment of guest lecturers are done by the administration on the basis of merit norms prescribed by department of higher education and recruitment of Janbhagidari staff are carried out by the Janbhagidari samiti.

The institution has an active Grievance Redressal cell for teaching staff, administrative staff and the students. The grievances redressal cell, anti-ragging cell, harassment cell, disciplinary committee, and the student welfare committee work for the well-being of students. Suggestion box or complaint box has been installed in the campus. The complain/ suggestion are collected and analyzed by the concerning grievances committee and necessary action are taken.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**E. None of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution provides statutory and non -statutory welfare measures for the benefit of the teaching and non-teaching staff

1. Faculty appointed prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 are covered under new pension scheme (NPS).

2. GPF, gratuity and leave encashment are available by retiring person as per government rules.

3. There is a family benefit scheme in case of accident or demise of the staff holding the post.

4. There is a GIS scheme (Group Insurance Scheme) available

for the staff of the college.

5. Teaching and non- teaching staff can avail the facility of partial withdrawal from their GPF accounts in case of need.

6. There is a provision of 10 days' medical leave in a year and medical reimbursement policy available for staff.

7. Female teachers can avail maternity leaves as per government rules and paternity leave is given to male teachers in request.

8. There is a festival advance scheme for non-teaching staff.

9. There is washing allowance scheme for non-teaching staff (Class IV).

The following are some welfare measures only for teaching staff: -

13 days of casual leave, 10 days earned leave, duty leaves to attend various training program/ orientation/ refresher and three optional leave can be availed in one session/year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution collects feedback from the students, alumni and from teachers regarding the curriculum and other facilities. The feedback reports are analyzed for the betterment of the institution.In the month of April, all the staff members, teaching and non-teaching staff submits their confidential report (C.R.) to the principal. The institution has a systematic and Transparent method of Appraisal of teaching and non-teaching staff. The C.R. is submitted by all staff members. While every teaching staff reports the principal monthly report of classes he has taken and how much syllabus is covered according to teaching plan. At the end of session, the teaching staffs submit their teacher's diary and attendances Register. Apart from this the faculty members provide information regarding any criminal cases, litigation in court, departmental enquiry if any. The staff also disclose their movable and immovable properties.

1. **separate Performance Based Assessment System (PBAS) is filled by the teaching staff in which a teacher assess himself regarding the various activities and performance conducted by him throughout the year. PBAS Performa is based on UGC rules 2010.**

Non-teaching staff also submits their C.R. proforma in the month of April. Their performance, their sincerity, discipline the principal take into consideration. The principal takes personal interest in guiding the teaching and non-teaching staff. The senior and HOD groom the new recruits to help them to enhance their teaching and evaluation

performance.

If the appraisal report is best than at the time of promotion
it is conducted.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

A well-defined mechanism is in force for financial audit to
have discipline and transparency in financial management. The
accounts of the institution are subjected to internal and
external audit.

The college has constituted specific internal audit committee
which is formed by one senior faculty member along with two
other members. This committee conducts regular assessment of
income, expenditure and ensures the implementation of
purchasing rules and regulations made by government. All the
heads of expenditure like infrastructure, consolidated funds,
fees, library, and UGC, RUSA, P.D.F. and Jan-bhagidari
Committee are carefully assessed separately by these
committees.

The Jan-bhagidari committee is an important source of fund
which is used by the principal in urgent and important
expenditures when there is no government fund for such
purpose. A senior professor is in charge of this fund who
checks and monitors every expenditure. At the end of the
session this fund is audited by a charted Accountant (C.A.).
the report of the charted Accountant is submitted to the
higher education department.

There has no government audit done during the last year.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

This college is a government institution and there is a pre-defined purchase and procurement rules and regulation made by state government. It is bound to follow the purchasing guideline given by Finance Department and Higher Education Department of Chhattisgarh state. Any purchase of value of five thousand rupees or more is done by the tender rules. There is a purchase committee which observe purchase rules strictly. There is a janbhagidari samiti which is constituted by the government (Collector of the District) in which the chairman is elected representative of local bodies.

The utilization of janbhagidari fund is done with the consent of chairman Smt. Prabhati Mahapatre, ward member of Raigarh Municipal Corporation and committee members. Principal utilizes the P.D. and other funds with the help of committee constituted for this purpose.

The main resources of funds in the institution are government funding, fees collected from students for various courses.The principal has all the drawing and dispersing power. The principal has constituted a committee for the effective mobilization of funds at institutional level.

