



# **SELF STUDY REPORT**

**FOR**

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

**M. J. COLLEGE**

**KOHKA-JUNWANI ROAD, NEAR CSEB SUBSTATION, BHILAI DISTRICT-  
DURG, CHHATTISGARH, INDIA, 490023**

**490023**

**<http://mjcit.in>**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

M J College was established in the year 2001 and it is affiliated to Hemchand Yadav Vishwavidyalaya, Durg (C.G.). It is a NAAC accredited reputed institution dedicated for the promotion of education, culture, and human values, in fact, all round human development. Our mission is to provide a unique learning experience which will enable the students to realize their innate potential and mould their overall personality. The basic motive is to empower the students to face the challenges of life and profession with courage and commitment. Our purpose is also to impart quality and value-based education irrespective of creeds and caste. The college strives to develop student's intellectual powers, cultivate their interests and talents to make them useful and responsible to society.

### Vision

To provide quality education with good moral values to the students of this region, developing the skills that would allow them to make significant contribution to the society.

### Mission

#### DYNAMIC DEVELOPMENT OF PERSONALITY

- Develop student's ability to identify their strengths.
- Equipping students with the knowledge so that they can apply their learning to real-world problems.
- Maintaining an atmosphere of intellectual freedom to enable students and staff to carry their tasks without any discrimination based on caste, creed and color.
- Inculcating a sense of duty and responsibility towards self and society.
- Assist students in the personality development.

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

### Institutional Strength

- Started in 2001, M J College is one of the oldest institutions in the central part of the state and the **goodwill** acquired by the college over the years is a permanent strength.
- Efficient and devoted Management with various skills, i.e- Planning skills, organizing skill, motivating skill, directing skill, controlling skill and Co-coordinating skill.
- Harmonious relationship among all the stakeholders.
- Forward planning and realistic target fixing by the leadership.
- Decentralized institutional administration.
- Democratic organization.

- Mentor-Mentee system.
- The college offers career and job oriented **new-generation courses like D.El. Ed., B.Ed., M.Ed., BCA, PGDCA, DCA.**
- The institution has a very vibrant and **academically oriented faculty and quality students.**
- Adequate infrastructure with WiFi facility.
- Support programmes and services for deserving students.
- The college supports **machine and software-based learning (ICT).**
- The college has a full automated management information system called **“Total Campus Solutions”.**
- The students extensively make use of the services offered by the **M J e-learning Centre.**
- The college has an android app **‘MJGE-A LEARNING APP’** to disseminate online classes and e-learning.
- Job oriented add-on courses and value-based certificate courses are also offered.
- Various types of co-curricular activities are integral part of teaching-learning process.
- The college has been bagging **University Ranks.**
- **The college has language lab, digital theatre, 4 computer labs and video conferencing facility.**
- The college has provided digital infrastructure for **differently-abled** students.
- The **alumni** of the college serve in various capacities as academics, journalists, writers, activists, political leaders and social workers.
- The college also takes part in **Unnat Bharath Abhiyan programme of MHRD.**
- The college constantly engages in community linkage programmes.

### **Institutional Weakness**

- The college often loses working days due to natural calamities. Such losses are compensated by taking extra classes on holidays.
- Since the college is an affiliated college, it lacks freedom in the design of the curriculum.
- The faculty are yet to provide consultancy services and earn consultancy income.
- The college faces difficulty in getting new programmes in the aided stream due to government policies.
- The ICT capabilities of non-teaching staff are not the best.
- The college is in process to have a Multi-purpose Indoor Sports Complex.
- The socio-economic backwardness of the students affects their learning.
- We are not having UGC 12(B) affiliation as our University itself is not 12(B) affiliated.

### **Institutional Opportunity**

- More equipped Electronic Media Production Centre (EMPC) can be created to expand the functions of e-learning centre.
- Entrepreneurial activities can be fostered through collaborations.
- The college expects higher enrolment in the coming years.
- Certificate courses shall be upgraded.
- The research output shall be enhanced.
- The college shall initiate foreign collaborations through international student & faculty exchange programmes.
- Potential to use more e-learning and e-governance facilities.
- Creating environmental consciousness among students and community members through extension work.

- The college plans to diversify in the field of employment oriented course. The country's economy is going to take huge leap in the coming years, this would lead to shortages of skilled artisans almost in every field. The institutions plan to start diploma courses in some of the chosen fields like electric,electronics and automation etc.

### **Institutional Challenge**

- Provide quality training and coaching to students for competitive examinations.
- Getting more research programmes.
- Getting more research projects from government agencies including UGC.
- Indifference of parents rather discouragement to participate in co-curricular activities.
- MJ being a charity organisation, the availability of finance is the challenge which comes in the way of diversification and expansion. The Pandemic situation has affected the scenario in a negative way.
- The college hopes to address the situation with the help from the promoters and other NGOs.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The college has devised its own mechanism for the effective implementation and delivery of the curriculum with strict adherence to the University regulations. The conscious and strategic decisions of the college with regard to academic flexibility and curriculum enrichment, have made it an academic destination of both students and teachers of the state.

The management is pro-active in bringing new generation programmes and providing the students advanced platforms for learning. For students at UG and PG level Elective *Courses* are available in all programmes.

The IQAC monitors the curriculum planning infrastructure of the college through a well-documented procedure which involves strategic plan, university academic calendar, academic calendar of the college, departmental academic plans, college hand book, virtual learning platform, departmental advisory committee, course plan, course file, outcome assessment sheet, result analysis, open house, online student feedback system, 360 degree feedback on curriculum, number of add on courses etc.

As part of the curriculum enrichment, the college has collaborations with reputed institutions.

The feedback committee of IQAC discusses the curriculum feedback taken from the stakeholders. The collective opinion on the curriculum is communicated to the University through the teachers of the college who are members in the Board of Studies of the University.

### **Teaching-learning and Evaluation**

The teaching-learning and evaluation system in the college warrants the creation of desirable graduate attributes

and outcomes that are essential for the overall development of the students. The admission process is done through the Centralized Allotment Process (CAP) by the university and C.G.Vyapam for Education.

The college is one of the most sought after higher education institutions in the state and it is very much evident in the demand ratio of the programmes.

The average enrollment percentage during the assessment period is **above 90%**.

The management takes extra care in fast filling of the vacant teaching positions to maintain a decent student-teacher ratio.

The **mentoring policy of the IQAC** ensures that all full time teachers are engaged in the mentoring activity .Since the students are heterogeneous in terms of their learning levels and socio-cultural background, the college adopts multiple assessment and learning strategies like Post Admission Test, Online Quiz, Walk With a Scholar (WWS) Programme, Student Support Programme (SSP), Projects, remedial classes etc.

Some departments also offer **bridge courses** to fill the knowledge gaps of students having lesser exposure than advanced students. At the same time, advanced learners get academic motivation to register for courses offered international platforms and leading higher educations of national repute.

The faculty extensively use Google.,N-list,Meet, zoom etc to deliver the course content and for the evaluation purpose.full time teachers have PhD as their highest qualification.

The internal assessment is done based on *student's* attendance, writing skills (assignment), presentation skills (seminar) and knowledge levels (test papers).

The institution has a Three Tier Grievance Redressal Mechanism with two levels at the college and upper level at the university.

Result Analysis is done every year both at department level and college level and the results in external evaluation have been improving over the years. The current year pass percentage **stood at 85%**.

### **Research, Innovations and Extension**

MJ College has given equal importance to research, innovation and extension activities along with teaching and learning.

As many as **9** research scholars have so far, pursuing Ph.Ds.program is an industry-academia initiative conducted by the college in which experts from various industries are invited to interact with the students.

Nearly 150 seminars and lectures were organised during the last five years.

The faculty has published research papers national and international books with ISBN number.

The college has a well-defined Research Policy and Code of Ethics formulated by the Research Cell which acts as the guiding tool and driving force.

The college has a mega extension scheme "GIVE A HAND,GIVE A LIFE- PRANVAYU

During the pandemic covid-19 prepared two bed with oxygen facility and give life to so many people, in addition college purchase two oxygen concentrator and help the needy persons, apart of tribal social care, environment education, etc. The college has received --- awards for its extension activities during the assessment period.

The college has adopted five villages under Unnat Bharat Abhyan of MHRD.

The college has 4 functional MoUs with reputed institutions and 4 linkage programmes for student exchange, internship, field trip, etc.

### **Infrastructure and Learning Resources**

The college is located on a calm and quiet location facilitates ease of access to both the students and faculty.

The college has 33 class rooms. All the class rooms are Wifi/Lan facilities.

There are 10 laboratories and all are equipped with modern equipment.

As much as 42% of the annual budget allocation is meant for infrastructure augmentation.

The college has 35 computers and the student computer ratio is 2:1

The college has a sports hostel, playground for football, and spaces for indoor games. A Yoga Training Centre is also functioning in the college.

The college has ONE well equipped auditorium.

The Library has three floors with a total area of 1517.04 sq.m with more than

15,000 books. The library is fully automated. The library provides remote access to e-resources through its digital library wing called MJ College Digital Library. The e-resources are mainly accessed through the platform of N-LIST.The library functions from 9.00 a.m. to 6.00 p.m.

The college has well established systems and procedures like planning board, Library Committee, building committee, purchase committee and others for monitoring and maintaining the physical infrastructure of the college.

### **Student Support and Progression**

The college believes that the institution brand equity is mainly generated by the quality, progression and success of its students. Therefore, the college takes many proactive steps to help the students in their academic

and other endeavors.

On an average 59% of the students get scholarships and free ships from the government and 13% from college management.

The college gives special focus on coaching for competitive examinations, career counselling, soft skill development, remedial teaching, bridge courses and personal counselling.

It also has facilities like language lab and yoga practicing centre.

Vocational training is also given to 37% of students.

Effective grievance redressal mechanism is in place. 60% of outgoing students get placed and the other 40% goes to higher studies as well. Some of them get qualified in prestigious competitive examinations like NET, CAT etc.

The student affairs are conducted strictly in accordance with the spirit of democracy. The elected college union takes lead in organising various cultural and sports events on the campus. IQAC has student representative member.

College union organises celebrations of local and national days to develop a spirit of patriotism.

The institution does have a vibrant registered alumni association which contributed liberally to the development of the institution in the form of organising lectures, donation of books to the library etc.

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

The Managing Board is the apex body with regard to the matters in policy making. Further, Staff Council and IQAC take care to see that the vision and mission of the college are fulfilled. The college ensures decentralization and participative management at every realm. The heads of departments are given full freedom in managing their own affairs.

A strategic plan years is prepared and academic calendar is prepared in tune with the strategic plan. The assessment period covers two strategic plans.

The office is increasingly becoming paperless.

The management adopts effective welfare measures for the staff in the form of timely financial assistance and loan facility from EPF,ESI

The inclusive and participatory approach promotes an environment of solidarity and mutual respect which ensure smooth functioning and growth of the institution. The college has various statutory and non-statutory committees such as IIC, Grievance Redressal Committee, Anti-Ragging Committee, Minority Cell, OBC cell, etc.

The institution has multiple tier performance evaluation system including teacher performance record, evaluation by management, staff evaluation by HoD, peer evaluation, etc.

The IQAC conducts Academic and Administrative Audit every year. Gender Audit Practice was initiated in 2018-19.

The institution has a vibrant IQAC which initiates many innovative practices and reviews the teaching–learning process at periodic intervals. On an average 40 quality initiatives are made by the IQAC annually.

Due to the effective functioning of the IQAC, significant contributions are made in the post

accreditation period including the Participation in Swachhta

Ranking, Institution Innovation Council, Result Analysis, 360o curriculum feedback, Implementation of E-governance, etc.

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

The college has institutionalized its community engagement programmes, environment and cleanliness initiatives and technology based learning practices in accordance with national missions such as Social Responsibility of College Students, Swachhta Movement and Digital India Initiative respectively. Green audits were completed to assess the performance of the college in green initiatives and to spread the message of environmental consciousness among students. In tune with National Mission on Education through ICT, the college has taken various initiatives to improve the digital literacy and digital skills of the students.

Its community engagement programme “MJ” include social care, tribal care, knowledge sharing, disaster management and social change as its components.

The campus is fully protected campus and there is 24 hours checking and CCTV surveillance. The college gives due emphasis on the development of marginalized sections of the society like women, Dalits, differently abled etc.

The campus is Divyangan friendly with the setting up of ramps, rails, rest rooms, common room and special toilets. Scribes are provided for the needy students.

A 3R policy of reduce, recycle and reuse is effectively adopted in the college.

Moreover, MJ College keeps its promise to save and conserve the surrounding environment as much as possible with a go green concept. To meet this goal, institution significantly started with a functional 25KWH on-grid Solar Power Plant, Rainwater harvesting system, in-house compost forming pits and Herbal garden. Further, institution holds its own mobile app, which reduces the paper, based workings .POS machines and PayTM facility promotes cashless campus. 24x7digital library helps user’s access books at their leisure time. Many other implementations like N-List software in library, using LED tubes, placing dustbins at strategic places, making the campus plastic free are steps towards making the campus environment friendly. Best Practices includes serving the mentally challenged children, provide oxygen concentrator in pandemic, SVEEP (voter awareness drive) are all efforts for welfare of society. Briefly, MJ works for the betterment of society.



NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	M. J. COLLEGE
Address	Kohka-Junwani Road, Near CSEB Substation, Bhilai District-Durg, Chhattisgarh, India, 490023
City	BHILAI
State	Chhattisgarh
Pin	490023
Website	<a href="http://mjcit.in">http://mjcit.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Anil Kumar Choubey	0788-2295044	9893402536	0788-2295044	info@mjge.in
IQAC / CIQA coordinator	Archana Tripathi	0788-2295033	9770378896	-	mjqiac@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-2001

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

State	University name	Document
Chhattisgarh	Hemchand Yadav University Durg	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	13-06-2014	<a href="#">View Document</a>
12B of UGC		

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
NCTE	<a href="#">View Document</a>	11-05-2015	78	Affiliated to the till date As per the regulation of NCTE UGC

**Details of autonomy**

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Kohka-Junwani Road, Near CSEB Substation, Bhilai District-Durg, Chhattisgarh, India, 490023	Urban	5.25	5910.6

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BEd, Education	24	UG	English + Hindi	200	200
UG	BCom, Commerce And Management	36	HSSC	English + Hindi	120	66
UG	BBA, Commerce And Management	36	HSSC	English + Hindi	30	3
UG	BCom, Commerce And Management	36	HSSC	English + Hindi	40	3
UG	BSc, Science And Computer Science	36	HSSC	English + Hindi	10	0
UG	BSc, Science And Computer Science	36	HSSC	English + Hindi	10	0
UG	BCA, Science And Computer Science	36	HSSC	English + Hindi	40	11
UG	BSc, Science And	36	HSSC	English + Hindi	10	0

	Computer Science					
UG	BSc,Science And Computer Science	36	HSSC	English + Hindi	10	0
UG	BSc,Science And Computer Science	36	HSSC	English + Hindi	30	0
UG	BSc,Science And Computer Science	36	HSSC	English + Hindi	10	0
UG	BSc,Science And Computer Science	36	HSSC	English + Hindi	10	0
UG	BSc,Science And Computer Science	36	HSSC	English + Hindi	10	0
UG	BSc,Science And Computer Science	36	HSSC	English + Hindi	40	0
UG	BSc,Science And Computer Science	36	HSSC	English + Hindi	20	0
UG	BSc,Science And Computer Science	36	HSSC	English + Hindi	10	0
UG	BSc,Science And Computer Science	36	HSSC	English + Hindi	10	0
PG	MEd,Education	24	UG	English + Hindi	50	50
PG	MCom,Com	24	UG	English +	30	4

	merce And Management			Hindi		
PG	MSc,Science And Computer Science	24	UG	English + Hindi	10	0
PG	MSc,Science And Computer Science	24	UG	English + Hindi	10	4
PG Diploma recognised by statutory authority including university	PGDCA,Science And Computer Science	12	UG	English + Hindi	60	25

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

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				41			
Recruited	0	0	0	0	0	1	0	1	14	27	0	41
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				19
Recruited	11	8	0	19
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	4	0	0	4
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	2	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	9	12	0	21

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	14	0	17

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



<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		1	0	0

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	139	1	0	0	140
	Female	160	0	0	0	160
	Others	0	0	0	0	0
PG	Male	20	0	0	0	20
	Female	30	0	0	0	30
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	14	0	0	0	14
	Female	11	0	0	0	11
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	14	14	11	8
	Female	13	13	14	9
	Others	0	0	0	0
ST	Male	12	3	9	7
	Female	7	8	26	13
	Others	0	0	0	0
OBC	Male	57	56	56	51
	Female	60	82	88	96
	Others	0	0	0	0
General	Male	51	47	34	51
	Female	110	110	55	85
	Others	0	0	0	0
Others	Male	6	4	6	10
	Female	17	19	14	26
	Others	0	0	0	0
<b>Total</b>		<b>347</b>	<b>356</b>	<b>313</b>	<b>356</b>

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
322	322	304	304	304
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

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

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
366	356	309	356	347
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
508	508	475	475	475

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

### 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
306	302	300	302	245

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

## 3 Teachers

### 3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	17	13	23

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

### 3.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	17	13	23

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

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 37**

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	1	2	7	4

**4.3**

**Number of Computers**

**Response: 35**

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## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

###### Response:

M. J. College Junwani Bhilai is affiliated to Hemchand Yadav University, Durg, and It follows the University prescribed curriculum and ensures effective implementation of it through a well-planned and documentation process. The college has in place well-structured Outcome Based Education (OBE) processes for the effective implementation and delivery of the curriculum to make the students socially committed, employable, innovative and research oriented.

###### Curriculum Delivery Planning Process at College Level

An Annual Academic Plan of the College is prepared by the IQAC every year on the basis of the Academic Calendar of the University and the Departmental Academic Plans. It is displayed on the college website. The College Staff Council assists the IQAC in the process along with the timetable and workload Committees. The department academic plans are displayed on the department notice boards. The prospectus designed by the Admission Committee disseminates information regarding the programmes and courses. The details of programme outcomes, programme specific outcomes, course outcomes, syllabi, weight age of internal and external examinations are communicated through the College Website. E-resources prepared by the faculty, Question Bank, timetable are made available on the college website and MJGE-A Learning App (Education App of the college).

###### Curriculum Delivery Process

When a new programme is introduced, HoDs direct the teachers to prepare Programme Outcomes and Course Outcomes which is provided to the students as hand book. The students can access the online Quizzes, video lectures of the faculty. In order to implant practical knowledge, the collaborations of various departments with professional bodies are in place.

In order to make the learning student-centric, industrial visits, quizzes, case discussions and seminars, workshops, monthly lecture series and alumni lecture series are being organised on a regular basis. Teachers provide remedial classes for the slow learners. The advanced learners are motivated for even better understanding of the subjects through these classes.

Theory & Practical classes are held as per time-table which is prepared by the Committee prior to the commencement of the academic year and is displayed at student notice board, College website and the College APP. The Conventional Classroom Teaching is blended with reasonable use of ICT. The College has E- Rooms for better ICT implementation. The learning process gets enhanced through the use of an Internet by giving students extra resources and material. The College also encourages other effective curriculum delivery by e-Learning, Experiential Learning and Participative Learning.

**The Classroom Teaching** is supplemented by paper presentation by the students, seminars, group discussions, workshops, special lectures, educational tours and industrial visits for effective delivery of curriculum.

The college also has a **Centralized Library** and subscribes to numerous print and e-Journals, N-List, and magazines as well as newspaper so that both students and professors can keep abreast of the changing trends in their respective subjects. A record of the students and staff using the library facility is maintained and the best user award is given to them.

The IQAC makes necessary modifications in curriculum delivery based on **Curriculum Feedback** from stakeholders and the **Result Analysis**.

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

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

#### Response:

All **Internal Examinations and Other Assessment** are conducted by the department using the methodology of Class Tests, Surprise Test, Internal Practical Examination etc. All examinations are conducted according to the Academic Calendar guidelines. Tutorials are held regularly in the college by the respective departments to monitor the progress of the students. For slow learners special classes are also conducted to enable them to catch-up with the curriculum. The library maintains the records of past University question papers to enable the students to get familiarized with the examination pattern.

The Institute is affiliated to Hemchand Yadav University Durg and follows the examination pattern of the university. The University guidelines are strictly adhered to with respect to evaluation process. The internal tests conducted and the schedules of internal assessments are communicated to students and faculty at the beginning of the semester through **the Institute Academic Calendar**.

The institute has reformed the continuous internal evaluation system from "**Faculty Centric**" to "**Student Centric**". **The Institute Examination Cell** framed guidelines for conducting the CIE in line with calendar of the affiliate university and the Institutions. As per the guidelines, the following reforms have been carried out effectively conducting CIE:

- 1- Scheduling of Internal Examination, Seating arrangements, hall invigilators etc.
- 2- Preparing the question paper for the internal examination in the prescribed pattern.
- 3- Scrutiny of the prepared question paper by **HoD/ Subject Expert** to ensure high quality of the question paper.

4- Monitoring the attendance of the students.

5- Timely evaluation has to be carried out.

After completion of the internal examination, the faculty evaluate the answer scripts and distribute to the students for doubt clarifications or re-evaluation request. The faculty submits the scripts after reevaluation, if any, to the examination branch and the results are displayed on the notice board. **Result Review Meetings** are conducted with result analysis and the remedial actions for further improvements are finalised, if any, after discussion with the concerned faculty, HoD and the Principal.

Uploading of assessment marks on college web portal is carried out and subsequently communicated to parents. The evaluation for theory courses are assessed in direct mode (80%) covering both internal and university examinations and indirect (20%) covering the survey etc.

The evaluation for laboratory courses are assessed in the similar pattern as followed for theory courses. For each laboratory sessions, the student is assessed through viva voce questions and observations.

The evaluation of **the Project Work** is carried out by conducting periodical reviews covering key parameters like problem formulations, understanding of the project, presentation skills, communication of ideas, technical knowledge, team work and project management. Major project consists of 100 marks. The project review committee organizes review meetings to assess the progress of all the project batches.

Performance of the students in Internal Assessment is used by faculties to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance by counseling. The Counseling Sessions are used to sort out the personal issues, academic and non-academic problems.

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

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

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

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



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

## 1.2 Academic Flexibility

<p><b>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p> <p><b>Response: 100</b></p>														
<p><b>1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.</b></p> <p>Response: 21</p>														
File Description	Document													
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>													
Institutional data in prescribed format	<a href="#">View Document</a>													
Any additional information	<a href="#">View Document</a>													
Link for Additional information	<a href="#">View Document</a>													
<p><b>1.2.2 Number of Add on /Certificate programs offered during the last five years</b></p> <p><b>Response: 34</b></p>														
<p><b>1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.</b></p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>12</td> <td>8</td> <td>1</td> <td>1</td> </tr> </tbody> </table>					2020-21	2019-20	2018-19	2017-18	2016-17	12	12	8	1	1
2020-21	2019-20	2018-19	2017-18	2016-17										
12	12	8	1	1										

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

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

**Response:** 55.01

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

2020-21	2019-20	2018-19	2017-18	2016-17
280	326	218	64	64

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

## 1.3 Curriculum Enrichment

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

**Response:**

The Institution plans to integrate relevant topics like issues Gender Discrimination, Environmental Care and its Sustainability, Human and Moral Values and Professional Ethics with Curriculum. This is aimed to be achieved in the following manner.

- 1- The college offers value added courses like Soft Skill Development, Pre-placement Training, Verbal and Logical Skills.
- 2- Different functional cells of the college would engage in various schemes like social visits to

surrounding areas, enlightenment of masses on gender rights, cleanliness and hygiene, environmental care by plantation etc.

3- The Women right protection - The Women Cell of the college is already in the process of providing training in Yoga and Self Defense skills, protection from cyber crimes in association with the State Police Department.

The institution ensures equal opportunities to all the students without any considering to their gender. The ladies are encouraged to participate in

The Students Union Elections, Departmental Associations and various Social Activities in the college campus.

The College has been conducting many various skill development workshops. These disciplines are carefully chosen to provide an opportunity to students to help them engage in some earning activities side by side to learning. Recently In-house Liquid Soap & Detergent making workshop, Manufacture of Cotton carry-bags, have been conducted with overwhelming response from all students and staff members.

#### Environment and Sustainability

The institution had the honour of being selected twice for inspection in by The MHRD for The Swachh Campus Ranking.

College received Rs.50000/cheque from UNNAT BHARAT YOJAN”

The college has launched a green initiative titled “Swachh MJ”.

The college organizes programmes like Swachhata Rally and Street Plays to instill a sense of responsibility for Environmental Sanitation

Department of science regularly conduct workshops on topics like Energy Conservation in College, The Green Energy Initiative, the use of new technology by using LED Lights, The Use of Solar lights, Water Recycling etc.

#### Human Values

The college offers a Community Service and Social Value Education Course to all the students in the college and top scorers are honored with prizes. The students are in the forefront organizing medical camp and distribution of free medicine to the needy among the poorer sections of the society.

#### Annapurna - Meal Programme

The SIGNATURE PROJECT OF this institution is the campaign, from time to time, to launch distribution of rations to needy persons, orphanages, The Old Homes, charity homes like Mother Teresa Home for Mentally Retarded. The donations are collected from willing teachers and students. The College also contributes.

#### Professional Ethics

The vision of the college is “Academic Excellence with Integrity of Character”.

Various Career Guidance Programmes are organized to inculcate professional and ethical practices in students. The college encourages debates within premises and inter college forums to always respect counter-views on the subjects.

The college has a Code of Conduct and Ethics Committee for students and teachers.

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

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

**Response:** 6.82

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

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

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

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

**Response:** 76.23

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

Response: 279

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

## 1.4 Feedback System

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

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

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

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

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

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

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

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 42.29

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

2020-21	2019-20	2018-19	2017-18	2016-17
366	356	309	356	347

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

2020-21	2019-20	2018-19	2017-18	2016-17
850	850	800	800	800

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 38.36

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

2020-21	2019-20	2018-19	2017-18	2016-17
214	184	200	176	163

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

#### Response:

The admission process is done through the **Centralized Allotment Process (CAP)** of the University on merit basis. Since the students admitted are heterogeneous in terms of learning levels, the college has evolved a systematic mechanism to implement effective and efficient teaching-learning strategies on the basis of learning levels of students.

#### Assessment of Learning Levels

The assessment of learning levels of admitted students or identification of advanced learners and slow learners is primarily done through:

- **First internal test**
- Analysis of **students' data** that contains the academic history of the student available in college
- Performance in **assignments**
- Involvement in **practical and lab experiments**
- **Problem solving ability** in classes

#### Strategies for Advanced Learners

- Advanced learners are given special care and attention to advance further.
- They get academic motivation and guidance.
- They are directed to use E-resources in **N-List and other E-platforms**.
- **They are given cash awards, medals, merit certificates and other recognitions.**
- Advanced learners get the opportunity to represent the college in **National and state level intercollegiate competitions** and many of them secure prizes.

#### Strategies for Slow Learners

The Slow learners are identified in each subject and given special classes by the teachers concerned. The other remedial measures taken by the college are given below.

- **Remedial Classes** are arranged based on the specific needs of students.
- Through the practice of **Peer Teaching**, students are taught by students themselves.
- The teachers take special lessons under the scheme **Bridge Courses** to bridge the knowledge gaps of students with lesser exposure to advanced studies.
- Faculty prepare and distribute **Self-Learning Materials** that suit the requirements of slow learners.
- Slow learners are motivated to engage in **various clubs** to increase their involvement in the academic activities of the department.
- **Group Assignments and Projects** are given to slow learners.
- Personal counseling and motivation are given to slow learners.

