



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

GOVERNMENT COLLEGE, KOTRI

- Name of the Head of the institution **DR. D.S. MISHRA**
- Designation **PRINCIPAL -IN - CHARGE**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9098726890**
- Mobile No: **7898757875**
- Registered e-mail **principalgovtcollegekotri@gmail.com**
- Alternate e-mail **hkashyap61@gmail.com**
- Address **VILLAGE - KOTRI,BLOCK- LORMI
DIST- MUNGELI CHHATTISGARH 495115**
- City/Town **MUNGELI**
- State/UT **CHHATTISGARH**
- Pin Code **495115**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Atal Bihari Vajpayee University, Bilaspur**
- Name of the IQAC Coordinator **Smt. Shubhra Williams**
- Phone No. **9893535351**
- Alternate phone No. **7587192187**
- Mobile **9893535351**
- IQAC e-mail address **shubhrawilliams1@gmail.com**
- Alternate e-mail address **hkashyap61@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)

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

- if yes, whether it is uploaded in the Institutional website Web link: <https://govtcollegekotri.in/wp-content/uploads/2023/10/AcademicCalendar2022-23.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.95	2022	05/07/2022	04/07/2027

6. Date of Establishment of IQAC **14/08/2018**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

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

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 03

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

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

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

- If yes, mention the amount

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

- Different committees were formed for smooth functioning of the college.
- Formation of different clubs for skill development of students.
- Various extension and social awareness activities were performed by NSS volunteers.
- Organization of blood donation camp for students.
- Introduction of value added course.

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

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> To set up language club for holistic development of the student. 	<ul style="list-style-type: none"> The language club is set up in the college.
<ul style="list-style-type: none"> To start a Value Added Course from the session 2022-23. 	<ul style="list-style-type: none"> Value Added Course on 'Basics of Mutual Fund' is started by commerce department of the College.
<ul style="list-style-type: none"> Proposal for setup of women's club. 	<ul style="list-style-type: none"> The women's club was started.
<ul style="list-style-type: none"> Proposal for Blood donation camp. 	<ul style="list-style-type: none"> Blood donation camp was organized jointly by NSS and Red Cross Committee of the college.
<ul style="list-style-type: none"> Feedback is to be taken from various stake holder. 	<ul style="list-style-type: none"> Feedback of student & teachers were collected and analyzed .
<ul style="list-style-type: none"> Proposal to organize career guidance programme. 	<ul style="list-style-type: none"> Career guidance program is organized in collaboration with district employment office Mungeli.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• IQAC e-mail address	shubhrawilliams1@gmail.com				
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3.Website address (Web link of the AQAR (Previous Academic Year))					
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://govtcollegekotri.in/wp-content/uploads/2023/10/AcademicCalendar2022-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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6.Date of Establishment of IQAC			14/08/2018		
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8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			03		
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13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	16/01/2023
15.Multidisciplinary / interdisciplinary	
NIL	

16.Academic bank of credits (ABC):
NIL
17.Skill development:
The college is continuously working for the skill development of the students. The students studying in the college are proficient in many traditional skills. With the help of such students, the college organizes workshops and various training programs to preserve those traditional arts and to transmit that knowledge to the future generation, in which the students themselves play the role of guides and trainers. Under this, training has been given for making mats and other items for household use.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
In the college , efforts are made to convey Hindi and Chhattisgarhi language and its culture to the students effectively through the curriculum. Besides this, we make efforts to convey the Indian knowledge tradition to the students through language clubs and various councils run in the college.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
NIL
20.Distance education/online education:
Our college does not provide distance education facility.

Extended Profile

1.Programme

1.1 91

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

File Description	Documents
Data Template	View File

2.Student

2.1 588

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **199**

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

File Description	Documents
Data Template	View File

2.3 **181**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **09**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **13**

Number of Sanctioned posts during the year

Extended Profile

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1.1 91

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

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2.1 588

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Data Template	View File

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Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 09

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	13
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	11
Total number of Classrooms and Seminar halls	
4.2	18.2
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	16
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

A well planned curriculum remains inactive and worthless if it is not effectively delivered through well planned delivery procedure, techniques and along with proper documentation. Being an affiliated college of Atal Bihari Vajpayee University, Govt. College, Kotri follows the curriculum framed by the University.

The timetable committee and senior teachers chalk out a detailed time table for academic and co- curricular activities. It is displayed in college notice board and also in the college website.

To ensure effective delivery of curriculum, teachers of the college very meticulously prepare teaching plan, daily diary and also prepare result analysis for identifying advance and slow learners.

To develop interest of students towards learning, faculty uses

charts, maps, models. They also use various delivery methods such as classroom lectures, power point presentation, group discussion and field trips for practical exposure and deeper understanding of the concepts.

The College encourages faculty to participate in orientation, refresher course, seminars and workshops to update their knowledge and enhance teaching skills for effective delivery of curriculum.

There are five laboratories, which are optimally utilized for the curriculum to improve and enhance learning experience. College library provides various course books and reference books.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://govtcollegekotri.in/wp-content/uploads/2023/10/AcademicCalender2022-23.pdf

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

Government College Kotri follows the academic calendar issued by the Higher Education Department Chhattisgarh. The sole purpose of incorporating academic calendar is to improve teaching learning qualities and to make the students and the teachers aware about important dates driven information.

The college conducts atleast two internal examinations for which the examination committee of the college prepares schedule and circulates notification for preparing question papers. The schedule is priorly displayed on the notice board and also shared to the students through whatsapp groups. The evaluations are done by the college teachers and records of the results are properly maintained by them. After the evaluation, the answer sheets are shown to the students to know their performance and progress as well as to maintain transparency in the examination process. Re internal examinations are conducted for the absentees. Apart from the two internal assessment examinations, the teachers also conduct class tests, quizzes, group discussions for the improvement of the students. Thus throughout the session, the academic performance of the students are

continuously evaluated to upgrade them. The CIE helps the students to prepare themselves for the annual examination conducted by the affiliating university.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://govtcollegekotri.in/wp-content/uploads/2023/10/AcademicCalender2022-23.pdf

1.1.3 - Teachers of the Institution

B. Any 3 of the above

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

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

1.2 - Academic Flexibility

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

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

00

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

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

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

01

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

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

31

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

31

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

1.3 - Curriculum Enrichment

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

Cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics are very

much part of the college curriculum. Throughout the year college organizes various activities which ensure effective integration of cross-cutting issues.

Women's grievance redressal committee of the college provides assistance and deals with cases of harassment of the female students, teaching and non teaching women staff of the college.

To ignite sensitivity towards environment a compulsory course of environmental studies and human rights is offered at B.A., B.Sc and B.Com first year. Curriculum of geography covers topics related to global warming, climate change, deforestation, human and environment relationship to gain knowledge about environment.

NSS volunteers also take initiatives to spread awareness about environment and cleanliness through rally, camps in near by village, swachhata program and community services.

The institute gives emphasis on inculcating human values and character building of the students. In this regard, structure and composition of Indian society, family problems and social problems are taught in Sociology.

Apart from this, human values are covered in the curriculum of History, English Literature and Hindi Literature. Anti ragging cell of the college also continuously monitors and prevent ragging activities in the college.

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

C. Any 2 of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

300

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

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

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

89

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organizes special Programs for advance learners and slow learners. The aim of Govt. College, Kotri is to make students equipped and competent to face the challenges of the life. The college always strive for better education and enable students to achieve their academic goals. At the very beginning of academic session, students are identified as slow learners and advance learners according to their different scholastic ability.

Identification of Advanced learners and Slow learners

Students are identified by evaluating and analyzing the performance of students in class test.

Activities for Slow learners

Assignments are given to slow learners, so that they can practice more and get thorough on subjects in which they lack behind. Slow learners are also provided with study materials and notes in simple language. Previous year question papers are also provided to the students,

Activities of Advanced Learners

Advance learners are encouraged to participate in various seminars, quiz, workshops to develop analytical and problem solving abilities in them.

Advance learners are motivated to strive for higher goals. They are provided with additional and higher level study materials and books to expand their imagination and hunger for knowledge.

File Description	Documents
Link for additional Information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.2.1-1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
588	09

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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

The department of geography organizes field trip to provides students with the opportunity to visualize experience and collect information. Projects are allotted to first year students in environmental studies subject which offer experiential learning outside the classroom, It enables students to make connections and apply their learning in the real world. In science subjects, through laboratory experiments students are able to practically test the concepts which are theoretically learned in the classroom.

Participative learning This type of learning is clearly visible in the actual learning process of the college where students participate actively in departmental event such as seminar, group discussions, debate, workshop. Students also take part in drama and play organized by the college in which students can stimulate real life situations.