1. Purchase committee: -
2. Student Support Fund Committee
3. Daily fee and student fee register test
4. Scholarship In-charge
5. Pay check, Pay fixation, Income Tax Assessment
6. Sports Committee
7. Library committee
8. College land and Building Maintenance, Protection Committee
9. College Magazine (Samidha) Compilation and Publication Committee

Above mentioned committees look after mobilization the funds with full responsibilities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The College has an Internal Quality Assurance cell which was established on 30.11.13. It has been reshuffled on 02.05.2019according to the new norms of NAAC manual regarding government institutions. The new body of IQAC is working sincerely and actively to contribute significantly for orinstitutionalizing the quality assurance strategy and process. The major activities of IQAC in the session 2021-22 are as follows.

1. The IQAC in collaboration with Commerce Departed conducted a thirty- hour value added course on GST practice.

2. Five faculty members completed their FIP/ Refresher course during 2021-2022.

3. A National Webinar and four other workshops/ webinars were organized with the initiatives taken by IQAC.

4. IQAC monitors collection of feedback from students, alumni and from teachers and its analysis.

5. The college IQAC has facilitated system of mentor and mentee in the college. Groups have been divided house-wise with one faculty member as a mentor in each house.

6. IQAC monitors the smooth functioning of the smart class to provide the students ICT based teaching.

With the initiative of IQAC the maintenance college roof and first floor were done.

7. A 21 Day Yoga Training Program was conducted by IQAC in collaboration with Women cell from 31.01.22 o 20.02.22 and certificate was provided to the students after completion of the program.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

IQAC of the college being the central body within the college monitors and reviews the teaching learning process regularly.

The college has different committees for quality assurance like the Library Advisory Committee, Smart Class Committee, Career Counseling and Placement cell, Academic ReviewCommittee etc. These committees workaiming at improvement of the academic atmosphere and the administration of thecollege. The IQAC of Institution has the right to review the performance of different committees. After afixed time period a meeting is conducted by IQAC. IQAC takes appropriate initiatives to improve all processes of teaching learning methodologies and outcomes.

1. The institution follows the schedule of affiliating university to conduct unit test and internal examinations.

2. The academic review committee conduct regular meetings to facilitate timely completion of syllabus and various initiatives are discussed to improve the quality of teaching and learning process.

3.Result analysis is done after the internal exams on the basis of result slow learners are identified and remedial measures are taken to improve them.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our institution has co-education system. There is a healthy atmosphere for both the boys and girls for education. The college has an active 'Women harrassment Cell' and a 'Grievance Redressal Cell'. The institution organised various gender equality programmes in 2021-22 which are as follows: -

1. International Women's Day was celebrated on 08.03.2022.
2. One-day webinar was organized on the occasion of National Girl Child Day on 24.01.2022 by IQAC and Women Cell. The program was organized on the occasion of National Girl Child Day.
3. Maintenance of the Girls' Common room

Safety and security: safety norms are strictly followed by college in all respects. CCTV cameras are there at the entrance of the building, office, corridor, library and reading room of the college.

Identity Card is issued to each students and staff to prevent the entry of outsiders into the college campus.A complaint box has been installed in front of the entrance gate.

File Description	Documents
Annual gender sensitization action plan	https://gpdcollegeraigarh.com/index.php/infrastructure/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power	D. Any 1 of the above

efficient equipment

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: -Dustbinsare provided in the campus to keep the campus clean, neat and tidy. Awareness on segregation of waste is created andblue,green and red dustbinsare used. Campus arrangements are also made to convert solid waste into fertilizer. The vermicompost unit has beenestablished within the college campus. The waste collected in the campusis dumped into the compost Unit to convert it into fertilizer. This compost is used for gardening in the campus.

Liquidwaste management: -The liquid waste of bathroom/ urinal waste is drained to the plantation in the back yard of the campus.

E-waste management: -Thenon-functionalcomputers, equipment and its peripherals are safelydisposed. The cartridge of laser printerisrefilled outside College campus. UPS batteriesarerecharged / repaired / exchanged by the suppliers.

Waste recycling system: -Composting pits are used to convert solid waste into fertilizer and is used for gardening. The liquid waste of bathroom and urinals are usedto water the plants.

There is no bio medical waste in theinstitution and no Hazardouschemicals and Radioactive wastes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**D. Any 1of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes that unless the youth are not sensitized about the significance of the festivals of our secular country, they are not able to understand their responsibility as to the nation. Institutionorganises various activities to maintain Unityand integrityof the nationto develop a sense of moral duty among the students.