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

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)	
<b>Response:</b> 19.26	
File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

<p><b>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</b></p> <p><b>Response:</b></p> <p>The institution has made a learning environment that keeps the students at the centre of learning. Since the adoption of <b>Outcome Based Education (OBE) or Assurance of Learning (AoL)</b>, more student centric learning methods have been used by the faculty members in addition to the conventional lecture method.</p> <p><b>Humanities Subjects</b></p> <p>The college has a <b>well-equipped Language Lab</b> to improve the communication skills of the students.</p> <p>English and Hindi departments often organize <b>Theme Based Programs</b> related to various themes.</p> <p>Playing “<b>Nukkad Natak</b>” on burning social issues, get students aware on how to handle the problems.</p> <p><b>Science Subjects -</b></p> <p>The departments impart <b>Hands on Training</b> in different advanced tools and techniques.</p> <p>The college encourages and provides opportunities for students to attend <b>on the job training</b>.</p> <p><b>Student’s presentations, Demonstration of experiments, industrial visits</b>, etc provided "Activities-Centered" learning atmosphere to the students.</p> <p><b>Social Science Subjects -</b></p>
---



**"Dissertation"** work taken up by the students are usually related to real-world problems.

**Industrial visits and field trips** have become part of the curriculum delivery.

The students at UG level are required to do **projects** on a suitable topic related to "Commerce and Management and Computer Science".

**Group Discussions, Debates and Quizzes** are conducted on a regular mode under the supervision of faculty members.

The students are motivated to do **Video Lectures** on the commerce related issues.

As part of **Digital India Campaign**, student learnt how to open Bank account and operate it.

Hands on training is given to students on various aspects of **Project Report Preparation**.

While lecture method is extensively used to explicate the topic, Student Centric activities are adopted through certain fixed pathways like Science Practical, Language Lab, Co-curricular activities, Project Work, Internships, Activities of Associations, College Fests, Science Exhibitions, etc. In addition to these there are other minor exercises like role- play, skit, group discussions, quiz, poster making, articles given by the students for college magazine and question-answer method which are practiced in the classroom and introduce them to Participative Learning.

There is a well-equipped science laboratory where practical are conducted and the performance evaluated at the end of every year/semester. Spoken English software is installed in the systems in Language labs and classes are allotted for practice. Speaking and listening skills are tested in the language lab.

The Second Component offers a wide scope for students to hone and exhibit their innovative ideas through assignments, poster and PowerPoint presentations, declamations, class seminars, penning and enacting skits, etc, on the subject related, gender or environmental issues. Internships focus on student centric learning and give hands-on experience in various skills. Field Projects also orient stakeholders towards research and innovation. Co-curricular activities which include NSS, Dance, Yoga Education, making of Ganesh idol (clay) during Ganapati festival, mask making training to students and ladies of adopted villages with the help of self-help groups, Designing of Lord Ganesh on coconut, Dramatics, Music etc, train the students in different life skills and enables 'Experiential Learning.

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

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

**Response:**

The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom:

- In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning.
- Some Classrooms are fully furnished with LCD/OHP/Computers
- Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.

**Institute premises are Wi-Fi enabled**

- Specialized computer laboratory with an internet connection has been provided to promote independent learning. Wi-Fi facility for access of internet is provided on individual laptop and mobile devices.
- Well security is provided to Wi-Fi users. Its access is controlled by the system administrator.

Teachers are using:--

- e-Books
- OHP
- E-Journals
- Wi-Fi Campus
- On line and Off line Video's
- Internet
- Educational CD's
- Inter-active Board

In the College, the classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wi fi connection.

The faculty at MJ use various ICT enabled tools to enhance the quality of teaching-learning like....

1. MJ APP is used to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc.
2. Virtual labs are used to conduct labs through simulations.
3. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching-learning process.
4. The online learning environments are designed to train students in open problem-solving activity.
5. Media lab facility is used to create video lectures and upload in appropriate platforms for students to use

as extra learning resources.

6. Lab manuals are mailed to students well in advance the experiment is performed.

7. Online feedback of the students.

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

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

**Response:** 19.26

#### 2.3.3.1 Number of mentors

Response: 19

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

## 2.4 Teacher Profile and Quality

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

**Response:** 100

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

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)****Response:** 22.19**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
03	03	04	05	04

**File Description****Document**

List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)

[View Document](#)

Any additional information

[View Document](#)**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)****Response:** 8**2.4.3.1 Total experience of full-time teachers**

Response: 152

**File Description****Document**

List of Teachers including their PAN, designation, dept and experience details(Data Template)

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

The college follows the modal qualities of conducting the Continuous Internal Evaluation as prescribed by the Hemchand Yadav Vishwavidyalaya, Durg. In the last five years there have been changes in the mode of evaluation based on the type of programme. Evaluation in a continuous mode has helped improve student regularity and participation in Theory & practical as there are marks allotted as Internal Marks at the UG and PG levels. Each department has worked out the details of how the CIE will be carried out for

each paper taking care that learning objectives of each paper are achieved through the different

Assignments. For theory papers it has been kept in mind that the assignments should not only test the knowledge base of the students but also foster creativity and out-of-the-box thinking. CIE is a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at and modify teaching strategies if the students are not performing well. Students who miss the tests due to ill health or participation in extra-curricular activities of the college like representing college in sports, cultural and NSS are given an opportunity to give the test on an alternate date. There is a set schedule for conducting the test which the students know in advance. This helps them to prepare in advance.

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

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

#### Response:

The college believes that the internal assessment system has a key impact on the academic performance of the college considering its influence on the teaching and learning process. As per the guidelines of the University, internal assessment is done based on **student's attendance, writing skills (assignment), presentation skills (seminar) and knowledge levels (test papers)**.

#### Transparency

**Internal Examination Peer Committee:** The College has appointed a **Five-Member Peer Committee** to monitor the CIE process.

The steering committee is entrusted with the tasks of **collection, sorting and coding and security** of question papers.

The dates of internal exams are published on the college notice board and also communicated to the students through **public address system, college website**.

**Evaluation Results:** The students get their **valued answer scripts within one week** of the date of exam and **teachers discuss model answers and enter the marks**.

All the departments has a component of Formative assessment. Students' development in their subject areas and other co-scholastic activities are monitored through continuous and comprehensive assessment and feedback mechanism. Regular supervisors and rotation supervisors all are involved in the process. The community work are assessed by the respective teacher. Transparency is maintained by teachers while assessing students.

The forms are duly signed by the **Tutors, HoDs and the Principal before uploading on the University portal.**

#### **Robustness -**

**Frequency:** The college conducts **two test papers** in a centralized manner and out of two of these, one is a **model examination** in the university examination pattern.

**Variety:** The college and IQAC give freedom to the departments to select appropriate methods of CIE to bring the variety in the methods of internal examination and evaluation which include **Multiple choice question tests, Seminars, Class test.**

**Three Tier Grievances Redressal Mechanism:** The college has a **three level grievance Redressal mechanism** viz., department level, college level and university level which is given in the college calendar.

**CCTV:** CCTV cameras monitor the examination process so that the cases of malpractices are totally eliminated.

**Re-examinations:** Absentees with genuine reasons get an opportunity to re-appear.

**Projects:** For the year-end academic projects of the students, internal marks are given on the basis of **punctuality, quality of data collected and timely submission of the project.**

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

## **2.6 Student Performance and Learning Outcomes**

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

#### **Response:**

#### **Communication to the Teachers -**

- IQAC contrasted a committee in 2017 to introduce **Outcome Based Education (OBE)** in the college. This initiative was resorted when the university introduced new curriculum for graduate programmes.
- The committee is headed by a **senior faculty** and it devised a mechanism to operationalize OBE.
- The **Departmental Advisory Committee (DAC)** of each department has to prepare the

**Programme.**

- **Outcomes (POs) and Programme Specific Outcomes (PSOs)** on the basis of learning objectives mentioned in the university syllabus and core values and mission of the institution.
- DAC also outlines the **Course Outcomes (COs)** in consultation with the concerned teachers who deal with a particular course.
- The IQAC has to make POs, PSOs, and COs as **part of the course file**.
- IQAC of the college also has to organize workshops on OBE to familiarize teachers with **Blooms**.

**Communication to the Students -**

- POs, PSOs and Cos are well **displayed on the website. (Website Link is given)**.
- POs, PSOs and Cos are displayed on the **Department Notice Boards**.
- They are also displayed on **laboratories of the college**.
- Head of the Department and the concerned class tutor explain various programme outcomes to the students in the **department orientation meeting**.
- Teachers who handle various courses explain course outcomes and **relate such outcomes to POs and PSO**.
- Teachers also explain the pattern of questions in the **internal question papers and its connection with the course outcomes**.
- Each department has to publish a booklet for POs, PSOs and COs and the soft copy of the same are made available to the students.
- In some PG courses, the POs, PSOs and COs are included in the **University Syllabus itself**.

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

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

The institution follows the practice of measuring the level of attainment of Course Outcomes (COs), Program Outcomes (POs) and Program Specific Outcomes (PSOs).

**Procedure for Assessing the Attainment of Outcomes -**

**Defining COs, POs and PSOs:** Measurement of attainment level of outcomes begins with formally defining the Program Outcomes, Program Specific Outcomes and Course Outcomes.

**Direct assessment tools (COs) :** Direct assessment tools are used to evaluate the attainment of course outcomes as discussed above. Course outcomes are measured directly based on the scores attained by the



students on their internal and external evaluation on 20 : 80 proportions.

**Direct Attainment (POs & PSOs) :** Direct attainment of program outcomes and program specific outcomes are based on the logical mapping and attainment of cognitive levels of course outcomes with program outcomes and program specific outcomes.

Indirect Attainment (POs & PSOs) : Indirect attainment of program outcomes and program

specific outcomes are mainly based on Course Exit Survey, Alumni Survey and Employer survey.

All these surveys use a detailed questionnaire prepared to relate all program outcomes and program specific outcomes for analysis.

Course Exit Survey is a feedback taken from students in which the overall program is analyzed and corrective measures are proposed

In Alumni Survey, feedback is collected during Alumni meets and also by contacting the alumni via. Email & phone. Employer Survey is done in the industry which offers employment to the students of our institute. The requirements and future expectations of the industry from our students are analyzed and suitable actions are taken.

**Overall Attainment (POs & PSOs):** The final program outcomes and program specific outcomes attainment values are computed by adding direct and indirect program outcomes and program specific outcomes attainment values in the proportion of 80:20 respectively.

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

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

**Response:** 90.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
305	300	271	235	207

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



**the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
306	302	300	302	245

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

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.64

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

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 1.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.30	0.50	0.60	00	00

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

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

**Response:** 15.79

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

**Response:** 03

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 5.56

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	01	00	00

### 3.1.3.2 Number of departments offering academic programmes

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

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

## 3.2 Innovation Ecosystem

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

#### Response:

The college has been very progressive and genuine in developing scientific temperament among its stakeholders and forming an innovative atmosphere. The following are the key initiatives taken by the college for creation and transfer of knowledge

**1- Idea Lab: The college has an Idea Lab** which acts as a Social Laboratory for the purpose of generation of ideas and Social Entrepreneurship. A number of initiatives have already been mooted from Idea Lab including medicinal garden, Paper bags and batches, Development of Mobile Applications. Some of the projects that were introduced in the Idea Lab got presented for external funding.

2- IPR Cell: The IPR Cell of the college has organized many awareness seminars on patents, copy right, research ethics, plagiarism, etc.

3- Incubation centre: The Department of Science has established an Active Incubation Ecosystem in the college for Plants, Solid Waste Management and Varmi composting. Department of commerce and science trained their students for career and guidance as per their choice.

4- Internships: The Students actively participate in the internships and the training programs during the

industry relevant visit, vocational training. The college has an active mechanism to recognize and promote talented individuals through various Academic Fests and Programs. The selected individuals are supported through schemes like The Walk with the Scholar, The Best student of MJ.

Other than this, all the innovative activities performed at incubation centre named “**Creations**”. Besides -

1. Distinguished, invited guests are honored through Plant Saplings in the clay pots, painted with differently designed pots instead of bouquets.
2. For our distinguish Guests, we present hand-crafted Coconuts, prepared and decorated by our students.
3. Students make eco-friendly paper badges. They are trained by teachers of the college. The badges are used in various programmes.
4. Training is imparted to portray on clay pot.
5. Women in rural and backward areas are given awareness sessions on the health & hygiene. Distribution of sanitary napkin is carried out with ANUBHUTI SHREE FOUNDATION to Women's Social groups in the villages in the vicinity and in remote areas as well.
6. To control the environmental hazard, eyeing this as a future employment opportunity, We have trained some of our non-teaching staff & students to make paper bags, envelops using old newspapers and other waste papers, We have supplied the paper bags to shopkeepers at free of cost.
7. Training workshop for idol preparation was organized. The students were demonstrated to make in-house Lord GANESHA idols. During the current year The Ganesha festival, all the idols for the whole group and sister companies had in-house prepared Ganesha idols.
8. Every year Seminars are organized for the students of schools located in the surrounding rural areas. The activities like Computer Training, Personality Development, and Career Counseling were imparted to them as a social service.
9. Students are imparted training to make innovative handmade greeting cards.