Problem solving activities can be a great way to make subjects ready to solve real problems in real life scenario various problems solving techniques such as giving assignments,

organizing quiz, presentations are adopted by the faculty of the college to develop logical reasoning and problem solving skills.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.3.1.pdf

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

The faculty of Govt. College, Kotri uses ICT tools to enhance the conventional teaching learning process and to make learning more interesting and student friendly. To facilitate ICT technology, institute has one smart classroom, projector, computer, laptops, printer and scanner, which are used by faculty members for teaching and managing their coursework.

Various committees of the college conduct online activities like webinars, lecture series, online workshop and competitions to achieve their respective objectives.

Whatsapp groups of students are also created by every department of the college for providing information and support. Apart from it, to enhance learning experience and to make concepts easily understandable some faculties of the college creates video lectures and uploads on YouTube channel and in cgschool.in. Teachers also share e-books and e-notes regularly to the students for enhancing their knowledge and achieving academic goals. Projector is also used by the faculty to give live examples and for visual demonstration of concepts and to give hard copy of notes faculty use college printer and scanner.

Thus, the college understands the importance of ICT and endeavour's to continually improve the competence and efficiency in teaching, learning and evaluation process.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.3.2.pdf

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

2.3.3.1 - Number of mentors

08

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

09

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

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

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

00

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

39

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

2.5 - Evaluation Process and Reforms

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

For transparent and robust internal assessment, following mechanisms are conducted by the college:

Examination committee -

The committee prepares time table, invigilation duty chart, date of submission of question paper, date of valuation of answer sheet and date of result declaration. The committee maintains a systematic record of internal examination time table, question paper, evaluated answer sheets, invigilation duty chart and attendance sheet of the examinee.

Conduction of examination -

At the beginning of the session and before internal examination,

the teachers and HOD of the departments apprise students about the pattern of questions, evaluation parameters, weight-age of marks and rules regarding absenteeism

Result display and Analysis

The evaluated answer sheet is shown to the students and their performance is discussed individually by the subject teacher.

The examination committee ensures that the marks awarded by individual teacher are carefully uploaded in university website.

In case of any discrepancies in uploaded marks, it is duly informed to the affiliating university and rectified.

Grievance redressal regarding internal examination

If any student is not satisfied with his or her obtained marks, it is discussed with the concern subject teacher and resolved at departmental level.

File Description	Documents
Any additional information	View File
Link for additional information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.5.1.pdf

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

In our college, The Principal, HOD and examination superintendent take utmost care to maintain discipline and transparency in examination. An examination committee comprising of a senior teacher as Head and other teaching staff as members is also constituted to handle the issues regarding internal examination. CCTV cameras are installed in our college for continuous monitoring of the activities of examinees during the examination and also for the smooth conduct of examination.

The college strictly follows examination schedule, guidelines

and rules issued by the affiliating University while conducting internal assessment. At the beginning of the session, faculty members inform the students about the various components of assessment process so that if there is any doubt in the mind of the students it can be cleared before examination.

The time table and seating plan of the examination is communicated and displayed on the notice board of the college. Table marking is also followed for the convenience of the students. Any grievances related to non availability of question paper in time, attendance related issues, any mistake in question paper and absentism are handled by the examination committee. Rexam is also conducted for absentees students.

File Description	Documents
Any additional information	View File
Link for additional information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Principal of the college, IQAC and time table committee continuously monitor the execution of academic, co-curricular and extra curricular activities and ensure the successful attainment of learning outcomes.

In our college student's progress are monitored through continuous evaluation of main examination results, annual practical examination result and project work along with assignment and test.

Teachers of each department evaluate the programme and course outcome by analyzing very minutely and systematically the results of each and every student.

To bring the slow learners at par with the other students extra classes, assignments, solutions of previous year question papers and revision of basic concepts are done by concerned faculty member.

Apart from two internal examination and annual examination, scheduled by Affiliated University, subject teachers also take class test after completion of each unit for improvement and better understanding of the concept.

Along with academic excellence, our college emphasizes to make students socially responsible, culturally rich and to develop sportsmanship spirit. In this regard, the NSS wing, Sports department and Cultural committee organise various competitions, events and programs for the students to exhibit their talent and to become more aware about the social and cultural aspects of the society where they live.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.6.1.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

In our college student's progress are monitored through continuous evaluation of main examination results, annual practical examination result and project work along with assignment and test.

A threshold value is decided for each and every course and course outcomes are set be attaining if students obtained marks equal or higher than set threshold value.

Teachers of each department evaluate the programme and course outcome by analyzing very minutely and systematically the results of each and every student. College faculties sincerely put effort and continuously strive to achieve high attainment level of programme outcomes and course outcomes.

Based on the result analysis every faculty member is able to recognize and identify the students who are lagging behind or are slow learners.

Faculty members take personal counselling sessions of the slow

learners to find out the reason of learning difficulty, they also talk to the parents of such students.

To bring the slow learners at par with the other students extra classes, assignments, solutions of previous year question papers and revision of basic concepts are done by concerned faculty member.

Apart from two internal examination and annual examination, class test is also taken by the teachers after completion of each unit.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

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

137

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.6.3.pdf

2.7 - Student Satisfaction Survey

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

<https://govtcollegekotri.in/wp-content/uploads/2023/12/National->

[Assessment-and-Accreditation-Council-NAAC-Student-Satisfaction-Survey-Key-Indicator-2.7.1-Under-Criterion-II-of-Teaching-%E2%80%93-Learn](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

00

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

00

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

01

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

3.3 - Extension Activities

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

The college believes and gives emphasis in bringing out the best qualities inherent in the students through imparting value education to students, to instill in them social responsibility, social awareness, etc, through various activities. The College takes initiatives to organize various extension activities to highlight social responsibilities. Following online and offline social, political awareness programs related to health, education etc. were organised in God Gram, Masna and nearby villages by the NSS wing of the college in the session 2022-23 -

- 22/04/2022 - Earth Day
- 23/04/2022 -World Book Day
- 12/05/2022 -Nurse Honor Program in Nursing Day
- 31/05/2022 -No Smoking Day
- 03/06/2022 -World Bicycle Day
- 05/06/2022 -World Environment Day
- 21/06/2022 -Yoga Day
- 01/07/2022 -Doctor's honor on the occasion of Doctor's Day
- 04/07/2022 -Tree plantation
- 12/07/2022 -Rally for Polythene liberation campaignHar ghar tiranga abhiyan
- 18/07/2022 - Rally for Booster dose
- 13/08/2022 -Tiranga yatra and cleanliness rally
- 23/08/2022 - Awareness program to link the card with the voter card
- 15/09/2022 -Nutrition week
- 31/10/2022 - Blood Donation Camp
- 01/12/2022 -World AIDS Awareness Campaign
- 09/12/2022 -Traffic Awareness Program
- 03/01/2023 to 09/01/2023 -Seven Day Camp
- 25/01/2023 - Voter's Day

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

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

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

00

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

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

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

32

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4650

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The journey of Govt. College Kotri was started nine years back in 2012 with a small building of Govt. Higher Secondary School, Kotri. During that period the college had no laboratories, library and computing equipments of its own. Like old Gurukuls System of learning the students had to do their science practicals under a banyan tree. The college is shifted to its own premises in 2017. The college has well ventilated, well maintained classrooms, laboratories, library with reading space and computing equipments.

There are 5 laboratories for Physics, Chemistry, Botany, Zoology and Geography with necessary equipments. The college possesses a well furnished and resourceful library with near about 10,082 books. The books are properly maintained in the book shelves. A Gymnasium is there in the college having various equipments for total physical exercise. The college has a sports store where all the sports equipments are kept under the supervision of Sports-in-charge. The college has its own bore well for fresh water supply, an overhead water tank with a capacity of 2000 litres. There is a girl's common room with all basic facilities. CCTV cameras are there in the college at different points covering whole campus.

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

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

In our college outdoor and indoor games are conducted every year according to the academic calendar. Our college organizes various outdoor games such as cricket, kho-kho, kabaddi, volleyball, long -jump, high-jump, race etc. In addition to this, the students are encouraged to take part in field events like javelin- throw, shot-put-throw, discuss- throw by providing them necessary sports equipment. The college has separate room for keeping the sports equipment which has all the tools and equipment necessary for sports activities. The college encourages the students to participate in inter collegiate,

district, state and national level sports completions. Indoor Facility-The College has a separate gymnasium hall which has station gym, elliptical machine, treadmill, weightlifting and power lifting sets etc. In indoor games our students play chess, carom and badminton. Government College, Kotri promotes creative and an artistic pursuit to support the holistic development of the students. College organizes Annual Function every year. Certificates, prizes and medals are provided to the winners of various cultural and literary activities. To serve these purposes, we utilize our college campus for temporary stage. Apart from Annual Function, our college also conducts cultural activities from time to time.

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

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

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

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

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

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

18.2

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

4.2 - Library as a Learning Resource

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

Library is the centre of knowledge and learning. Institution's library has valuable collection in arts, commerce, science, languages and books related to competitive examinations. The library is situated in a separate independent hall with a reading section attached to it so that the students and the staffs can read library books, magazines, newspapers, competitive examination books.