The institution celebrated the constitution day on 26 of November 2021. With devoted minds took oathto follow the ideals mentioned in the constitution. By celebrating thesedays, we inspire the students to walk in the rightpathsas they have to serve the society in the coming governments as well as to have higher education and to become role models for the society. This way the institution develops a sense of Unity and integrity in the mind of students on constitutionalDay.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

The institution believes that unless the present generation is not sensitized about the significance of the constitutional obligation, values, rights, dutiesand responsibility of citizens, the students will not be able to understand their responsibility to the Nation. To sensitize the students and staff to the constitutional obligation, values, rights, duties and responsibilities, the institution organised various program and activities during 2020-21 such as:

1. The college celebrated constitution day on 26.11.2022 and took oath abide by the rules and values of our constitution.

2.The college took oath on voter's day to imbibe the sense of responsibility towards democracy and to cast our vote fairly.

3.The NSS volunteers organized a rally on Roko Toko campaign on 25.01.2022 initiated by district administration to create awareness for wearing helmet road safety and covid related protocols.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://gpdcollegeraigarh.com/index.php/law-2/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution organises national festivals like Independence Day and the Republic Day. It celebrates festivals with great patrioticfervourand pays tribute to many freedom fighters and great leaders on theseauspicious days. Many cultural activities are staged,speechesare delivered, devotional songs and patriotic songsare sung, games and sportsareconducted in remembrance of martyrs who sacrificed for the sake of country in borders and fought against terrorism.

The college observed the following days 2021-22: -

02.10.2021 Gandhi Jayanti

12.10.2021 International Girl Child Day

Constitution Day 26.11.2020

10.12.2020 National Human Rights Day

12.01.2021 National Youth Day

24.01.2022 National Girl Child Day

Paluram Dhanania Death Anniversary 31.01.2022

08.03.2022 International Women's Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice 1

Title: Waste management

To manage waste inside the campus and to make best use of it, separate dustbins for dry and wet waste have been kept in the campus. Biodegradable waste like fallen leaves left over food waste are put in compost pit to convert it into manure. The compost formed is used for gardening in the campus in the NSS vatika, and rose garden and herbal garden. The greenery and beauty of the campus is something which attracts the onlookers most and moreover provides testimony of the use of compost.

Best Practice 2

Title: Twenty-one-day Suryanamaskar Campaign and Yoga Training Program

The college IQAC organized twenty -one- day yoga training program in collaboration with women cell from 31.01.2022 to 20. 02. 2022. The program was conducted under the aegis of Ayush Mantralaya's ambitious campaign of completing seventy-five crore Suryanamaskar. The Objective of the Practice was to attain mental and physical fitness and to boost their immunity.

The training program was highly successful as total four hundred seven students had registered for the program and the training continued for 21 days. After the successful

completion certificate was provided to all the participants.
The trainer was Mrs. Sharmila Nayak, State in-charge of
Chhattisgarh Yoga Association, Mahila Prakalp.

File Description	Documents
Best practices in the Institutional website	https://gpdcollegeraigarh.com/wp-content/uploads/2023/02/7.2.1-website.docx.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The clean and green campus of the college: -

Most of the unconstructed area apart from sports ground has
been developed into green ground. The NSS Vatika is a small
garden situated at the right side of the college entrance
gate. It contains many ornamental plants along with many
beautiful flowering trees along the boundary wall. It has
been encircled by hedge plants (Euphoria antiquorum) along
the roadside. It contains many beautiful trees of yellow
oleander, gulmohar (Delonix regia) thuja and green grass all
over the area and benches in between them

There is a small herbal garden in the campus situated between
the NSS Vatika and boundary wall. It contains plants like
aloe vera, two varieties of Tulsi (Basil), insulin plant
(Costus igneus), patharchur (Bryophyllum pinnatum), zinger,
turmeric and giloy (Tinospora cordifolia) etc.

Inside the college building the courtyard and the area in
front of the stage has been developed into a small rose
garden containing many varieties of roses.

The backyard garden: - The vacant area between the boundary
wall and back side of the building has also been utilized to
grow some timber plants and fruiting trees. It contains many
trees like teak (Tectona grandis), Rosewood/shisham
(Dalbergia sissoo), jamun, neem and karanj (millettia
pinnata)

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

7.3.2 - Plan of action for the next academic year

The institution's Plan of action for the next academic year are as follows

1. To install sanitary vending machine and incinerator in the girls' common room

2. To start post graduate program (LL.M.) in Law department.

3. Maintenance of the college building

4. To start value added course.

5. To apply for research Centre in various departments.

6. To start new course in UG (English Literature) and Post Graduate course in Hindi.