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

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

**Response:** 16

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

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

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

**3.3 Research Publications and Awards****3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**

Response: 2.33

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

Response: 07

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

Response: 03

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

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

Response: 0.16

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

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

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

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

**Response:** 0.05

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

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

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

## 3.4 Extension Activities

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

**Response:**

All the students are encouraged to participate in the extension activities organized by the cells, clubs and departments in the college. The activities of the cells and clubs focus on the concept of the Campus-Community partnership, engaging the students with the realities in the society and creating a mind-set to extend a helping hand to those in need. The major initiatives are:

### Helping the Marginalized

With an aim of developing care and concern for the poor and marginalized, the college has conducted programs such as:-

- **Annapurna meal/grain program at orphanages.**

- **Sports Fest for special school children.**
- **Medical aids to the poor.**
- **Medical and infra support to Arpan School of Mentally challenged children.**
- **Cleaning of Temple and water tanks in temple areas, etc.**

### **College-Local Community Partnership**

As part of the commitment to the local community, the college has conducted several medical camps and awareness programs to make sure that the lower strata of the society get the proper care. The programs conducted include -

- **Free Oxygen beds are arranged for nearby Localities during the peak of pandemic, COVID-19.**
- **Oxygen Concentrators were provided to the needy Covid patients.**
- **Blood donation Camp was organized.**
- **Dental check-up camp was organized.**
- **Voluntary blood donation at the Government Hospital was conducted.**
- **Run for heart -Walkathon was organized.**
- **Road Safety Awareness Campaign was launched.**

### **Swachh Bharath Abhiyan -**

The college has steered events such as -

#### **Clean Campus, Green Campus**

#### **Swachhata Rally**

#### **Cleaning of Public Places**

#### **Environment Preservation**

With an objective of sensitizing students about the need to preserve the environment, several programs were conducted, which were:-

#### **Construction of Herbal garden**

#### **Co-ordination of Eco club**

#### **Collection of plastic wastes from nearby areas.**

#### **Campaign for Plastic free campus**

#### **Women Empowerment**

To empower the women, several training programmes have been offered to women in different units,

#### **Soap and detergent making**

**Awareness Programme for solid waste and e-waste management**

**Awareness programme on e-governance**

**Self defense**

**Women rights under The Constitution Of India.**

**Use of LED bulbs**

**Cloth carry bag making**

**Farming awareness**

In tune with its thrust on organic farming, the NSS volunteers undertook a campaign a village of Durg District in Sirsa. They visited nearly 200 households and sensitised the villagers on the need of maintaining nature friendly agricultural practices. A weeklong cultural **exhibition** was held in the month of –Jan 2020. The college has

organised several programmes such as **Planting of Saplings ,Farmers day Celebration**

**and talk of Mr. Ayodhya Prasad(Asst professor Chhattisgarh agriculture college Dhanora)**

**Unnat Bharat Abhyan (UBA)**

The college has adopted five villages under UBA programme of MHRD and a socio-economic survey of these villages is completed.

College also got Rs.50,000 for promoting projects from unnat bharat abhiyan.

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

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

**Response: 9**

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



2020-21	2019-20	2018-19	2017-18	2016-17
3	4	2	0	0

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

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

**Response:** 63

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	15	9	15	11

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

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

**Response:** 304.17

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

2020-21	2019-20	2018-19	2017-18	2016-17
561	1355	1507	854	900

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

### 3.5 Collaboration

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

**Response:** 12

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	7	2	1	1

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

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

**Response:** 15

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

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

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

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The college, established in 2001, is located on a calm and quiet 1.25-acre campus conducive to a good academic ambiance. The strategic location facilitates ease of access. It offers --

Undergraduate programmes,

Postgraduate programmes,

One Post graduate diploma,

Two Diploma programmes,

For the above, the infrastructural facilities are provided. Our college has adequate classrooms, laboratories, digital and other facilities for an effective teaching-learning process. A permanent planning committee is deployed to Evaluate, plan and execute infrastructural augmentation.

The college has been constructed with an academic built up area of about 6000 sq.ft. comprising of three blocks. College has a total of 32 nos of spacious, well-ventilated and well-furnished rooms with facilities for conventional chalk-talk method and modern audio- visual methods of teaching. Each classroom is furnished with comfortable seating devices and equipped with high speed wi-fi that facilitates a good teaching- learning ambiance. College has fully equipped and suitably-designed UG/PG laboratories for various subjects/faculties like Science, Computer Science and Educational courses. The college building and the campus has proper arrangements of water, electricity and other basic amenities required for carrying out the curriculum oriented practical classes at

Under-Graduate (UG),

Post-Graduate (PG)

Diploma levels.

All the labs are furnished with the latest modern, sophisticated equipment, instruments and systems. To protect from the fire hazards, the college has sufficient numbers of fire extinguishers placed at easily accessible and approachable, appropriately identified areas. Labs are maintained in clean and hygienic manner. For academic development of students of commerce stream, a commerce lab with computer and internet facility has been established. College has NSS Wings for boys and girls with 50 students respectively. Ramps have been constructed at appropriate places in the college building and campus to provide easy walks for the physically challenged students. The College has an Equal Opportunity Cell to deal with the issues of underprivileged and trans-genders. One washroom has been reserved for trans-genders and one for under-privileged. The college management ensures dignified treatment to the

physically challenged students.

The college has 20 class-rooms out of which 5 are ICT enabled, equipped with LCD/TV/Smart boards.

All classrooms have Wi-Fi/LAN facilities to make it an effective teaching-learning experience.

The classrooms are well-ventilated, spacious and provided with green boards/Black boards, adequate furniture and public address system.

The college has Two Seminar halls.

The college has six laboratories for UG, PG and research (one Physics Labs, three B.Ed Labs and two computer Lab) with sophisticated equipment facilities. There are a total of 35 computers in two computer labs. There are also Language lab and Commerce lab .There are two servers for the smooth functioning of the office administration and library software. One VIP lounge for our honored guests and dignitaries, Separate rooms for IQAC, NSS, Incubation center, One drama club named as " Rangmanch", A Photography Club . A Separate office and space for the Controller of Examinations, Water Filters and Coolers in adequate numbers, Counseling center, Separate restrooms for supporting staff and girl students Botanical garden and Herbal garden.

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

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

##### Response:

The college has a well-equipped **auditorium**,

An **Audio Visual-Hall** for budding artistic/ cultural talents and for developing public speaking/ debating skills of students.

The college has a **Cultural Committee** to promote cultural activities and public speaking skills of students. Several cultural clubs like **Drama Club, Oratory and "Rangmanch"** Drama club, Photography club, Literature Club.

These bodies organize meetings, training and workshops to cater to the taste and skills of the students. The institution organizes Arts Day, Sports Day, **College Day** and **Food Fest** every year and felicitates the students who perform well in the events. Days like Janm-

Asthami, Christmas, Navdurga, Diwali and New year are enthusiastically celebrated in tune with the cultural diversity of the state.

**About our auditorium -**

We have a large auditorium with a seating capacity of over four hundred has been built in the campus.

It has green rooms for boys and girls consisting of separate wash rooms. It is equipped with high-quality sound system, roof-mounted projector, wall-mounted speakers, collar mike, podium with mike and necessary furniture. Auditorium is used for organizing cultural, academic, co-curricular and extra-curricular activities. The Cultural Cell of the college motivates students to participate in cultural and others events like Debate, Drawing, Painting, Dance, Song competitions and training by professionals in the respective disciplines.

For indoor recreations, the college has a **Common Room** with TV, music system and indoor games like Carom and Chess. The common room also subscribes to leading newspapers and magazines. There is a medical assistance room with necessary first-aid kit. In case of medical emergency, arrangements are made to shift the sick student to Sparsh Hospital with which we have a tie-up.

Pure drinking water is made available to students.

We have the campus security in place. Twenty-four hour security of college and hostel inmates is ensured by security guards. The guard room is located near the main entrance for proper security. The CC cameras are installed all over the campus.

The college provides the following sports facility and required space for the following games -

Volleyball,

Khokho,

Kabbadi,

Taekwondo

Badminton,

Table-Tennis.

The sports activities are being organised and controlled by the sports dept which has a sports instructor.

The college provides kits and other sporting material to students.

Besides the college has a -

Fitness centre (**Gymnasium**) for staff and students,

**Yoga Training Centre** with daily training sessions from 4pm to 5pm by a qualified Yoga teacher.

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

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

**Response:** 56.76

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

Response: 21

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

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

**Response:** 663.31

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

2020-21	2019-20	2018-19	2017-18	2016-17
29	12.65	15.50	10.38	16.13

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

## 4.2 Library as a Learning Resource

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

**Response:**

The In-house Library is located in the main campus on second floors with a total area of 1517.04 Sq. feet, spacious with a total seating capacity of 100 and with 14,299 available books. **Features of The Library** management system . Fully Flexible-Local variations possible, Supports more than 15,000 of Records, Fully Integrated High Data Security, Printouts in desired formats, Various report generation, Simple and Boolean search result, Multi-user Facility, Network Implementation, Software Consistency, Barcode Facility.

**Library Sections** General reference section, Periodical section, Stack room with lending section, Book Collection - Subject Wise, Research Section,

UGC Network Resource Centre –NLIST, Reprography corner- Photocopy, Print, Scan, Archive –Rare books, CD/DVD Library, Binding Section,

Reading hall UG, PG & General, Special Library for Disable people

Orientation programs for new users,

Access to N-LIST resources,

E-book access for all users,

Digital Repository comprising question papers, dissertations and theses.

Reprographic facility -

Remote access to the digitized contents,

Digital library for electronic content learning,

CCTV surveillance for security reinforcement,

**Infrastructure of library -**

Entry/exit register.

High speed internet (100mbps)

LCD Projector

**Library Awards/Certificates provided**

Best Library user (Every six month)

**Name of Resource Number**

Print Books :14299



E- Books 164309 via NLIST and 4 crore 60 lakhs from .ndl.iitkgp.ac.in.

Encyclopedias - 13

Journals - 115

E-Journals - 6150,

Braille books - 16,

Magazines 86,

Newspapers 5,

Rare Books 40, soft copies,

Reference Books 850,

Theses and Dissertations :55,

### **Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**

MJ college maintains a collection of rare books and other knowledge resources since its inception in 2001. They have benefitted our faculty and student community specially in their research ventures.

**1. Rare Books Collection-** The collection is of international, national and regional importance. The MJ Central Library covers around 40 rare books (in soft copy). Most of these books are of intrinsic importance in various fields. Many of them are also their only copies to the best of our knowledge. They are first editions of various very famous titles in respective fields.

**2. Manuscripts** The college has subscribed via N-list to the World's biggest online collection of Indian Manuscripts & Antique Books. It offers online reading of 500 thousand leaves of manuscripts & antique books <http://www.indianmanuscripts.com/>

**3. Archives** The library has a total of ----- archival collection under the following categories:

Academic Journals -115

Popular Magazines

Questions Papers for reference

**4. Special collection** The college library has different categories of special books based on utility to our readers or in commemoration of special occasions. The library has added books and other materials to the following categories. For communal harmony books of all religions are available in the Library. Chhattisgarh studies (covering Chhattisgarh history, folklore, social movements, freedom fighters etc.)

**Digital Repository Collection** -We have set up our APP for this purpose (mjge-a learning app). The APP hosts e-resources of online courses, career sites, live news, e-newspapers, e-books, e-journals, e-thesis, archive of question papers, photos and videos of events etc.

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

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

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

**Response:** D. Any 1 of the above

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

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

**Response:** 0.96

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

2020-21	2019-20	2018-19	2017-18	2016-17
.80	2.24	00	.75	1

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

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

**Response:** 4.42

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

Response: 17

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

### 4.3 IT Infrastructure

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

**Response:**

The college has positively integrated ultra-modern IT methods and is looking forward to the complete automation/paper-less of day-to-day activities of the college. Academic, administrative and admission process are integrated with IT to make the process easier, efficient and transparent.

The full-bodied IT infrastructure of the college comprises **35 computers** connected with Wi-fi **Digital library** with 4 computers enhances the e-learning and online certificate programs.

**E-content development centre** with Lecture Capturing System.

Advanced video conferencing facility.

ICT enabled classrooms are equipped with smart boards/ display screens / computer/laptop with internet facility for smooth and consistent connectivity. All the offices are fully computerized and wi-fi enabled with needed software. Language Lab is equipped with 10 computers with High Class language software and digitalized audio video materials. ICT rooms are utilized by faculties of different departments for special and invited lectures also. Students of PG departments also present their assignments in e-form. Some ICT enabled rooms are located in ground floor that provide easy access to differently- abled students and are also used as tutorial rooms to conduct special coaching for slow learner's students. These rooms are also used to organize computer trainings for both teaching and non-teaching staff. Each department is

equipped with computing resources like desktop computers with internet connectivity, printer and scanner. Our mobile app **mjge-a learning app** was launched in the year 2020 equipped with various features including digital library and internal communication systems for students. Information about upcoming events in the college are available on the college website [www.mjge.in](http://www.mjge.in) and our college app mjge-a learning app

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

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

**Response:** 10.46

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

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

**Response:** A. 750 MBPS

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

### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 107.41

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

2020-21	2019-20	2018-19	2017-18	2016-17
4.5	1.05	2.24	7.04	4.28

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

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

##### **Response:**

The college has a service contract for maintenance of computers. The maintenance of the classrooms, equipment and laboratories in the campus are controlled by the administrative officer. An active Planning Body is operating in the college to fill the potential lacunae in the infrastructural, curricular, co-curricular and extracurricular areas. The planning body of the college that comprises Building Committee, Planning Board, Purchase Committee, Campus Development Committee, Campus Ecological Committee and Library Advisory Committee constantly monitors and evaluates the requirements of the college.

The administrative officer or The Local Manager (Bursar) appointed by society. A standardized protocol is in place to tackle problems. The college keeps a maintenance register and has a team of trouble-shooters consisting of electricians, technocrats, and carpenters. The Local manager/administrator is responsible for the uninterrupted power supply and maintenance of equipment like generator, general lighting, power distribution system, solar panels, gardens etc.

The house keeping, cleaning, maintenance of gardens, toilets, electric appliances are done by the administrative officer or Local manager with supporting staff in place.

The college has six labs with all the necessary safety features in place for fire and physical injuries.

The hazardous materials are stored in special lockers. The fire-fighting appliances are always ready for use.