The process of semi automation in the library is being done by manual entry of books in the record registers. Listing of books subject wise, listing of books item wise i.e. UGC, Book-bank, SC/ST etc. maintaining the issue record of books are being done manually. The Library Committee is formed with a senior teacher as it's head for the smooth functioning of the library. College authority makes every possible effort to make the library student friendly. College library plays a very important role in the learning of the students as most of the students are not able to buy books recommended by the teachers due to their financial constraints.

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

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

E. None of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

4,99,962

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

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

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

12

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

4.3 - IT Infrastructure

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

College aims at providing the futuristic facilities to its

students so that they can utilize these resources to reach greater heights.

- IT facility is very essential for the quality education in any college. There is two projector, two laptops, five desk top computers with wi-fi adapter, UPS and three printers for providing IT facilities to the students and teachers.
- We have portable wifi system to reach internet availability in any corner of the college. An additional 2TB hard disk was also purchased for storing important data of the college.
- From time to time faculty members use power point presentation, videos and you tube for enhancing teaching learning process.
- Faculty members also use scanner, printer for official work.
- For transparency and security of college 13 CCTV cameras are installed in college.
- Online admission process for UG students is implemented by Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur. The admission module on the university website provides an essential link and information to complete this process. Merit list is also generated online and uploaded on the university website.

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

4.3.2 - Number of Computers

07

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in B. 30 - 50MBPS

the Institution

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****18.2**

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

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

Our institute forms various committees such as :

- College Development Committee
- Purchase Committee
- Library and Reading Room Advisory Committee
- Janbhagidari Committee
- Sports committee
- Physical verification Committee.
- To chalk out procedures for maintaining and utilizing physical, academic and supporting facilities like classrooms, laboratories, library, sports etc. For physical verification of stock registers of various departments.

Library racks, almiras, furniture, notice boards are regularly checked and repaired as and when required. In our institution outdoor and indoor games are conducted every year. The students are encouraged to participate in intercollegiate competitions. There are spacious, well ventilated and well-lit classrooms for the students. The college administration pays great attention to maintain the classrooms and ensures uninterrupted teaching-learning activities. In our institution Laboratories are frequently cleaned and are kept updated. The concerned departments maintain stock register for keeping record of lab equipments. The institution has sufficient numbers of computers which are used in offices and various departments. There are sufficient numbers of washrooms available for male and female staff and students. Washrooms of the institute are regularly cleaned. The Principal supervises overall maintenance of the campus and takes staff council meeting for necessary action.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

484

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

164

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

164

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

08

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

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

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

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

The college strictly follows the academic calendar issued by Higher Education Department. Students of this college, apart from their regular studies also participate in other curricular and co-curricular activities, like sports and other cultural events. The schedule of various events and activities provided by departments and committees is displayed on the notice board for the benefit of the stakeholders. The activities carried out along with the celebration of many national/international days, festivals, Jayanti's of popular personalities and programs throughout the year are following -

- Essay Writing Competition
- Voter Awareness Program
- NukkadNatak
- Slogan Writing
- Cleanliness Campaign
- Hand Washing Day
- Singing Competition
- National Unity Day
- NSS Day
- Constitution Day
- International Womens' Day

Poetry reading, writing, cleanliness programs and awareness programs related to health are organized. In every activities The college administration provides certificates to the students for their excellent performances. With the help of NSS officer our students organize various awareness programme related to education health and environment And NSS also organize camps in the nearby villages. Monitoring of all the programs is done

through the Principal and the committee constituted by him.

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

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

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

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

5.4 - Alumni Engagement

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

The Alumni Association Committee was formed on 22 July, 2020 and meeting of alumni association committee is arranged every year. The alumni of the college are placed in different fields such as defense sector, academics, health sector, art and cultural field, political field, corporate sector, social work, education, business, government jobs. Most of the students have taken agriculture as their profession, since the farmers "annadata" are back bone of our society, they contribute to make our nation prosperous.. Since the alumni of the institution are placed and serving in innumerable fields in the state and even outside, as a result it motivates the current year students to achieve their desire academic goals. One of our students had qualified NET/SET examination which was minimum criteria for

Asst Prof Examination conducted by CGPSC. He had secured 4th rank in CGPSC Asst Prof Examination. Our students are selected in the field of defense like police and CRPF; few of our students have become politicians.

The Executive Committee of Alumni Association comprises of the following members:

Mr. Mukesh Kumar Jogi - Co-ordinator

Dr. Kalpana Abhishek Pathak - Member

Mr. K.K.Jaiswal - Member

Miss. Manisha Kurre - Member

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

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

File Description	Documents
Upload any additional information	View File

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

Our Vision: Vision statement if the college is "Vidya Dadati Vinyam "

The students of Govt. College, Kotri are basically from rural area, so physical efficiency; art skills and cultural talent are naturally present in them. The aim of the college is to bring out the hidden talents in them, so that they can contribute in

building a healthy society by making proper use of their talents for better future. Mission Efforts to provide a platform for the students of rural area to groom and enhance their abilities and talents. To prepare them to face the various challenges in life. To groom the overall personality of the students. Attempts to expertise the students in communication skills. Inculcating the best of moral and human values. Since college is located in remote and rural area of Kotri, the aim of the college is to promote women education, women entrepreneurship, remove superstitions and social evils prevailing in the region. To facilities the better education system this institution signed MO'U with other institutions, these activities clearly indicates that this institutions continue approaches towards its mission.

File Description	Documents
Paste link for additional information	https://govtcollegekotri.in/?page_id=38
Upload any additional information	View File

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

The effective practice of decentralization and participative management is clearly reflected in the admission process adopted by this institution. The institution offers UG level studies in different streams like science, arts and commerce. This college rigorously follows the rules and regulation of admission, provided by state government. The College ensures publicity and transparency in the admission process. The admission to UG is done through advertising in all mass media. Prospectus and other details are uploaded on college website, providing details and schedule of admissions.

Before the commencement of each academic year various college committees are formed by IQAC under the guidance of the Principal. Important committees comprise of teachers, and many committees include non-teaching staff and students as well. IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically throughout the year. Every committee has the freedom to prepare their plan and decide implementation strategies.

Participatory and decentralised management is carefully and effectively applied even in the activity involving the highly

confidential office of the controller of examinations.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

strategic plan implemented by the college is the Teaching and Learning Process of the institution. The academic calendar is provided by the university in each academic year, where authorized Committee prepares the central routine of Science, Arts and Commerce allotting tutorial classes, smart classes. The Head of the Department of each department then formulate departmental routine so that the syllabus is completed within time. Time to time extra classes, tutorial classes, revision classes are also taken to complete the syllabus. Attention is paid for slow learners. Study materials, question papers of the preceding years are provided to advance as well as slow learners. ICT enabled classes are also taken by some departments to make the students understand certain difficult topics in the easiest way. Field visits are arranged occasionally in some departments to enhance the experimental learning process. For the proper guidance of the students, there is a mentor and mentee system. Assignments, sessional examinations as part of continuous evaluation, group learning in some departments are practiced from time to time. The main purpose of each department is to enhance the knowledge and make the students aware of the modern education system.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://govtcollegekotri.in/wp-content/uploads/2023/12/6.2.1.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from

policies, administrative setup, appointment and service rules, procedures, etc.

The Principal is the head of the Institution. The Administrative setup of the institution has been described through Organogram attached here. Principal executes academic, co-curricular, extra-curricular, extension programme, administrative plans and policies with the help of sub-committees for smooth conduct of the college activities. In addition; the college has NSS wings, IQAC Cell, and RUSA Cell. IQAC of the college is involved in developing a quality system for conscious, programmed action to improve the academic and administrative performance of the College. Seven criteria in charges are responsible for the functioning of the entire college activities.

Appointment- Appointment of Assistant Professors is conducted through Chhattisgarh Public Service Commission (CGPSC), Government of Chhattisgarh and appointment of non-teaching staff is made through State Government VYAPAM exams. Promotion policies are also framed by deptt. Of higher education, govt. of C.G. Recruitment of Guest Lecturers is done individually by the college following the U.G.C rules and Higher Education guidelines. Supporting staffs for cleaning, Night Guard is maintained in the college throughout source.

Service Rules- All the employees of the college follow State Civil Service (conduct)

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://govtcollegekotri.in/wp-content/uploads/2023/12/6.2.2.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination **A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The institution has various effective welfare measures for teaching and non-teaching staff. Some of them are:

- The college always encourages the staff to take up various professional development activities.
- The teachers are encouraged to enrich their knowledge by attending seminars, workshops, conferences, and refresher and orientation courses.
- The use of computer with internet is also motivated to enhance their skill.
- The institution has a vast common room for accommodating the teachers of the college where staff meetings are conducted.
- Leave is granted to teachers to participate and present papers in seminars The college facilitates effective delivery of accounts-related matters to its employees.
- Salaries are disbursed on the last working day of every month, and reimbursements of allowances are processed in a timely manner.
- A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources.
- Staff can avail vacation leave, 12 days of casual leave, Earned leave, medical leave, and sick leave.
- Ladies teaching and non-teaching staff can avail maternal leave for (month) months with salary.
- Paternity Leave is given to male teachers on request Government offers various mandatory Insurance Schemes to the staff

First Aid Facility

File Description	Documents
Paste link for additional information	https://govtcollegekotri.in/wp-content/uploads/2023/12/6.3.1.pdf
Upload any additional information	View File

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

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

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

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

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

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

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

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

Performance Appraisal is the most methodical way of evaluating the performance of an employee. It makes the employee more liable to the work that he performs. The college has a

Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations. Every academic year IQAC collects the API-PBAS forms from all the faculty members. The faculty performance is assessed by IQAC co-ordinator, and the Principal on the basis of API and PBAS forms and necessary action is taken for the improvement. After completion of each session, performance appraisal forms are signed by principal of institution then by Additional Director of Higher Education, Bilaspur Division finally forwarded to Secretary Higher Education Department Raipur (C.G.).

Non-teaching faculty are assessed based on :

- 1.Job performance
- 2.Attitude towards public , co-workers
- 3.Staff/student relation
- 4.Job knowledge and skills
- 5.Pro activeness
- 6.Understanding the job responsibility
- 7.Multitasking abilities
- 8.Regularity and punctuality
- 9.Problem analysis and decision making it
- 10.Credentials
- 11.Behaviour towards supervisor.

Technical Staff (Technical/Laboratory Assistant) are assessed based on:

- 1.Contribution in co-curricular and extra-curricular activities
- 2.Lab maintenance
- 3.Laboratory skills
- 4.Planning and management of practicals/ Lab-Sessions

5.Regularity and punctuality**6.Instrument handling skill****7.Assisting students in Performing Practical / Lab Sessions****8.Personal development.**

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

6.4 - Financial Management and Resource Mobilization

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

Government College kotri, is a Government Institution and so The office of the Principal may seek audit as and when required with permission from the Director of Higher Education, normally the Department, initiates audit in colleges where the audit cell of the department takes necessary measures required. The financial matter is very sensitive anywhere. There are many types of funds as- Govt., PD, RUSA, etc. Internal Audit committee verifies Cash book, DFC register, Stock register etc. Physical verification of all registers related to furniture, store, library, sports, laboratory etc. The spectrum of the audit work includes all financial transactions, purchases, and procurement in keeping with the financial rules of the government. Allowances like HRA, medical; travel, etc. are also subjected to audit clearance. There also is a provision of a special audit like any other government department. The Office of the Account General is also invited for audit work as and when decided by the Department and government. The college maintains its cash books and stock registers as per the guidelines followed in the government offices. Accounts are maintained by the Accounts Section of the college which are checked and supervised by the Drawing and Disbursing Officer (DDO) regularly.

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

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

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

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

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

The availability of funds is essential for any organization, society, family, or co-operatives but the movability of funds is even more important. Salary and non-salary grants are received from the state government. The Principal and the Drawing and Disbursing Officer (DDO) of the college monitor the use of the resources received from the government through discussion with the Development Committee and Purchase committee. Fees received from the students are deposited in the account of Atal Bihari Vajpayee University, Bilaspur and a certain percent of it is forwarded to the state government. The scholarships for students received from the state government are directly credited to the account of the students. The budget for each academic year is prepared by the college and grants received from UGC, AF, Cycle Stand, Internal Exam, Magazine, Common Room and State Government under the College Development Scheme. The allocated funds are utilized to purchase equipment, maintenance, chemicals, organize seminars, workshops and conferences, etc. The college utilizes fully the grants for the purpose it is being sanctioned. There is a Planning and Development scheme for each stream where they

monitor the requirements of various departments minutely and then goes for purchasing the things through the Purchase Committee.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) monitors efforts of the college towards excellence in different areas. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions, specifically students. By the end of the session, IQAC chalks out an action plan for the next year and ensures & reviews the efforts are made by the institution to follow that action plan. IQAC Contribution significantly for institutionalizing the quality assurance strategies and processes by: Conducts academic audit (internal) of the college to review the academic achievements of faculty members & departments. Through data analysis of previous results. Documentation of the various programmes/activities across different units of the college It also collects and analyses feedback from the students and alumni. Various lecture from outside speaker, professors and professionals to promote students. Regular quiz, debates, essay competitions are arranged for better knowledge. Some scientific small projects are also done by b.sc. Student which are presented in class and laboratories. Measures and strategies to be implemented for quality assurance are regularly discussed in the IQAC meetings.

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

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

Regularly, feedback about the effective delivery of course is taken and required improvement measures are being introduced by the IQAC. HODs also convey the departmental meeting and also informal classroom feedback apart from the student satisfaction survey (SSS) to review the teaching process to the concerned department and take required steps for further improvement. Student feedback/ SSS on teaching-learning and evaluation process is collected and analyzed on a regular basis by IQAC. Thus, feedback based curriculum revisions; methodology modifications in teaching are made in the departments to improve the teaching learning process. The Schemes of Advance-Slow learners and Mentor-Mentee was introduced by the IQAC initiatives through its meetings.

Teacher's Diary: Every teacher has to maintain an individual Teacher Diary to record the day to day teaching-learning activities regularly. Effective teaching achieves its success only if it is well planned. And, hence for the proper planning of teaching each teacher is provided with an academic diary containing timetable, annual wise teaching plan, workload, actual teaching units, syllabus completing summary, daily teaching plan and academic and administrative committee responsibilities. The Principal monitors the overall teaching performance of the teachers through the verification of the Diary.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://govtcollegekotri.in/wp-content/uploads/2023/10/IQAC-MEETING-NEW-2022-23.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our college is co-educational to promote gender equality, there is no discrimination between boys and girls. Dress code is applicable for all. The officers and employees of the college solve the problems of the students on the basis of equality. The annual function of the college presents a wonderful example of gender equality. Apart from this students are given equal opportunities to participate in various council of college.

Various competitions such as rangoli, painting competition related to gender equality are continuously being organized by the college.

Extensive protective measures taken by the college to make the college campus gender friendly.

1. **Safety and Security:** Women Harassment Redressal Cell, Grievance Redressal Cell, Anti -ragging committee are also active in the college, CCTV cameras have been installed and Helpline number and mail id have been displayed in our college notice board.
2. **Counselling:** Mentor Mentee Committee and Placement Cell are also active in the college.

File Description	Documents
Annual gender sensitization action plan	https://govtcollegekotri.in/wp-content/uploads/2023/12/7.1.1-FINAL.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

For the awareness towards solid waste management in the college, regular lectures are arranged for the students on environmental topics. There is a provision of dustbin for solid waste material in the college campus, solid waste management stickers have been pasted on the dustbins in bold letters. With this, the students dispose the waste material in the prescribed box. In the college underground pipeline has been expanded. A square brick shell has been prepared in the college campus for collection of solid waste.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

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

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

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

7.1.6.1 - The institutional environment and

E. None of the above

energy initiatives are confirmed through the following

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

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

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

Our country is quite diverse and is home of several communities, each of whom has its own culture and traditions. People belonging to different religions, castes, races, languages, cultures live together harmoniously in India. Keeping this view in mind, Government College, Kotri tries to maintain harmony and tolerance to develop unity among the students. The admission process is carried out as per the rules of Chhattisgarh Government and Higher Education Department of Chhattisgarh. Enough care is taken for specific seats of each category. Students belonging to different religion, cultural community and socio economic background take admission in the college.

NSS wing of the college organizes Rashtriya Ekta Diwas, Sadbhavna Diwas etc. Constitution Day is celebrated in the college on 26th November every year, to reorient the students towards the values and principles expressed in the Indian Constitution and to encourage them to play their rightful role in the Indian Democracy.

Cultural and ritual activities, the students invite the teachers. Chhattisgarhi is the regional language Occasionally the students speak Chhattisgarhi with the teachers and staff. During Annual Function of the college, all the students are provided equal space in showcasing the cultural activities of their respective communities.

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

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

Govt. College, Kotri organizes activities to make the students and employees aware about health issues, social evils, cleanliness and environmental safety. During the camp, NSS wing organizes various cultural activities which help the students to develop their social skills.

Every year on 26th November Constitution Day is celebrated and also preamble of the constitution is displayed in the college campus. On 10th of December Manav Adhikar Diwas is celebrated every year to make the students more responsive towards their human rights.

In order to encourage the students to take part in the political process, NSS wing of our college take initiative to organize the 'National Voters Day' on 25th of January every year.

The 'Independence Day' is celebrated annually on 15th August which makes us aware of our duties.