Both the computer labs (Including e-learning centre and Language lab) are equipped with computers of required component configuration installed with anti-virus software and are set in spacious air-conditioned rooms. The lab-equipment are ensured to be power-efficient. . The Heads of Departments report to the administration periodically for all the maintenance works. For the Maintenance and up gradation of ICT facilities, the college takes services of Zinota Software division which is a group company under the college management. The ICT Smart-Class-Rooms and the related systems are maintained with AMC. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is allowed only for academic purpose. Campus Wi-Fi is maintained by service providers like insta link.

The college website has maintained regularly by AMC with Zinota Soft Wares.

**Library Maintenance** The library staff are clearly instructed for the care and handling of library documents, particularly during processing, shelving and conveyance of rare books. The library is well maintained in tune with the changing academic needs. It is semi-automated. All books are marked, classified and advantageously placed on the racks. As a proactive intervention, all books are periodically inspected to find possible damages and binding is carried out if necessary. The library puts great effort for streamlining resources by purchasing books of various foci and weed out the obsolete titles making it one of the up-to-date college libraries.

**Maintenance of Sports and Games Facility** The sports equipment, gymnasium, playground are supervised and maintained by the department of Physical Education teacher under the control of administrative officer. Training for sports and games are given under the guidance of the physical education instructors. Ground leveling and other repairs are done annually during the mid -summer vacation. All sports equipment and play areas (including indoor and outdoor stadia) are well maintained. Ample first aid supply always stands ready for meeting potential injuries and physical traumas. College has facilities for indoor and outdoor games. For outdoor games like football, khokho . Indoor games like badminton, Carom, Chess and others are organized in the College.

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

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 54.49

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

2020-21	2019-20	2018-19	2017-18	2016-17
227	222	202	161	130

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

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

Response: 47.53

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

2020-21	2019-20	2018-19	2017-18	2016-17
127	116	79	300	210

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

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

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

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

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

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

**Response:** 23.95

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

2020-21	2019-20	2018-19	2017-18	2016-17
150	00	113	103	46

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



### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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

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

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

## 5.2 Student Progression

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

**Response:** 3.72

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	8	22	5	13

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

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

**Response:** 44.12

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

Response: 135

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

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

Response: 12

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	10	00	00	00

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

2020-21	2019-20	2018-19	2017-18	2016-17
40	25	25	20	17

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

## 5.3 Student Participation and Activities

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

**Response: 4**

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

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

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

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

**Response:**

The **College Union Executive Committee** is empowered to promote and facilitate student activities of the campus. College Union facilitates students to engage themselves effectively in co-curricular and extracurricular activities of the College and provides opportunities for training as good citizens.

**Functioning of College Union**

The **election to the College Union** is conducted in accordance with the provisions contained in the following High Court order -

As per directives from Higher Education and University the process of election for framing student's council at collegial level commenced from year 2014 and continued until 2016. However, from 2017 student council were selected through nominations. The institution has a well functional student council, which takes care for augmentation of various infrastructural, academic, and administrative

Activities for student benefit and welfare. The council organizes oath-taking ceremony for various elected student representative of different committees. The student's council along with the college administration has actively solved many problems of the student's like admission, availability of resources etc

All important decisions are taken in the combined meetings of the **Union Executive Members, class**

**representatives and association secretaries**, which are convened regularly.

The student representatives **express their views and raise opinions in a democratic spirit.**

Apart from the college union, the **activities of clubs and forums** like NSS, NCC, Women's cell, are **coordinated by the students** along with the faculty coordinators.

#### **Activities of College Union -**

Undertakes programs that promotes **corporate, social and cultural life of the students** and train them in the obligations and rights as citizens.

**Coordinates activities of clubs and forums** like **Interactive Talk Sessions with staff and invited prominent personalities, Debates, Competitions, Exhibitions, Food Fests for the students.**

**Organizes Arts Festivals** to promote and develop the artistic talents of students;

**Conducts Sports and Games** competitions to develop a spirit of sportsmanship among students

**Organizes Celebrations of Local and National** days in tune with the **Spirit of Patriotism** among the students.

#### **Academic & Administrative bodies/committees -**

A student representative is an **integral part of IQAC** and **his/her views are duly considered** in assuring quality enhancement of the institution.

**The Anti-Ragging Cell** has representatives from college union **to prevent ragging and to encourage a spirit of sharing of experience between the senior and junior students.** Orientation programmes are organized with the help of student representatives to educate students on 'Prohibition of Ragging Act, 1998'.

Representatives of students are included in the **Library Committee** to get suggestions for improvement in the services and understand the requirement of books, journals.

**Canteen committee** is functioning with student representatives from the union to **ensure quality service** to the college community. The committee convenes periodical meetings to monitor and evaluate the functioning of canteen in the campus and suggest ways and means to deliver better services.

**MJ Greens** is largely a student body constituted with members of College Union,

Association Secretaries, Class Representatives and teachers for the effective management of solid waste and to keep campus clean and green.

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

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

**Response: 5**

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	8	6	6	3

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

## 5.4 Alumni Engagement

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

**Response:**

The Alumni Association of M J College has been functioning for many years as a supportive organ of the college. The Alumni Association has received official registration under the REGISTRAR OF SOCIETY, Societies Act 1955, on July 2020.

The college has an illustrious alumni. The members are spread over the country and abroad. The Association is playing a pivotal role in keeping them connected. The alumni association convenes its Annual Meet on the **Second Saturday of January every year**. The presence of life members of the association, former principals, teachers and the alumni from various walks of life make the meeting a grand success. Departmental alumni gatherings are also conducted.

**Non-financial Contributions -**

**Alumni Lecture Series -**

The Alumni Association has instituted a lecture series in the year 2020 by arranging lectures by its distinguished members. The formal inauguration of this unique programme was conducted on ----- by Dr Prashant Shrivastav, DSW of Hemchand Yadav University, Durg.

This series of lectures intends to utilize the contributions of our alumni in the academic enrichment of the college community. The programme also offers opportunities for the outgoing students to interact with our renowned alumni in diverse fields and emulate their models.

As part of this, **10 lectures** were given by prominent members of our alumni during the last five years.

**Gift a Book- Lift a Life -**

The Alumni have instituted an innovative venture titled '**Gift a Book: Lift a Life**' to enhance the collection in our library by procuring books from various stakeholders. The voluntary book donation scheme has evoked good responses from alumni, teachers, students and citizens.

**Career Guidance and Placement Services -**

Alumni members who are in good positions conduct career guidance programmes and offer placement guidance for the students enable them to evaluate their future career path.

**Curriculum Feedback -**

The Alumni members register their feedback on curriculum on-line/off-line.

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

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

**Response:** E. <1 Lakhs

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

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

The mission statement states that "**This institution Believes in Providing Value-Based Education**" for the youth of this country. The need of the society is a right type of education, that is a proper mix of values and education. An all-round Development of the students is implied and that is what is required to excel in higher education. In this context the institution is distinctive in character in combining values, excellence in education and all round development of human resource. The Institution aims at reviving the traditional heritage, combining spiritual, cultural, educational and technical aspects.

The college was founded to cater to the educational needs of the region without any discrimination against any social segments. These include the inculcation of spiritual and moral values in students and imparting training in socially productive sectors intended to mould them as socially responsible citizens. The specific vision of the college is '*Academic excellence with integrity of character.*'

##### The Mission

M.J College is run by MAA JAGDAMBE EDUCATION SOCIETY with the vision of **academic excellence with integrity of character** and the mission of the institution is "**The Integral Development of Personality**".

The college looks forward to **educate the citizens who serve humanity**. Under the leadership of a dedicated and supportive management, the college functions through a **Decentralized And Participative System** of governance.

The **Leadership of the Institution** imparts a right sense of direction to the activities of the institution and endeavors to help the **youth to grow up as competent, responsible and mature individuals, imbued with qualities of the Intelligence with compassion.**

##### Governance Mechanism

The governance mechanism ensures that the activities of the college are allied with the vision and mission of the college.

**The Managing Board** is the apex body with regard to the matters in policy making. **The Chairman** is the highest authority in the organizational structure of the institution. The Board gives timely directions to IQAC to give **inputs for the preparation of strategic plan** as per the vision and mission of the institution.

The Board meets to **review and finalize the strategic plan** related to infrastructural development, enhancement of quality in teaching-learning process, promotion of research and healthy practices to be

implemented in the college.

The Principals of the various courses impart timely instructions to the heads of departments through council meetings and staff meetings to take stock of the situations and decide on quality parameters related to teaching.

**The Staff Council** comprises of Principal, Vice Principals, HODs and the Administrative Officer.

The plans proposed by the **Managing Board and IQAC are presented** before the Staff Council which takes appropriate measures for its implementation.

The democratic style of functioning creates harmony and a sense of collective responsibility in the institution. The **Vision and Mission** propounded by the founders of the institution are materialized at various levels by the effective leadership of the management and the committed functioning of the teaching and non-teaching fraternity.

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

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

#### Response:

Ever since the inception of the college, administration is carried effectively through a decentralized mechanism. This **inclusive and participatory approach** promotes an environment of solidarity and **mutual respect** which ensure the **smooth functioning and growth of the institution**.

#### Committees and Cells

The 'Principle of Subsidiary' is applied at different domains for effective administration. It aims at proper delegation of power and authority from apex to the grass root level. Through this principle, the college effectively grooms proper leadership at various levels. The following cells and committees are operational in the institution to implement various activities which are part of the strategic plan -

Managing Board

General Staff Meeting

IQAC

Staff Council



Exam Cell

NAAC Steering Committee

Research Cell

Planning Board

Building Committee

Purchase Committee

Campus Ecological Committee

Grievance Redressal Cell for students and staff

SC/ST Cell

Ethics Committee

Library Committee

Anti-Ragging Committee

Minority Cell

OBC Cell

Anti- Sexual Harassment Committee

Academic Review Committee

Admission Committee

Alumni Association Executive Committee

PTA Executive Committee

Public Relations Cell

Staff welfare Committee

Right to Information Cell

### **Functional Autonomy**

Functional autonomy is granted to all departments and units in the college. Thus, a participative culture is evolved in the institution. At each level and sphere of activity, the teachers and students cooperate with

each other for the successful implementation of the prospective plans. This work culture generates goodwill among the entire college community and motivates all to work in unison to achieve the different objectives set by the authorities in consultation with the stakeholders.

Recommendations and suggestions are invited from the stakeholders before the policy formulations. Staff Meetings, Students Union Meetings, Council Meetings, IQAC Meetings and Alumni Meetings are conducted to pool opinions and proposals.

### Case Study: Campus Rejuvenation Project

One of the many instances of participatory and decentralized management of the college is the **Campus Rejuvenation Project (CRP) proposed in 2017**. CRP in the campus was launched in the same year with the objective of developing infrastructure especially the renovate Administrative Block. IQAC developed a blue print for the new administrative block. **The Building Committee** ratified the suggestions and approved the same in the meeting held on January 2017. The management perused the proposal and ratified the action plan proposed by IQAC. The renewed administrative block started functioning in 2018.

The achievements of CRP initiated by the IQAC are:

Renovation of administrative block with a fully automated office system, Principal's office, Vice Principal's office, Manager's room, Local Manager's room, hall with a seating capacity of 400, Faculty Recreation Centre new computers in the Library section. The Library was semi-automated. ILMS (Integrated Learning Management System) was introduced. Full-fledged Wi-Fi access is enabled in the campus.

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

## 6.2 Strategy Development and Deployment

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

#### Response:

The IQAC in consultation with the managing board formulated a strategic plan for the period 2015-2020.

In order to meet the information needs of stakeholders such as students, teachers, alumni, etc, a **Management Information System (MIS) and a new website** was proposed in the strategic plan. As envisioned in the plan the college has taken steps to develop software and programmes to facilitate an

automated and self-reliant MIS and attractive website of college. An expert team has been formed to monitor the implementation of the system. It consulted various software companies and decided to select a company named KAYA CREATIONS for Software development .The staff council and IQAC discussed in detail various features to be included in MIS and decided to set up separate portals. The complete automation of the administrative and management procedures has been facilitated by installing s/w.

### **Strategy: 1. - Implementation of ICT**

In December 2015, an agreement was executed between KAYA CREATION Software Consultants and the Principal M.J. College to implement of s/w. The contents of different pages are given below -

#### **Student enrolled:**

Academic calendar, Time Table, and Online Time Table for students.

Faculty page, Faculty profile, Teaching plan,

Orientation programmes were organised at regular intervals to the students, teaching and non-teaching staff and parent representatives to give hands on experience in ‘Online S/W. The web site has been successfully installed and maintained.

### **2 .Strategy for better Academic enrichment**

College has planned to have its App which can be used by its stakeholders for better academic reach. The college has developed and launched its own APP named “mjge-a learning app” in session 2020 -2019 which can be downloaded through Google Play store to address academic, administrative, grievances and different needs of stakeholders and by which students can view notices, exam dates, syllabus, university news, books recommendation, video tutorials, etc. We also have 24X7 e-library with access to N-List through our mjge-a learning app.

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

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

**Response:**

**Institutional Governance -**

**The Managing Board:** The College has a well-functioning organisational structure managed and

administered by the MAA JAGDAMBE EDUCATION SOCIETY. The highest authority in the organogram of the institution is the Chairmen who is designated as the Patron. The Managing Board is the "Apex Body" with regard to the matters of policy making. It also sets a framework for the implementation of the proposed plans. It recommends strategic plans that can be adopted in matters like infrastructural development, enhancement of quality in teaching-learning process promotion of research and healthy practices.

**Principal:** The principal who is the executive head of the institution is entrusted with the

responsibility of managing the day-to-day affairs of the college. He implements the directives of the managing body in accordance with the norms and guidelines stipulated by the government and other regulatory agencies.

**Staff Council:** The council takes appropriate measures for the implementation of strategic plan. It also takes major decisions regarding the day-to-day administrative affairs of the college.