To promote a sustainable environment, Swachh Bharat campaign is organized by NSS wing and they also plant trees including medicinal plants. As part of the campaigns, environmentally safe practices such as plastic ban, water conservation, waste segregation, cleanliness and anti-pollution campaigns are implemented regularly. The college renders national service by organizing Road-Safety awareness programs routinely. Students are informed about traffic rules and regulations and instill the importance of safeguarding human life.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

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

Vibrant, cheerful and joyful are the words to describe the festivals of India. Our institution, Govt. College, Kotri also commemorates these festivals, days and events with great zeal and enthusiasm that helps to bring a sense of patriotism and reminds us that in spite of all our differences, our love for our country unites us all. The important events and days celebrated by our institution are the following:

- Independence Day is celebrated on 15th August in the college. It helps to remind sacrifices of the freedom fighters made for us.
- Republic Day is celebrated in the college on 26th January, on this day India got true independence and became a democratic republic country.
- Hindi Divas is celebrated on 14th September every year to celebrate the adoption of Hindi as the official language of our country.
- National Youth Day is celebrated every year on 12th January to commemorate the birth of Swami Vivekanand.
- 26th November is observed as Constitution Day every year to spread the importance of our Constitution and to spread the thoughts and ideas of Dr B R Ambedkar, Father of Constitution.
- The students of the college celebrate 5th September, the Birth Anniversary of Dr Sarvapalli Radhakrishnan as Teacher's Day for the appreciation of teachers.

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

7.2 - Best Practices

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

Best Practice - 1 Language Club

Objective -The Club is intended to inculcate literary taste, develop spoken and debating skills and the skill of creative writing among the students.

Context -

Most of the students of this college use the regional language Chhattisgarhi for general conversation. They feel hesitant in conversing and effective writing in Hindi and English and are unable to express their views in these languages. To solve these problems of the students, a language club has been established from the session 2022-23.

Practice-

A three-day training program on the topic "Effective writing in the Answer sheet" was organized by the Language Club. In this training, the objective of the program is to develop effective writing skill in answer sheets among the students so that they can perform better in the examination.

Best Practice - 2 Community Engagement through Extension Activities

Objective -To inculcate human values and enable students to be responsible citizens at national and global level. College provides a platform to its students to work towards betterment of the society.

The Practice-College conducts various activities related to environment protection, cleanliness drive, free plantation education awareness, health awareness, personal hygiene awareness.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Our college is trying to make the students better citizens and various programs are organized to improve the future of the students which are as follows - Career Guidance Program - Through the Placement Cell, students are given information about career options. So that they can take right decisions. Awareness programs - Awareness programs related to social and environmental problems and health, education are organized by NSS and Youth Red Cross. Organization of Workshop - Through Language Club, efforts are being made to develop speaking, reading, writing and creative writing style among the students in Hindi and English languages ??with confidence so that the overall personality of the students can be developed. Camp organized in the village by NSS - Under NSS, a seven-day special camp is organized in which students remain disciplined and complete tasks related to social awareness and cleanliness. NSS camp in Lalpur kalaVillage in the session 2022-23. Was organized. Our college is continuously striving to make the future of the students bright.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

A well planned curriculum remains inactive and worthless if it is not effectively delivered through well planned delivery procedure, techniques and along with proper documentation. Being an affiliated college of Atal Bihari Vajpayee University, Govt. College, Kotri follows the curriculum framed by the University.

The timetable committee and senior teachers chalk out a detailed time table for academic and co- curricular activities. It is displayed in college notice board and also in the college website.

To ensure effective delivery of curriculum, teachers of the college very meticulously prepare teaching plan, daily diary and also prepare result analysis for identifying advance and slow learners.

To develop interest of students towards learning, faculty uses charts, maps, models. They also use various delivery methods such as classroom lectures, power point presentation, group discussion and field trips for practical exposure and deeper understanding of the concepts.

The College encourages faculty to participate in orientation, refresher course, seminars and workshops to update their knowledge and enhance teaching skills for effective delivery of curriculum.

There are five laboratories, which are optimally utilized for the curriculum to improve and enhance learning experience. College library provides various course books and reference books.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://govtcollegekotri.in/wp-content/uploads/2023/10/AcademicCalender2022-23.pdf

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

Government College Kotri follows the academic calendar issued by the Higher Education Department Chhattisgarh. The sole purpose of incorporating academic calendar is to improve teaching learning qualities and to make the students and the teachers aware about important dates driven information.

The college conducts atleast two internal examinations for which the examination committee of the college prepares schedule and circulates notification for preparing question papers. The schedule is priorly displayed on the notice board and also shared to the students through whatsapp groups. The evaluations are done by the college teachers and records of the results are properly maintained by them. After the evaluation, the answer sheets are shown to the students to know their performance and progress as well as to maintain transparency in the examination process. Re internal examinations are conducted for the absentees. Apart from the two internal assessment examinations, the teachers also conduct class tests, quizzes, group discussions for the improvement of the students. Thus throughout the session, the academic performance of the students are continuously evaluated to upgrade them. The CIE helps the students to prepare themselves for the annual examination conducted by the affiliating university.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://govtcollegekotri.in/wp-content/uploads/2023/10/AcademicCalender2022-23.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Details of participation of teachers in various bodies/activities provided as a response to the metric</td><td>View File</td></tr> <tr> <td>Any additional information</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	View File			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File								
Any additional information	View File								
1.2 - Academic Flexibility									
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented									
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented									
00									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Minutes of relevant Academic Council/ BOS meetings</td><td>No File Uploaded</td></tr> <tr> <td>Institutional data in prescribed format (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Minutes of relevant Academic Council/ BOS meetings	No File Uploaded	Institutional data in prescribed format (Data Template)	View File	
File Description	Documents								
Any additional information	No File Uploaded								
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded								
Institutional data in prescribed format (Data Template)	View File								
1.2.2 - Number of Add on /Certificate programs offered during the year									
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)									
01									

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

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

31

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

31

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

1.3 - Curriculum Enrichment

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

Cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics are very much part of the college curriculum. Throughout the year college organizes various activities which ensure effective integration of cross-cutting issues.

Women's grievance redressal committee of the college provides assistance and deals with cases of harassment of the female students, teaching and non teaching women staff of the college.

To ignite sensitivity towards environment a compulsory course of environmental studies and human rights is offered at B.A., B.Sc and B.Com first year. Curriculum of geography covers topics related to global warming, climate change, deforestation, human and environment relationship to gain

knowledge about environment.

NSS volunteers also take initiatives to spread awareness about environment and cleanliness through rally, camps in near by village, swachhata program and community services.

The institute gives emphasis on inculcating human values and character building of the students. In this regard, structure and composition of Indian society, family problems and social problems are taught in Sociology.

Apart from this, human values are covered in the curriculum of History, English Literature and Hindi Literature. Anti ragging cell of the college also continuously monitors and prevent ragging activities in the college.

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

C. Any 2 of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

300

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

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

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

89

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organizes special Programs for advance learners and slow learners. The aim of Govt. College, Kotri is to make students equipped and competent to face the challenges of the life. The college always strive for better education and enable students to achieve their academic goals. At the very beginning of academic session, students are identified as slow learners and advance learners according to their different scholastic ability.

Identification of Advanced learners and Slow learners

Students are identified by evaluating and analyzing the performance of students in class test.

Activities for Slow learners

Assignments are given to slow learners, so that they can practice more and get thorough on subjects in which they lack behind. Slow learners are also provided with study materials and notes in simple language. Previous year question papers are also provided to the students,

Activities of Advanced Learners

Advance learners are encouraged to participate in various seminars, quiz, workshops to develop analytical and problem solving abilities in them.

Advance learners are motivated to strive for higher goals. They are provided with additional and higher level study materials and books to expand their imagination and hunger for knowledge.

File Description	Documents
Link for additional Information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.2.1-1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
588	09

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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

The department of geography organizes field trip to provides students with the opportunity to visualize experience and collect information. Projects are allotted to first year students in environmental studies subject which offer experiential learning outside the classroom, It enables students to make connections and apply their learning in the real world. In science subjects, through laboratory experiments students are able to practically test the concepts which are theoretically learned in the classroom.

Participative learning This type of learning is clearly visible in the actual learning process of the college where students participate actively in departmental event such as seminar, group discussions, debate, workshop. Students also take part in drama and play organized by the college in which students can stimulate real life situations.

Problem solving activities can be a great way to make subjects ready to solve real problems in real life scenario various problems solving techniques such as giving

assignments, organizing quiz, presentations are adopted by the faculty of the college to develop logical reasoning and problem solving skills.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.3.1.pdf

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

The faculty of Govt. College, Kotri uses ICT tools to enhance the conventional teaching learning process and to make learning more interesting and student friendly. To facilitate ICT technology, institute has one smart classroom, projector, computer, laptops, printer and scanner, which are used by faculty members for teaching and managing their coursework.

Various committees of the college conduct online activities like webinars, lecture series, online workshop and competitions to achieve their respective objectives.

Whatsapp groups of students are also created by every department of the college for providing information and support. Apart from it, to enhance learning experience and to make concepts easily understandable some faculties of the college create video lectures and uploads on YouTube channel and in cgschool.in. Teachers also share e-books and e-notes regularly to the students for enhancing their knowledge and achieving academic goals. Projector is also used by the faculty to give live examples and for visual demonstration of concepts and to give hard copy of notes faculty use college printer and scanner.

Thus, the college understands the importance of ICT and endeavour's to continually improve the competence and efficiency in teaching, learning and evaluation process.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.3.2.pdf

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

2.3.3.1 - Number of mentors

08

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

09

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

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

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

00

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

39

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

2.5 - Evaluation Process and Reforms

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

For transparent and robust internal assessment, following mechanisms are conducted by the college:

Examination committee -

The committee prepares time table, invigilation duty chart, date of submission of question paper, date of valuation of answer sheet and date of result declaration. The committee maintains a systematic record of internal examination time table, question paper, evaluated answer sheets, invigilation duty chart and attendance sheet of the examinee.

Conduction of examination -

At the beginning of the session and before internal

examination, the teachers and HOD of the departments apprise students about the pattern of questions, evaluation parameters, weight-age of marks and rules regarding absenteeism

Result display and Analysis

The evaluated answer sheet is shown to the students and their performance is discussed individually by the subject teacher.

The examination committee ensures that the marks awarded by individual teacher are carefully uploaded in university website.

In case of any discrepancies in uploaded marks, it is duly informed to the affiliating university and rectified.

Grievance redressal regarding internal examination

If any student is not satisfied with his or her obtained marks, it is discussed with the concern subject teacher and resolved at departmental level.

File Description	Documents
Any additional information	View File
Link for additional information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.5.1.pdf

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

In our college, The Principal, HOD and examination superintendent take utmost care to maintain discipline and transparency in examination. An examination committee comprising of a senior teacher as Head and other teaching staff as members is also constituted to handle the issues regarding internal examination. CCTV cameras are installed in our college for continuous monitoring of the activities of examinees during the examination and also for the smooth

conduct of examination.

The college strictly follows examination schedule, guidelines and rules issued by the affiliating University while conducting internal assessment. At the beginning of the session, faculty members inform the students about the various components of assessment process so that if there is any doubt in the mind of the students it can be cleared before examination.

The time table and seating plan of the examination is communicated and displayed on the notice board of the college. Table marking is also followed for the convenience of the students. Any grievances related to non availability of question paper in time, attendance related issues, any mistake in question paper and absentism are handled by the examination committee. Rexam is also conducted for absentees students.

File Description	Documents
Any additional information	View File
Link for additional information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Principal of the college, IQAC and time table committee continuously monitor the execution of academic, co-curricular and extra curricular activities and ensure the successful attainment of learning outcomes.

In our college student's progress are monitored through continuous evaluation of main examination results, annual practical examination result and project work along with assignment and test.

Teachers of each department evaluate the programme and course outcome by analyzing very minutely and systematically the results of each and every student.

To bring the slow learners at par with the other students extra classes, assignments, solutions of previous year question papers and revision of basic concepts are done by concerned faculty member.

Apart from two internal examination and annual examination, scheduled by Affiliated University, subject teachers also take class test after completion of each unit for improvement and better understanding of the concept.

Along with academic excellence, our college emphasizes to make students socially responsible, culturally rich and to develop sportsmanship spirit. In this regard, the NSS wing, Sports department and Cultural committee organise various competitions, events and programs for the students to exhibit their talent and to become more aware about the social and cultural aspects of the society where they live.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.6.1.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

In our college student's progress are monitored through continuous evaluation of main examination results, annual practical examination result and project work along with assignment and test.

A threshold value is decided for each and every course and course outcomes are set be attaining if students obtained marks equal or higher than set threshold value.

Teachers of each department evaluate the programme and course outcome by analyzing very minutely and systematically the results of each and every student. College faculties sincerely put effort and continuously strive to achieve high attainment level of programme outcomes and course outcomes.

Based on the result analysis every faculty member is able to recognize and identify the students who are lagging behind or are slow learners.

Faculty members take personal counselling sessions of the slow learners to find out the reason of learning difficulty, they also talk to the parents of such students.

To bring the slow learners at par with the other students extra classes, assignments, solutions of previous year question papers and revision of basic concepts are done by concerned faculty member.

Apart from two internal examination and annual examination, class test is also taken by the teachers after completion of each unit.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

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

137

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://govtcollegekotri.in/wp-content/uploads/2024/02/2.6.3.pdf

2.7 - Student Satisfaction Survey

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

<https://govtcollegekotri.in/wp-content/uploads/2023/12/National-Assessment-and-Accreditation-Council-NAAC-Student-Satisfaction-Survey-Key-Indicator-2.7.1-Under-Criterion-II-of-Teaching-%E2%80%93-Learn>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research**

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

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

00

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

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

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

00

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

00

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

00

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

01

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

3.3 - Extension Activities

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

The college believes and gives emphasis in bringing out the best qualities inherent in the students through imparting value education to students, to instill in them social responsibility, social awareness, etc, through various activities. The College takes initiatives to organize various extension activities to highlight social responsibilities. Following online and offline social, political awareness programs related to health, education etc. were organised in God Gram, Masna and nearby villages by the NSS wing of the college in the session 2022-23 -

- 22/04/2022 - Earth Day
- 23/04/2022 -World Book Day
- 12/05/2022 -Nurse Honor Program in Nursing Day
- 31/05/2022 -No Smoking Day
- 03/06/2022 -World Bicycle Day
- 05/06/2022 -World Environment Day
- 21/06/2022 -Yoga Day
- 01/07/2022 -Doctor's honor on the occasion of Doctor's Day
- 04/07/2022 -Tree plantation
- 12/07/2022 -Rally for Polythene liberation campaignHar ghar tiranga abhiyan
- 18/07/2022 - Rally for Booster dose
- 13/08/2022 -Tiranga yatra and cleanliness rally
- 23/08/2022 - Awareness program to link the card with

the voter card

- 15/09/2022 -Nutrition week
- 31/10/2022 - Blood Donation Camp
- 01/12/2022 -World AIDS Awareness Campaign
- 09/12/2022 -Traffic Awareness Program
- 03/01/2023 to 09/01/2023 -Seven Day Camp
- 25/01/2023 - Voter's Day

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

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

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

00

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

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

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

32

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4650

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The journey of Govt. College Kotri was started nine years back in 2012 with a small building of Govt. Higher Secondary School, Kotri. During that period the college had no laboratories, library and computing equipments of its own. Like old Gurukuls System of learning the students had to do their science practicals under a banyan tree. The college is shifted to its own premises in 2017. The college has well ventilated, well maintained classrooms, laboratories, library with reading space and computing equipments.

There are 5 laboratories for Physics, Chemistry, Botany, Zoology and Geography with necessary equipments. The college possesses a well furnished and resourceful library with near about 10,082 books. The books are properly maintained in the book shelves. A Gymnasium is there in the college having various equipments for total physical exercise. The college has a sports store where all the sports equipments are kept under the supervision of Sports-in-charge. The college has its own bore well for fresh water supply, an overhead water tank with a capacity of 2000 litres. There is a girl's common

room with all basic facilities. CCTV cameras are there in the college at different points covering whole campus.

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

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

In our college outdoor and indoor games are conducted every year according to the academic calendar. Our college organizes various outdoor games such as cricket, kho-kho, kabaddi, volleyball, long -jump, high-jump, race etc. In addition to this, the students are encouraged to take part in field events like javelin- throw, shot-put-throw, discuss-throw by providing them necessary sports equipment. The college has separate room for keeping the sports equipment which has all the tools and equipment necessary for sports activities. The college encourages the students to participate in inter collegiate, district, state and national level sports completions. Indoor Facility-The College has a separate gymnasium hall which has station gym, elliptical machine, treadmill, weightlifting and power lifting sets etc. In indoor games our students play chess, carom and badminton. Government College, Kotri promotes creative and an artistic pursuit to support the holistic development of the students. College organizes Annual Function every year. Certificates, prizes and medals are provided to the winners of various cultural and literary activities. To serve these purposes, we utilize our college campus for temporary stage. Apart from Annual Function, our college also conducts cultural activities from time to time.

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

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

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

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

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

18.2

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library is the centre of knowledge and learning. Institution's library has valuable collection in arts, commerce, science, languages and books related to competitive examinations. The library is situated in a separate independent hall with a reading section attached to it so that the students and the staffs can read library books, magazines, newspapers, competitive examination books.