**Committees and Cells:** The administration of the college is supported by a number of committees and cells like the IQAC, Planning Board, Purchase Committee, Building Committee, Campus Development Committee, Library Advisory Committee, Anti- Ragging Committee, Anti- sexual Harassment Cell, SC/ST monitoring Cell, Grievance Redressal Cell, Ethics Committee, Internal Complaints Committee, Discipline Committee, Women empowerment Cell, Minority Cell, OBC

Cell etc.

### **Recruitment**

Vacancies are reported to the governing body to seek approval for filling them up. The direct recruitment to the posts of Assistant Professor is on the basis of merit through an **All -India advertisement**, followed by the selection of a duly constituted committee by The Durg University as per the provisions of **UGC regulations**. The institution follows the UGC regulations on minimum qualifications for appointments.

### **Promotion**

Promotion is given to teachers based on the UGC regulations regarding **Career Advancement Scheme (CAS)**. Durg University has published the minimum qualifications for the promotion of teachers. As per the UGC guidelines, promotion is given based on the evaluation of API score. Management also has set a preform of the **Performance Based Appraisal System (PBAS)**.

### **Service Rules**

All the employees are bound to follow Hem Chand Yadav University Statutes. In addition, the staff has to comply with the regulations of University in matters with respect to university examination, valuation, curriculum revision, etc.

### **Grievance Redressal Mechanism**

There is a grievance Redressal mechanism in the college headed by the Administrative officer of the college. The coordinator of the women cell is also a member of this cell. The employees are free to raise

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

<b>6.2.3 Implementation of e-governance in areas of operation</b> <ol style="list-style-type: none"> <li>1. Administration</li> <li>2. Finance and Accounts</li> <li>3. Student Admission and Support</li> <li>4. Examination</li> </ol> <p><b>Response:</b> A. All of the above</p>	
<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

<p><b>6.3.1 The institution has effective welfare measures for teaching and non-teaching staff</b></p> <p><b>Response:</b></p> <p>Without the teaching and non-teaching staff there is no growth of the institution. The welfare facilities and services provided at the workplace play a indispensable role for continuous improvement in the work environment. The Facilities also motivates the employees to give their best. It also improves the overall morale of the employees.</p> <p>The institution provides a satisfactory environment which ensures high degree of job satisfaction of the employees. The following are the welfare schemes put forward for the benefit of the employees.</p> <p><b>Institution Initiated Welfare Schemes -</b></p> <ol style="list-style-type: none"> <li>1. <b>Interest free loans</b> are given to the staff on their request.</li> <li>2. <b>Financial support</b> is provided for the staff to meet <b>medical expenses in times of emergency.</b></li> </ol>
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3. **Free Wi-Fi facility on campus and domain email addresses** to selected staff members.
4. **Special Casual Leave** is given to staff members during any medical emergencies.
4. **Canteen facilities** are provided to staff at a subsidized rate.
5. **Free uniform** is supplied to supporting staff and security men.
6. **YOGA centre** is available for the staff to maintain their physical and mental fitness.
7. **Recreation Room** is provided to staff for their recreation.
8. **Separate Parking area** is maintained for parking the staff vehicles.
9. **Annual recreational tour programme** is arranged for the staff members.
10. **Community lunch** is arranged for the staff on special occasions.
11. **Farewell party** is arranged for the staff as a recognition of their committed services.
- 12 **Jobs on compassionate grounds** are given to family members of the non-teaching staff
13. **Free medical check-up** is available in the campus from time to time.

#### **Provisions of Leave**

1. Casual Leave
2. Maternity Leave
3. Study Leave granted to the teaching staff on the permission of sanctioning authority and management.
4. Medical Leave
5. Vacation Leave
6. Special leave (SPL) and Duty leave (DL) is given for attending orientation programmes/refresher courses/workshop /Seminar/Conference, etc.
7. Sabbatical Leave granted to teaching staff to undertake study or research or any other academic pursuit.
8. Festival Leave are granted as per academic calendar, notification issued by affiliating University, State Government.

#### **Other Welfare Schemes**

- **Provident Fund**- The staff can invest in the PF on a monthly basis.
- **ES I C** is a voluntary contribution system existing in the college. The staff and management

contribute regularly for any Medical Emergency.

- Organising seminars/webinars for capacity to improve professional skills.
- The achievement of staff is appreciated in the form of felicitations.
- Free education to the wards of staffs and fee concession for wards of staffs admitted in allied institutes controlled by the same management.
- Salary is timely credited to bank account of employees.
- All the non-doctoral teaching faculties are encouraged to get enrolled for Ph.D. program.
- Staffs are encouraged for higher progression.
- 24x7 Wi-Fi facility for Staff in campus.

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

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

Response: 13.79

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

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

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

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

Response: 0.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	02	01	01	00

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

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

**Response:** 17.88

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

2020-21	2019-20	2018-19	2017-18	2016-17
10	1	2	2	1

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

**Response:**

The college facilitates the professional growth and enrichment of the staff by implementing an effective Performance Appraisal System. This system is maintained with the objective of improving academic and



administrative standards. It functions in the following ways.

### **Teacher Performance Record (TPR)**

It is given to each teacher at the beginning of every academic year to record his/her everyday engagements. All details pertaining to lesson plans, tests, assignments, projects, and mentoring, tutoring, remedial classes, leave taken etc. are recorded. It is monitored by the head of the department and the principal. All teachers have to submit the duly filled Performa of **the Performance Based Appraisal System (PBAS)** at the end of the academic year. The principal submits a **Confidential Report** about teachers to the Administrative Head on an annual basis. The Head makes detailed evaluation of those reports and provide encouragement, suggestions for improvement and corrective measures confidentially.

### **Staff Evaluation by HOD -**

Heads of the departments prepare **confidential reports** in a prescribed format evaluating their academic performance highlighting their strength and weakness.

### **Faculty evaluation by the students -**

IQAC monitors the feedback mechanism in the college. In each semester the students can evaluate their teachers on the basis of their performance. The students can assess the teachers on the following criteria:

Accessibility to teacher,

Classroom management,

Communication skills,

Fairness in internal Assessment,

Ability to inspire and motivate,

Interaction of the teacher,

Punctuality and regularity,

Online classes,

Effective and timely completion of syllabus,

Subject knowledge and the use of ICT in teaching learning process.

The IQAC carries out feedback evaluation and suggests corrective measures to teachers.

The principal monitors the performance of non-teaching staff and gives them continuous feedback. In a given format the teachers and the students evaluate the non-teaching staff regularly.

Final evaluation is done by the management team during the annual academic audit.

Teachers are also instructed to submit **Teaching Plans** every semester to ensure a time bound implementation of the **Academic Plan** proposed at the beginning of the academic year. Faculty members are also evaluated on the basis of various responsibilities entrusted on them as extracurricular and extension activities.

### Evaluation by Management

The Managing Board constitutes an **Academic Review Committee** every year to evaluate the performance of teachers. All teachers have to submit the duly filled proforma of **the Performance Based Appraisal System (PBAS)** at the end of the academic year. The committee headed by the director visits each department and evaluates the performance of the teachers in group and in person. They suggest corrective measures collectively and in person. The principal submits a **Confidential Report** about teachers to the administrative head on an annual basis. The Head makes detailed evaluation of those reports and provide encouragement, suggestions for improvement and corrective measures confidentially.

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

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

The institution has a transparent and systematic financial management system.

The Governing Body monitors the effective utilisation of financial resources through proper auditing mechanisms. The institution conducts external and internal audits for funds.

#### Statutory Audit (By Chartered Accountant)

Statutory audit of all the accounts maintained by the college is done by a Chartered accountant every year.

All financial accounts/matters of the college are audited. On behalf of the Principal, the Head Accountant maintains the accounts of the government funds. Statutory audit also includes the auditing of all the consumable and non-consumable stock items. Including fees salary of staff etc.

Communication and Follow up of Audit Objections – When the Internal Auditors and External Auditors observe/detect an irregularity while inspecting the records, they inform their objections/queries to the responsible authority. After the internal audit, the auditor informs the report to the Principal. The auditor specifies comment on a break of procedure or an irregularity where necessary action is required to avoid recurrence.

**External Audit by LALIT KUMAR JAIN AND COMPANY.**

**Internal audit by Baradia and company.** They conduct internal audit every quarter. All the financial transaction, and stock has been audited.

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

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

**Response:** 4.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	.15	2	1.4	1

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

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

**Response:**

The College has a well-functioning mechanism for mobilization of funds and optimum utilisation of resources. The Principal, has the responsibility for assessing, planning, implementing and supervising the fundraising activities of the college. There committee evaluates the requirements of the departments and other forums for the allocation of funds. The budgetary provision for academic and administrative activities is planned at the beginning of financial year by the committee.

The committee functions in consultation with Building Committee, Purchase Committee, Campus Development Committee, Campus Ecological Committee and Library Advisory Committee to formulate strategies for fund mobilisation and its optimal utilisation.

The optimal mobilization and utilization of resources and funds are of paramount importance for the Institution as it accelerates the development and helps in promotion of academic excellence. College being the self-finance college the prime source of income is fees received from students. The college has a proper mechanism for mobilizing funds. Consistently Management separates a large portion of their budget for infrastructural development and maintenance. The college receives the funds broadly from the following sources:

1. The fees of students.
2. Any other fund by government or non-government agencies.

College has not received any major funds from non-government agencies. The large part of the fees of students goes to salary component, however the college has been developing the infrastructure by way of adding rooms and laboratory in phased and planned manner. In the last five years, the management has added gallery in front of Account section, development of Garden, ICT enabled rooms and laboratory including boys and girls common room.

The college also has e-library with N-list. Every year sufficient books and journals are inducted in it. The extra cost in the seminars, conferences and workshops, (if any) is borne by management. The maintenance cost of infrastructure (including AMC) is also substantial and is borne by the management. The other recurring costs like electricity, water, cleaning charge, wifi etc is borne out of the income from the college. The other minor capital expenditures like purchase of desk, benches, AC, coolers, equipment, almirah, fan, notice boards, library racks, are also borne from the college funds. Any major capital expenditures related to the expansion/alteration of buildings are done by the Board of Governors.

The VAMA Teachers Association (attached with LION club international), organises funds for under-privileged persons. The loan without interest (on emergency) is also provided to non-teaching staff. Hence the institution has strategies in place to have the best for mobilisation of funds and the optimal utilisation of resources.

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

## 6.5 Internal Quality Assurance System

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

**Response:**

The IQAC plays a pivotal role in the enhancement and sustainability of quality in the educational services

provided by the institution. The major initiatives include:-

Devising quality strategies, Monitoring the extension and outreach programmes of the departments of the college, Evaluating curricular and co-curricular activities,

Promoting high professional standard by integrating research in teaching, Ensuring stakeholder participation, Introducing best practices, Organising workshops and seminars

Introducing quality initiatives like accreditation and ranking, consultancy, collaboration, attendance, feedback analysis, internal promotion guidance, research quality enhancement etc.

## Practice I

### Audit Practice

**Academic and Administrative Audit:** AAA is conducted at the end of every year by a committee constituted by the IQAC to maintain quality in the institution. The committee visits each department and evaluates the performance of the teachers in group and in person. The evaluation is based on the pro forma of self-appraisal submitted by the teachers, the confidential report by the principal, HoDs, feedback from the students etc.

**Green Audit:** The criteria, methods and recommendations used in Green audit are based on the identified threats. The following audits are done under Green Audit:

1. Water Management,
- 2 Energy Management,
- 3 Waste Management,
- 4 Green Campus Management,
- 5 Carbon Footprint,

The college conducted Green Audit in 2020. The audit was conducted by a committee of external Experts named “MCJ Energy Engineers Private Limited”. Detailed analysis of data collected include: computation of energy consumption, analysis of latest electricity bill of the campus, understanding the tariff plan provided by the CHATTISGARH State Electricity Board.

On the basis of results of data analysis and observations, a Green Protocol was adopted by the institution for sustainable development. Swachh MJ- Green MJ, Clean MJ is a distinctive practice in the institution. Installation of Solar Panels, LED bulbs, Oxygen park etc. are some of the Green initiatives of the college.

### Gender Audit conducted in the academic year 2018-19

**Gender audit** is a tool to assess and check the institutionalisation of *gender* equality. IQAC analyses gender related policies and their implementation using the data provided by the audit.

## Practice II

### Walk-with-a-Brain and Brain Support Programme

**WWB** scheme introduced the idea of mentoring, building on the concept of mentor as a guide and friend. The IQAC along with the College Council act as the monitoring committee which suggests steps for the improvement of the programme. The programme has a college level coordinator. Internal and External mentoring sessions are conducted. The progress of the mentees is evaluated at regular intervals and necessary corrective measures are suggested.

**BSP** aims at imparting personalised academic support to needy students through tutorials, study materials, monitoring committee for the programme and suggests steps for improvement. BSP has a college level coordinator who maintains the activity report from all internal mentors regularly.

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

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

#### **IQAC Teaching Learning Review Mechanism**

IQAC monitors IT enabled, outcome based, student centric and holistic methodologies of teaching learning process.

1. At the beginning of the academic year, IQAC collects **department academic plans** and monitors its effective implementation throughout the year.
2. Teacher Performance Record devised by the IQAC is a continuous self-appraisal system to keep track of the performance of the faculty on desired outcomes.
3. Teachers are also insisted to submit a **Course Plan** every month so as to evaluate the progress of the curriculum in tune with the academic calendar.
4. IQAC insists on the **Mapping of PO, PSO and CO** at beginning of a Programme/Course. This gives a positive direction towards the methodologies to be adopted in teaching and evaluation.

5. IQAC communicates its policies regarding **Remedial, Mentoring and OBE** to all teaching departments at the beginning of the academic year.

6. IQAC ensures proper **conduct of internal examinations** and instituted a mechanism for transparent mechanism for **evaluation of marks** in the university portal.