The process of semi automation in the library is being done by manual entry of books in the record registers. Listing of books subject wise, listing of books item wise i.e. UGC, Book-bank, SC/ST etc. maintaining the issue record of books are being done manually. The Library Committee is formed with a senior teacher as it's head for the smooth functioning of the library. College authority makes every possible effort to make the library student friendly. College library plays a very important role in the learning of the students as most of the students are not able to buy books recommended by the teachers due to their financial constraints.

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

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

E. None of the above

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

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

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

4,99,962

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

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

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

12

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

4.3 - IT Infrastructure

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

College aims at providing the futuristic facilities to its students so that they can utilize these resources to reach greater heights.

- IT facility is very essential for the quality education in any college. There is two projector, two laptops, five desk top computers with wi-fi adapter, UPS and three printers for providing IT facilities to the students and teachers.
- We have portable wifi system to reach internet availability in any corner of the college. An additional 2TB hard disk was also purchased for storing important data of the college.
- From time to time faculty members use power point presentation, videos and you tube for enhancing teaching learning process.
- Faculty members also use scanner, printer for official work.
- For transparency and security of college 13 CCTV

cameras are installed in college.

- Online admission process for UG students is implemented by Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur. The admission module on the university website provides an essential link and information to complete this process. Merit list is also generated online and uploaded on the university website.

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

4.3.2 - Number of Computers

07

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

18.2

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

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

Our institute forms various committees such as :

- College Development Committee
- Purchase Committee
- Library and Reading Room Advisory Committee
- Janbhagidari Committee
- Sports committee
- Physical verification Committee.
- To chalk out procedures for maintaining and utilizing physical, academic and supporting facilities like classrooms, laboratories, library, sports etc. For physical verification of stock registers of various departments.

Library racks, almiras, furniture, notice boards are regularly checked and repaired as and when required. In our institution outdoor and indoor games are conducted every year. The students are encouraged to participate in intercollegiate competitions. There are spacious, well ventilated and well-lit classrooms for the students. The college administration pays great attention to maintain the classrooms and ensures uninterrupted teaching-learning activities. In our institution Laboratories are frequently cleaned and are kept updated. The concerned departments maintain stock register for keeping record of lab equipments. The institution has sufficient numbers of computers which are used in offices and various departments. There are sufficient numbers of washrooms available for male and female staff and students. Washrooms of the institute are regularly cleaned. The Principal supervises overall maintenance of the campus

and takes staff council meeting for necessary action.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

484

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
164	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
164	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	B. Any 3 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

08

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

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

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

00

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

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

The college strictly follows the academic calendar issued by Higher Education Department. Students of this college, apart from their regular studies also participate in other curricular and co-curricular activities, like sports and other cultural events. The schedule of various events and activities provided by departments and committees is displayed on the notice board for the benefit of the stakeholders. The activities carried out along with the celebration of many national/international days, festivals, Jayanti's of popular personalities and programs throughout the year are following -

- Essay Writing Competition
- Voter Awareness Program
- NukkadNatak
- Slogan Writing
- Cleanliness Campaign
- Hand Washing Day
- Singing Competition
- National Unity Day
- NSS Day
- Constitution Day
- International Womens' Day

Poetry reading, writing, cleanliness programs and awareness programs related to health are organized. In every activities The college administration provides certificates to the students for their excellent performances. With the help of NSS officer our students organize various awareness programme related to education health and environment And NSS also organize camps in the nearby villages. Monitoring of all the programs is done through the Principal and the committee constituted by him.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

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

5.4 - Alumni Engagement

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

The Alumni Association Committee was formed on 22 July, 2020 and meeting of alumni association committee is arranged every year. The alumni of the college are placed in different fields such as defense sector, academics, health sector, art and cultural field, political field, corporate sector, social work, education, business, government jobs. Most of the students have taken agriculture as their profession, since the farmers "annadata" are back bone of our society, they contribute to make our nation prosperous.. Since the alumni of the institution are placed and serving in innumerable fields in the state and even outside, as a result it motivates the current year students to achieve their desire academic goals. One of our students had qualified NET/SET examination which was minimum criteria for Asst Prof Examination conducted by CGPSC. He had secured 4th rank in CGPSC Asst Prof Examination. Our students are selected in the field of defense like police and CRPF; few of our students have become politicians.

The Executive Committee of Alumni Association comprises of the following members:

Mr. Mukesh Kumar Jogi - Co-ordinator

Dr. Kalpana Abhishek Pathak - Member

Mr. K.K.Jaiswal - Member

Miss. Manisha Kurre - Member

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

Our Vision: Vision statement if the college is "Vidya Dadati Vinyam "

The students of Govt. College, Kotri are basically from rural area, so physical efficiency; art skills and cultural talent are naturally present in them. The aim of the college is to bring out the hidden talents in them, so that they can contribute in building a healthy society by making proper use of their talents for better future. Mission Efforts to provide a platform for the students of rural area to groom and enhance their abilities and talents. To prepare them to face the various challenges in life. To groom the overall personality of the students. Attempts to expertise the students in communication skills. Inculcating the best of moral and human values. Since college is located in remote and rural area of Kotri, the aim of the college is to promote

women education, women entrepreneurship, remove superstitions and social evils prevailing in the region. To facilities the better education system this institution signed MO'U with other institutions, these activities clearly indicates that this institutions continue approaches towards its mission.

File Description	Documents
Paste link for additional information	https://govtcollegekotri.in/?page_id=38
Upload any additional information	View File

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

The effective practice of decentralization and participative management is clearly reflected in the admission process adopted by this institution. The institution offers UG level studies in different streams like science, arts and commerce. This college rigorously follows the rules and regulation of admission, provided by state government. The College ensures publicity and transparency in the admission process. The admission to UG is done through advertising in all mass media. Prospectus and other details are uploaded on college website, providing details and schedule of admissions.

Before the commencement of each academic year various college committees are formed by IQAC under the guidance of the Principal. Important committees comprise of teachers, and many committees include non-teaching staff and students as well. IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically throughout the year. Every committee has the freedom to prepare their plan and decide implementation strategies.

Participatory and decentralised management is carefully and effectively applied even in the activity involving the highly confidential office of the controller of examinations.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

strategic plan implemented by the college is the Teaching and Learning Process of the institution. The academic calendar is provided by the university in each academic year, where authorized Committee prepares the central routine of Science, Arts and Commerce allotting tutorial classes, smart classes. The Head of the Department of each department then formulate departmental routine so that the syllabus is completed within time. Time to time extra classes, tutorial classes, revision classes are also taken to complete the syllabus. Attention is paid for slow learners. Study materials, question papers of the preceding years are provided to advance as well as slow learners. ICT enabled classes are also taken by some departments to make the students understand certain difficult topics in the easiest way. Field visits are arranged occasionally in some departments to enhance the experimental learning process. For the proper guidance of the students, there is a mentor and mentee system. Assignments, sessional examinations as part of continuous evaluation, group learning in some departments are practiced from time to time. The main purpose of each department is to enhance the knowledge and make the students aware of the modern education system.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://govtcollegekotri.in/wp-content/uploads/2023/12/6.2.1.pdf
Upload any additional information	View File

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

The Principal is the head of the Institution. The Administrative setup of the institution has been described through Organogram attached here. Principal executes academic, co-curricular, extra-curricular, extension programme, administrative plans and policies with the help of sub-committees for smooth conduct of the college activities

In addition; the college has NSS wings, IQAC Cell, and RUSA Cell. IQAC of the college is involved in developing a quality system for conscious, programmed action to improve the academic and administrative performance of the College. Seven criteria in charges are responsible for the functioning of the entire college activities.

Appointment- Appointment of Assistant Professors is conducted through Chhattisgarh Public Service Commission (CGPSC), Government of Chhattisgarh and appointment of non-teaching staff is made through State Government VYAPAM exams. Promotion policies are also framed by deptt. Of higher education, govt. of C.G. Recruitment of Guest Lecturers is done individually by the college following the U.G.C rules and Higher Education guidelines. Supporting staffs for cleaning, Night Guard is maintained in the college throughout source.