7. IQAC has devised a **five-point scale questionnaire to evaluate the performance of teachers** by the students. IQAC devised a mechanism for **360 degree feedback** on curriculum.

#### **Other activities by IQAC -**

1. **Curriculum feedback** is also taken from the parents during open house meetings.

#### **2. IQAC Institutional Review Mechanism**

3. IQAC conducts **Annual Academic and Administrative Audit** every year.

4. IQAC and the management evaluate the **Performance of Non-teaching Staff**.

5. IQAC encourages **Peer Evaluation** of teachers.

6. **Green audit** is regular practices in the campus.

#### **IQAC Evaluation of Learning Outcomes**

IQAC has entrusted a committee in 2018 to introduce **Outcome Based Education (OBE)** in the college.

IQAC has entrusted a committee in 2018 to introduce **Outcome Based Education (OBE)** in the college. This initiative was resorted when the university introduced new curriculum for graduate programmes.

The committee is headed by a **senior faculty** and it devised a mechanism to operationalize OBE. The **Departmental Advisory Committee (DAC)** of each department has prepared **Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)** on the basis of learning objectives mentioned in the university syllabus.

DAC also outlines the **Course Outcomes (COs)** in consultation with the concerned teachers who deal with a particular course.

The IQAC has made PSOs, POs and COs **part of the course file**.

At the end of the semester, the IQAC committee assesses the compliance of departments with the parameters of OBE.

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

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

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

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

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



## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.**

**Response:**

The institution is a co-education institution with about 66% of the staff and over 80% of the students being female. The college is committed to provide safe and secure academic environment to the students. The college has a zero tolerance policy on issues concerning gender, ragging, sexual harassment etc.

**Safety and Security -**

**Fully Protected Campus:** The campus is fully protected with compound walls and there is 24- hours monitoring by security guards and CC TV.

**ID Card:** It is mandatory for the students enrolled in the college to wear ID cards issued by the college at the time of admission.

**CCTV Surveillance:** The College has 32 CCTV cameras in operation for 24 hours a day.

**Internal Complaints Committee (ICC):** It has been constituted in the college under “The sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”.

**Students Redress Cell, SC/ST Cell and Women Cell:** These cells take care of the various grievances and enforcement of discipline in the campus. **Compliant Boxes** are placed in the college and follow up action is taken by Student Grievance Committee.

**Anti-Ragging Committee:** The anti-ragging committee of the college has members from the college.

**Ethics Committee:** An “Ethics Committee” functions in the college to address the issues related to sexual harassment, use of mobile phones/cyber crimes.. The committee acts as a deterrent agency against the crime of sexual assaults and misuse of social media.

**Counselling -**

**Counselling Centre:** The service of a **Professionally Qualified Counsellor** is available in the Counselling Centre. The counselling services enable the students to redress their personal stresses and strains.

**Counselling Workshops:** Workshops and seminars are regularly organised by Women Cell and other cells on **cyber law, hereditary rights of women, transgender awareness programme, self-defence skills, martial arts training**, etc.

**Staff:** The teaching staff provide counselling to the needy students apart from mentoring sessions. Non-teaching staff gives support in the matters concerning admission, fees payment, etc.

**Common Room -**

**Common Rooms:** The College provides separate common rooms for girls and boys. **Three Common rest rooms** are available. The third common rest room is provided to lady teachers for their relaxation during duty cycles. Sufficient number of toilets are available for the students.

**Vending Machine for sanitary napkins and Incinerator -**

These are available in the girls toilet for emergency use.

**Special Toilets:** Special toilets are also available for differently-abled students.

**Fitness Room:** Special timing is arranged for ladies in the physical fitness centre.

**Sick Room:** It has the facilities two beds, first aid box, oxygen cylinder for emergency use. A Nursing staff is always present in the campus to help in case of an emergency. A vehicle is always standby for emergency transfer to the nearest hospital.

All these facilities are optimally utilised by lady teachers and girl students

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

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

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

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

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

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

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

#### **Response:**

**1. Solid waste management:** The Institute is very much concern over this issue. A number of positive steps in this direction in the recent past are taken; the institute prepared a couple of large compost pits in the premises to make manure from the garden waste. The institute had invited expert from the field to disseminate the knowledge to the students. This interaction helped all of us to understand the process of composting and natural biological process. Compost is an organic matter that has been decomposed in a process called composting. This process recycles various organic materials- otherwise regarded as waste products and soil conditioner. Compost is rich in nutrients. Composting is not only great for those who use the compost but it has many environmental benefits as well. Compost reduces Greenhouse gases. It not only improves soil quality but helps in cleaning up the contaminated soil too. It helps control erosion as well as saves & creates wealth.. Subsequently, garden dried foliage, waste paper, dried leaves and twigs of plants are disposed off in a specially made chamber. On-role hired gardener looks after the cleanliness and watering of the garden.

**2. Liquid waste management:** A liquid waste is actually water contaminated by anthropogenic activities. These activities may involve mixing of undesired and un useful substances to the water. Thus, contaminated water is hazardous to the mankind as well as to the ruminants passing through. A proper absorption pit has been provided in a bare land outside the premises for liquid waste management. The local municipal corporation has set up a series of training sessions over the recent past for a proper Liquid waste management system through underground pipelines that has been reserved as an immediate future plan.

**3. e-Waste:** College produces less amount of e-waste as per the guidelines provided by the governing education society as well as by the Chhattisgarh Environment Conservation Board: the outdated, damaged, nonworking and repaired computers, monitors, printers, CDs etc. are discarded and scrapped and auctioned to the e-waste purchasers who recycle it after disassembling some useful parts from it. Old electronic devices of Physics and Computer Science departments - circuits, motherboards, and calculators are given to the students for preparing their academic projects. Moreover, a number of Tea-coasters, Bulb sheds and other miscellaneous wall-mounted as well as freely movable decorative items were not only made by the students under supervision of our staff, but the articles were made available for supply outdoors on special demands and requirements. File Description Document Any additional information View Document

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

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

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

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

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

#### 7.1.5 Green campus initiatives include:

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

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

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

1. Green audit
2. Energy audit
3. Environment audit

- 4. Clean and green campus recognitions / awards**  
**5. Beyond the campus environmental promotion activities**

**Response:** A. Any 4 or all of the above

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

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

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

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

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

#### **7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

##### **Human values and professional ethics -**

Number of activities conducted for promotion of Universal Values (Truth, Righteous Conduct, Love, Non-Violence and Peace); National Values, Human Values, National Integration, Communal Harmony and

social cohesion as well as for observance of fundamental duties during the last five years are as follows -

Brochures and Photos of Activities arranged year-wise

2) 2015-16

3) 2016-17

4) 2017-18

5) 2018-19

1. National Seminar on "Cultural Politics of Mass Media"
2. One Day Seminar on "Emerging Trends and Challenges in Human Resource Management"
3. Program of Vidhik Sewa by Justice "Fundamental Duties Prescribed By The Indian Constitution".
4. Workshop on "Innovative Methods of Teaching in Value Education".
5. programme on "Ayurveda and Yoga for Holistic Development"
6. Lecture on the topic- "Role of Teachers In Social Re-construction"
7. One day seminar on 'Hindi Kavita Ka Bhavishya' is organized by the Hindi department on ....
8. Alumni Lecture on "Social Responsibility of Youth".

The college celebrates national festivals in the campus. All the students enthusiastically participate in such events. The college also organises special programmes on the occasion of the birth or death anniversaries of The Great Indian Personalities. The institution has a system in which the teachings of national leaders like Mahatma Gandhi, Jawaharlal Nehru, Sardar Vallabhbhai Patel, Babasaheb Ambedkar, and the Prime Minister are communicated through the public address system as and when the occasion falls. The broadcast of the Prime Minister's address through "Man Ki Baat" is shared with students and staff.

**Gandhi Jayanti Celebrations:** The college celebrates Gandhi Jayanti every year on 2nd October with prayer. As part of this, the NSS unit of the college organises 'Service

**Week' with the motto of Swachh Bharat.** Various lectures are also organised on **Gandhian philosophy, his teachings and ideals.**

**National Youth Day Celebrations:** National Youth Day is observed on 12th January of every year, the birthday of Swami Vivekananda.

**National Science Day Celebrations:** The college celebrates National Science Day on **12th June every year.**

**National Unity Day:** Birth anniversary of Sardar Vallabhbhai Patel is celebrated as National Unity day on 31st October.

**Independence Day:** India's independence is celebrated every year in the college on 15th August with solemnity. As part of this, **inter-departmental patriotic song competition** is organised every year.

**Republic Day:** Republic day is celebrated every year with flag hoisting and seminar on topics like National Integration, Importance of Constitution, Challenges Before the Nation, e-Governance and other topics of interest to the students and staff members.

**Premchand Day:** The college celebrated Premchand Day with discussions on the works of the Hindi and Vernacular writers on 31 August.

**International Hindi Day:** The college organises Hindi day celebrations with reading competitions, Hindi Poetry Recitation, etc.

The college celebrates **National Festivals** like Nav durga, Diwali, Holi, Christmas, Eid-Ul-Fitr etc.

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

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

#### **Response:**

The college celebrates national festivals in the campus. All students enthusiastically participate in such events. The college also organised special programmes on the occasion of the birth or death anniversaries of great Indian personalities. The institution has a system in which references about epoch making social thinkers of India like Mahatma Gandhi, Jawaharlal Nehru, Sardar Vallabhbhai Patel, Babasaheb Ambedkar etc. are made through the public address system as and when their birth or death anniversaries fall.

**Gandhi Jayanti Celebrations:** The college celebrates Gandhi Jayanti every year on 2nd October with prayer. As part of this, the NSS unit of the college organises 'Service Week' with the moto of Swachh Bharat. Various lectures are also organised on Gandhian philosophy, teachings and ideals.

**National Youth Day Celebrations:** National Youth Day is observed on 12th January of every year, the birthday of Swami Vivekananda. The Department of commerce organised several programmes on this day

**National Unity Day:** Birth anniversary of Sardar Vallabhbhai Patel is celebrated as National Unity day on 31st October.

**Independence Day:** India's independence is celebrated every year in the college on 15th August with solemnity. As part of this, inter-departmental patriotic song competition is organised every year. **Republic Day:** Republic day is celebrated every year with flag hoisting and talks on national integration, importance of constitution etc. **APJ Abdul Kalam Memorial Lecture:** APJ Abdul Kalam Memorial Lecture is organised every year. **Premchand Day:** The college celebrated Premchand Day with discussions on the works of the writer on 31August.

**International Hindi Day:** The college organises Hindi day celebrations with reading competitions, Hindi poetry recitation, etc.

The college celebrates national festivals like Ganpati Utasav, Garba, Diwali, Holi, Christmas, Eid-Ul-Fitr etc.



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

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

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

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

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

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

**Response:**

Number of activities conducted for Promotion of Universal Values (Truth, Righteous conduct, Love, Non-Violence and peace); National Values, Human Values, National Integration, Communal Harmony and Social Cohesion as well as for Observance of Fundamental Duties during the last five years.

Brochures and Photos of Activities arranged year-wise

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

1. National Seminar on "Cultural politics of Mass Media"
2. One Day Seminar on "Emerging Trends and Challenges in Human Resource Management"
3. Program of vidhik sewa on 'Fundamental duties prescribed by Indian constitution'

4. Workshop on Innovative Methods of Teaching in Value Education
5. programme on "Ayurveda and Yoga for Holistic Development"
6. lecture on the topic- 'Role of teachers in social Re-construction'
7. One day seminar on 'Hindi kavita ka bhavishya' is organized By Hindi department on 14th of September 2017
8. Alumni Lecture on 'Social Responsibility of Youth' in 2019

The college celebrates national festivals in the campus. All students enthusiastically participate in such events. The college also organises special programmes on the occasion of the birth or death anniversaries of great Indian personalities. The institution has a system in which references about making social thinkers of India like Mahatma Gandhi, Jawaharlal Nehru, Sardar Vallabhbhai Patel, Babasaheb Ambedkar etc. are made through the public address system as and when their birth or death anniversaries fall.

**Gandhi Jayanti Celebrations:** The college celebrates Gandhi Jayanti every year on 2nd October with prayer. As part of this, the NSS unit of the college organises '**Service Week**' with the moto of **Swachh Bharat**. Various lectures are also organised on **Gandhian philosophy, teachings and ideals**.

**National Youth Day Celebrations:** National Youth Day is observed on 12th January of every year, the birthday of Swami Vivekananda.

**National Science Day Celebrations:** The college celebrates National Science Day on **12th June every year**.

**National Unity Day:** Birth anniversary of Sardar Vallabhbhai Patel is celebrated as National Unity day on 31st October.

**Independence Day:** India's independence is celebrated every year in the college on 15th August with solemnity. As part of this, **inter-departmental patriotic song competition** is organised every year.

**Republic Day:** Republic day is celebrated every year with flag hoisting and talks on national integration, importance of constitution etc.

**Premchand Day:** The college celebrated Premchand Day with discussions on the works of the writer on 15th September.

**International Hindi Day:** The college organises Hindi day celebrations with reading competitions, Hindi poetry recitation, etc.

The college celebrates **national festivals** like Nav durga, Diwali, Holi, Christmas, Eid-UI-Fitr etc.

International programmes like Women's Day, Environment day, Mothers day, International Yoga day are celebrated with great enthusiasm.

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

## 7.2 Best Practices

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

**Response:**

**Best Practice I: M J “Give A Hand, Give A Life”**

M J College, is an institution that always keeps **social transformation and social**

**justice** well above the individual prosperity and success. One of the core values of the institution is "**social commitment**". The college believes that higher education institution has responsibility to all its stakeholders and it can be fulfilled only through continuous community engagement and fostering the social responsibility of the students and teachers.

### 1. Aims and Objectives

**The practice has the following aims and objectives.**

To catalyse new initiatives of community engagement to help the local community.

To contribute to the socio-economic development of the rural community.

To gain understanding of social realities and find out solutions.

To appreciate local knowledge and wisdom.

To help the needy people during natural disasters.

### 2. The Context

MJ college has a tradition of community engagement and the institution is always committed to the progress and development of the local community. The college has been organising a number of programmes to empower the society and to help the downtrodden.

### 3. The Practice -

The college has organised a good number of programmes with the purpose of educating and helping the society through continuous community engagement and extending support. The practices followed under this initiative are given below.:-

1. **MJ ANNAPURNA** in which distribution of grains/pulses every month to Ashray Sthal, which is an orphanage and The Mother Teresa home (A place for mentally challenged old people)
2. **FINANCIAL Support to The Anubhuti Shree, a welfare organisation for women**, every Month for the **DISTRIBUTION** of sanitary napkins for health, hygiene of women.
3. **FINANCIAL SUPPORT to The Arpan school** (a school for mentally challenged children) for Physiotherapist services.

### BEST Practices II -

#### Social Care -

**CHILD CARE PROGRAMME:** It is one of the key charity programmes of the college. In this initiative, the college provides **PHYSIO THERAPY AND MEDICINES** for about **54 physically and mentally challenged orphans every day**.

**HELPE FOR THE FINANCIALLY DEPRIVED:** The institution offers financial and medical help to poor sections of the society.

**Free Medical Camps and Dental Health, Camps for the Deaf and Dumb** are organised in association with other organizations like Red cross, lioness club, Prayas school.

The departments **visit orphanages on a regular basis** and interact with the inmates. The students and teachers often celebrate important events with the inmates in orphanages.

### C. Social Change and Community Engagement

**College participated in Clean India Mission.** Students and staff engaged in the cleaning of an old Temple and its premises. Such awareness camps for promoting clean surroundings are often launched by the college.

The college has been organising **blood donation camps every year** in association with various organisations such as **Regional Blood Transfusion Center, Red Cross, HDFC Bank Ltd**, etc.

Staff and Students distributed study material such as **Books and Stationary items among the children and other students**.

The college has observed **Road Safety Week** in association with **Bhilai Road Safety Authority**.

#### **Knowledge Sharing -**

The college has distributed study materials among students to spread awareness on **e-payment methods** and **financial literacy**.

The college has conducted an awareness programme on **Solid Waste Management For the Domestic Waste Management**.

The college participated in the **ANUBHUTI SHREE** programmes to create awareness on health, hygiene, sanitation, water, etc.

The students of the college have actively participated in the **AIDS Awareness Rally** organised by the DISTRICT GOVERNMENT HOSPITAL DURG.

#### **e. Disaster Management -**

In collaboration with Fire and Safety Department, a **Mock Drill and seminar on the topic “Fire And Safety-Rescue Measures”** was organised.

#### **f. Unnat Bharat Abhiyan**

The college has **adopted five villages**

**1.Kutela Bhata**

**2.Khapari**

**3.Khamaria**

**4.Sirsa**

**5.Chikhli**

under **UBA programme of MHRD in 2018**. A **socio Economic Survey** of residents of these villages is completed.

**Evidence of Success-----**knowledge sharing, **PREVENTION AND CONTROL** of COVID-19, and importance of vaccination. Training of village women **FOR IN-HOUSE SOAP MAKING**.

**College recieved Rs 50,000/ from UBA as a reward for more fruitful work in the village area.**

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

### 7.3 Institutional Distinctiveness

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

##### Response:

The college was founded to cater to the educational needs of the region without any discrimination related to caste, creed or social and regional status. We also believe that the students can be made socially responsible citizen by imparting moral education. The college continues its service to the nation by not only providing quality education but also inculcating the moral values and sense of social responsibility also.

During the COVID-19 pandemic period, a large number of citizens were struggling for basic needs, medical facilities, and sufferings on account of the terrible mental stresses with many of their near and dear ones falling seriously ill and quite a few of them also succumbing to the pandemic. Specially the medical facilities came under severe strains. No hospital beds were available, no medicines and the oxygen cylinders were not in adequate supply. The MJ College rose to the occasion and launched the campaign called "*PranVayu*". Under this programme when the first wave of pandemic hit the region, college arranged 4 beds with oxygen cylinder facilities, wheel chair, Blood Pressure and temperature and Oxygen monitoring facilities in the college premises with nursing staff at the disposal of the patients. These facilities was not confined to only the members of MG college family, but were available to all those who were in the need. These facilities were available 24X7 basis.

The M J Family members were provided with the medical kit for any emergency uses.

After the introduction of vaccines awareness programmes were conducted online/offline at nearby places. The second wave of corona attack in the Durg district was one of the worst all nation wide. The Oxygen gas was in short supply . M J College under "PranVayu" scheme raised two Oxygen Concentrators with donations from the members of staff and the management. These were made available to the needy free of charges. The necessary training to the users of the Concentrators was imparted by the MG staff. This work helped many post covid19 patient who required oxygen supply after getting discharged from hospitals and either could not afford cylinders or the old age persons who live alone and could not carry bulky oxygen cylinders. Provide the web link of the institution. The initiative by the college got wide acclaims in the local newspapers and the users thanked the institution of the great social service it imparted.

The college organised vaccination drive for its Nursing staff and offered to the district management its services by providing the nursing trend staff for hospitals overflowing with the Covid- 19 patients. The college made vaccination compulsory for all staff members who were found entitled to vaccination as per the guidelines led down by the government.

To make people aware about corona virus online quiz competition, online slogan and poster making programmes were organized.

The College's Annapurna Yojna in which every month "Rashan" is donated at various places, were diverted to help corona hit families.

2.Rashan also distributed In"Astha"vridha ashram ,Mother Teresa Ashram, college guards, and needy persons.

**Objective:** To make people aware about their voting rights and encourage them for voting along with their community in coherence with central government scheme of Systematic Voter Education and Electoral Participation Programme.

**Context:** India is the largest democracy of the world where the people elect a government at the centre and states, who will be governing the country. Hence it becomes very important for all the people to take part in voting in elections. As more and more people get involve in election process, it becomes fair and unbiased which strengthen the democracy system.

**Practices:**

1. One Oath Taking Ceremony for voting and belief in democracy system was conducted on 8th October 2018 with NSS Programme officer and SVEEP Nodal Officer Dr. J. P. Kanoje, Campus Ambassadors Mr. Aakash Soni and Ms. Rinsi Verghese along with a large number of students, teaching and non-teaching staff members.

2. A demonstration programme of Electronic Voting Machine and Voter Verifiable Paper Audit Trail (VVPAT) was done at college premises. The doubt regarding EVM were cleared by the authorities sent by Election Commission of India. This type of programmes enhances the faith on voting system to new voters.

3. The Voting awareness programme was conducted from the 11th October 2018 to 31st October 2018 by means of Poster Competition, Slogan-Writing Competition, Rangoli making competition etc..

4. "Nukkad-Plays" (Street Play) were organized at different nearby places to make people aware about voting rights and responsibilities on 12th October 2018.

5. The college conducted a Rally and Door to Door Survey for awareness among the common people on 13th October 2018 and 15th October 2018.

6. For the new voters Form-6 was provided for registration in the Electoral Roll as well as forms for correction and updation of data was provided for existing voters enrolled in electoral roll. The beneficiaries were asked to bring required documents and online form filling facilities were provided at our college. A Certificate of Appreciation was provided to M J College for its contribution in SVEEP programme of Election Commission of India.

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

NAAC



## 5. CONCLUSION

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### **Additional Information :**

The college has initiated another mile-stone in the field of education by opening a school under its auspices. The school is geared up to provide quality education to the children from nursery to intermediate level. It has been housed in a modern building with excellent gadgets for imparting education to children and boys at a very nominal cost. Due to pandemic situation, the project was somewhat delayed but now is in full swing. The admissions to primary classes have started.

In a very short duration of about 18-19 years, this institution and the college managed by it, has earned accolades from the citizens of this area.

We are proud to state that the institution is known for its high academic standards, a great sense of discipline of its staff and students, and the social service the college does in the surrounding areas.

The staff of this college worked hard even during the pandemic to provide medical help to the needy and saved many lives by providing free of cost oxygen concentrator services to many critical patients. Our gestures were widely appreciated by the administration and people in general.

The college observes strict covid-19 protocol within its premises and very particular in its observance.

### **Concluding Remarks :**

The college has strenuously tried to achieve the highest standards in the field of academics. At the same time, it has been very assiduously fulfilling its social responsibilities. The award of highest credential by the naac shall serve as a big moral booster to the management and staff of this college and would encourage all to make the institution a proud jewel of this country in the coming years.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p><b>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p> <p>1.2.1.1. <b>Number of Programmes in which CBCS / Elective course system implemented.</b>            Answer before DVV Verification : 22            Answer after DVV Verification: 21</p> <p>Remark : DVV has made the changes as per IIQA.</p>																				
2.3.3	<p><b>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )</b></p> <p>2.3.3.1. Number of mentors            Answer before DVV Verification : 44            Answer after DVV Verification: 19</p> <p>Remark : DVV has made the changes as per shared report of mentor list by HEI.</p>																				
2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p>2.4.3.1. <b>Total experience of full-time teachers</b>            Answer before DVV Verification : 216.2            Answer after DVV Verification: 152</p> <p>Remark : DVV has made the changes as per shared experience of regular teachers by HEI.</p>																				
3.1.3	<p><b>Percentage of departments having Research projects funded by government and non government agencies during the last five years</b></p> <p>3.1.3.1. <b>Number of departments having Research projects funded by government and non-government agencies during the last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>02</td> <td>01</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>02</td> <td>01</td> <td>00</td> <td>00</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	02	02	01	00	00	2020-21	2019-20	2018-19	2017-18	2016-17	02	02	01	00	00
2020-21	2019-20	2018-19	2017-18	2016-17																	
02	02	01	00	00																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
02	02	01	00	00																	

**3.1.3.2. Number of departments offering academic programmes**

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : DVV has given the input as per shared report of teachers by HEI.

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years****3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	4	7	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	2	0	0

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
17	22	15	19	17

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
13	15	9	15	11

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
985	2242	2828	1389	1379

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
561	1355	1507	854	900

3.5.1	<p><b>Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year</b></p> <p><b>3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years</b>          Answer before DVV Verification:</p> <table border="1" data-bbox="304 389 1046 524"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>7</td> <td>11</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 602 1046 736"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>7</td> <td>2</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	5	7	11	1	1	2020-21	2019-20	2018-19	2017-18	2016-17	1	7	2	1	1
2020-21	2019-20	2018-19	2017-18	2016-17																	
5	7	11	1	1																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	7	2	1	1																	
4.1.4	<p><b>Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)</b></p> <p><b>4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)</b>          Answer before DVV Verification:</p> <table border="1" data-bbox="304 1016 1046 1151"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>31.65</td> <td>46.50</td> <td>30.38</td> <td>35.13</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1229 1046 1364"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>12.65</td> <td>15.50</td> <td>10.38</td> <td>16.13</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared report of Expenditure for infrastructure augmentation, excluding salary by HEI.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	29	31.65	46.50	30.38	35.13	2020-21	2019-20	2018-19	2017-18	2016-17	29	12.65	15.50	10.38	16.13
2020-21	2019-20	2018-19	2017-18	2016-17																	
29	31.65	46.50	30.38	35.13																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
29	12.65	15.50	10.38	16.13																	
4.2.2	<p><b>The institution has subscription for the following e-resources</b></p> <ol style="list-style-type: none"> <li>1. e-journals</li> <li>2. e-ShodhSindhu</li> <li>3. Shodhganga Membership</li> <li>4. e-books</li> <li>5. Databases</li> <li>6. Remote access to e-resources</li> </ol> <p>Answer before DVV Verification : A. Any 4 or more of the above          Answer After DVV Verification: D. Any 1 of the above          Remark : DVV has made the changes as per N-List by HEI.</p>																				
4.2.4	<p><b>Percentage per day usage of library by teachers and students ( foot falls and login data for</b></p>																				

**online access) during the latest completed academic year**

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

Answer before DVV Verification : 65

Answer after DVV Verification: 17

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4.5	105115	223794	703932	427650

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4.5	1.05	2.24	7.04	4.28

5.1.5 **The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has made the changes as per shared by HEI.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	00	00	00

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
8	10	00	00	00

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

Answer before DVV Verification:

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	45	1	1	1

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	8	8	6	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	8	6	6	3

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
05	09	05	04	04

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	02	01	01	00

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
00	.55	4	2.4	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	.15	2	1.4	1

Remark : DVV has excluded funds from own trust and sister institutions.

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

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

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

Answer After DVV Verification: B. 3 of the above

Remark : DVV has made the changes as per shared report by HEI.

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



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

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

Answer After DVV Verification: B. 3 of the above

Remark : DVV has made the changes as per shared report by HEI.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p><b>Number of programs offered year-wise for last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>22</td> <td>21</td> <td>21</td> <td>21</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>21</td> <td>21</td> <td>21</td> <td>21</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	22	22	21	21	21	2020-21	2019-20	2018-19	2017-18	2016-17	21	21	21	21	21
2020-21	2019-20	2018-19	2017-18	2016-17																	
22	22	21	21	21																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
21	21	21	21	21																	
2.1	<p><b>Number of students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>375</td> <td>356</td> <td>313</td> <td>356</td> <td>347</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>366</td> <td>356</td> <td>309</td> <td>356</td> <td>347</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	375	356	313	356	347	2020-21	2019-20	2018-19	2017-18	2016-17	366	356	309	356	347
2020-21	2019-20	2018-19	2017-18	2016-17																	
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2020-21	2019-20	2018-19	2017-18	2016-17																	
561	561	536	534	534																	
2020-21	2019-20	2018-19	2017-18	2016-17																	

508	508	475	475	475
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2.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
305	294	265	207	206

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
306	302	300	302	245

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
44	43	34	35	49

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	17	13	23