Service Rules- All the employees of the college follow State Civil Service (conduct)

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://govtcollegekotri.in/wp-content/uploads/2023/12/6.2.2.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has various effective welfare measures for teaching and non-teaching staff. Some of them are:

- The college always encourages the staff to take up various professional development activities.
- The teachers are encouraged to enrich their knowledge by attending seminars, workshops, conferences, and refresher and orientation courses.
- The use of computer with internet is also motivated to enhance their skill.
- The institution has a vast common room for accommodating the teachers of the college where staff meetings are conducted.
- Leave is granted to teachers to participate and present papers in seminars The college facilitates effective delivery of accounts-related matters to its employees.
- Salaries are disbursed on the last working day of every month, and reimbursements of allowances are processed in a timely manner.
- A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources.
- Staff can avail vacation leave, 12 days of casual leave, Earned leave, medical leave, and sick leave.
- Ladies teaching and non-teaching staff can avail maternal leave for (month) months with salary.
- Paternity Leave is given to male teachers on request Government offers various mandatory Insurance Schemes to the staff

First Aid Facility

File Description	Documents
Paste link for additional information	https://govtcollegekotri.in/wp-content/uploads/2023/12/6.3.1.pdf
Upload any additional information	View File

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

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

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

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

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

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

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

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

Performance Appraisal is the most methodical way of evaluating the performance of an employee. It makes the employee more liable to the work that he performs. The

college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations. Every academic year IQAC collects the API-PBAS forms from all the faculty members. The faculty performance is assessed by IQAC co-ordinator, and the Principal on the basis of API and PBAS forms and necessary action is taken for the improvement. After completion of each session, performance appraisal forms are signed by principal of institution then by Additional Director of Higher Education, Bilaspur Division finally forwarded to Secretary Higher Education Department Raipur (C.G.).

Non-teaching faculty are assessed based on :

- 1.Job performance
- 2.Attitude towards public , co-workers
- 3.Staff/student relation
- 4.Job knowledge and skills
- 5.Pro activeness
- 6.Understanding the job responsibility
- 7.Multitasking abilities
- 8.Regularity and punctuality
- 9.Problem analysis and decision making it
- 10.Credentials
- 11.Behaviour towards supervisor.

Technical Staff (Technical/Laboratory Assistant) are assessed based on:

- 1.Contribution in co-curricular and extra-curricular activities
- 2.Lab maintenance
- 3.Laboratory skills

4.Planning and management of practicals/ Lab-Sessions**5.Regularity and punctuality****6.Instrument handling skill****7.Assisting students in Performing Practical / Lab Sessions****8.Personal development.**

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

6.4 - Financial Management and Resource Mobilization

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

Government College kotri, is a Government Institution and so The office of the Principal may seek audit as and when required with permission from the Director of Higher Education, normally the Department, initiates audit in colleges where the audit cell of the department takes necessary measures required. The financial matter is very sensitive anywhere. There are many types of funds as- Govt., PD, RUSA, etc. Internal Audit committee verifies Cash book, DFC register, Stock register etc. Physical verification of all registers related to furniture, store, library, sports, laboratory etc. The spectrum of the audit work includes all financial transactions, purchases, and procurement in keeping with the financial rules of the government. Allowances like HRA, medical; travel, etc. are also subjected to audit clearance. There also is a provision of a special audit like any other government department. The Office of the Account General is also invited for audit work as and when decided by the Department and government. The college maintains its cash books and stock registers as per the guidelines followed in the government offices. Accounts are maintained by the Accounts Section of the college which are checked and supervised by the Drawing and Disbursing Officer (DDO) regularly.

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

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

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

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

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

The availability of funds is essential for any organization, society, family, or co-operatives but the movability of funds is even more important. Salary and non-salary grants are received from the state government. The Principal and the Drawing and Disbursing Officer (DDO) of the college monitor the use of the resources received from the government through discussion with the Development Committee and Purchase committee. Fees received from the students are deposited in the account of Atal Bihari Vajpayee University, Bilaspur and a certain percent of it is forwarded to the state government. The scholarships for students received from the state government are directly credited to the account of the students. The budget for each academic year is prepared by the college and grants received from UGC, AF, Cycle Stand, Internal Exam, Magazine, Common Room and State Government under the College Development Scheme. The allocated funds are

utilized to purchase equipment, maintenance, chemicals, organize seminars, workshops and conferences, etc. The college utilizes fully the grants for the purpose it is being sanctioned. There is a Planning and Development scheme for each stream where they monitor the requirements of various departments minutely and then goes for purchasing the things through the Purchase Committee.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) monitors efforts of the college towards excellence in different areas. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions, specifically students. By the end of the session, IQAC chalks out an action plan for the next year and ensures & reviews the efforts are made by the institution to follow that action plan. IQAC Contribution significantly for institutionalizing the quality assurance strategies and processes by: Conducts academic audit (internal) of the college to review the academic achievements of faculty members & departments. Through data analysis of previous results. Documentation of the various programmes/activities across different units of the college It also collects and analyses feedback from the students and alumni. Various lecture from outside speaker, professors and professionals to promote students. Regular quiz, debates, essay competitions are arranged for better knowledge. Some scientific small projects are also done by b.sc. Student which are presented in class and laboratories. Measures and strategies to be implemented for quality assurance are regularly discussed in the IQAC meetings.

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

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

Regularly, feedback about the effective delivery of course is taken and required improvement measures are being introduced by the IQAC. HODs also convey the departmental meeting and also informal classroom feedback apart from the student satisfaction survey (SSS) to review the teaching process to the concerned department and take required steps for further improvement. Student feedback/ SSS on teaching-learning and evaluation process is collected and analyzed on a regular basis by IQAC. Thus, feedback based curriculum revisions; methodology modifications in teaching are made in the departments to improve the teaching learning process. The Schemes of Advance-Slow learners and Mentor-Mentee was introduced by the IQAC initiatives through its meetings.

Teacher's Diary: Every teacher has to maintain an individual Teacher Diary to record the day to day teaching-learning activities regularly. Effective teaching achieves its success only if it is well planned. And, hence for the proper planning of teaching each teacher is provided with an academic diary containing timetable, annual wise teaching plan, workload, actual teaching units, syllabus completing summary, daily teaching plan and academic and administrative committee responsibilities. The Principal monitors the overall teaching performance of the teachers through the verification of the Diary.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

D. Any 1 of the above

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

File Description	Documents
Paste web link of Annual reports of Institution	https://govtcollegekotri.in/wp-content/uploads/2023/10/IQAC-MEETING-NEW-2022-23.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our college is co-educational to promote gender equality, there is no discrimination between boys and girls. Dress code is applicable for all. The officers and employees of the college solve the problems of the students on the basis of equality. The annual function of the college presents a wonderful example of gender equality. Apart from this students are given equal opportunities to participate in various council of college.

Various competitions such as rangoli, painting competition related to gender equality are continuously being organized by the college.

Extensive protective measures taken by the college to make the college campus gender friendly.

1. **Safety and Security:** Women Harassment Redressal Cell, Grievance Redressal Cell, Anti -ragging committee are also active in the college, CCTV cameras have been installed and Helpline number and mail id have been displayed in our college notice board.
2. **Counselling:** Mentor Mentee Committee and Placement Cell are also active in the college.

File Description	Documents
Annual gender sensitization action plan	https://govtcollegekotri.in/wp-content/uploads/2023/12/7.1.1-FINAL.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

For the awareness towards solid waste management in the college, regular lectures are arranged for the students on environmental topics. There is a provision of dustbin for solid waste material in the college campus, solid waste management stickers have been pasted on the dustbins in bold letters. With this, the students dispose the waste material in the prescribed box. In the college underground pipeline

has been expanded. A square brick shell has been prepared in the college campus for collection of solid waste.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

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

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

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

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

E. None of the above

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

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

D. Any 1 of the above

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

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

Our country is quite diverse and is home of several communities, each of whom has its own culture and traditions. People belonging to different religions, castes, races, languages, cultures live together harmoniously in India. Keeping this view in mind, Government College, Kotri tries to maintain harmony and tolerance to develop unity among the students. The admission process is carried out as per the rules of Chhattisgarh Government and Higher Education Department of Chhattisgarh. Enough care is taken for specific seats of each category. Students belonging to different religion, cultural community and socio economic background take admission in the college.

NSS wing of the college organizes Rashtriya Ekta Diwas, Sadbhavna Diwas etc. Constitution Day is celebrated in the college on 26th November every year, to reorient the students towards the values and principles expressed in the Indian Constitution and to encourage them to play their rightful role in the Indian Democracy.

Cultural and ritual activities, the students invite the teachers. Chhattisgarhi is the regional language Occasionally the students speak Chhattisgarhi with the teachers and staff. During Annual Function of the college, all the students are provided equal space in showcasing the cultural activities of their respective communities.

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

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

Govt. College, Kotri organizes activities to make the students and employees aware about health issues, social evils, cleanliness and environmental safety. During the camp, NSS wing organizes various cultural activities which help the students to develop their social skills.

Every year on 26th November Constitution Day is celebrated and also preamble of the constitution is displayed in the college campus. On 10th of December Manav Adhikar Diwas is celebrated every year to make the students more responsive towards their human rights.

In order to encourage the students to take part in the political process, NSS wing of our college take initiative to organize the 'National Voters Day' on 25th of January every year.

The 'Independence Day' is celebrated annually on 15th August which makes us aware of our duties.

To promote a sustainable environment, Swachh Bharat campaign is organized by NSS wing and they also plant trees including medicinal plants. As part of the campaigns, environmentally safe practices such as plastic ban, water conservation, waste segregation, cleanliness and anti-pollution campaigns are implemented regularly. The college renders national service by organizing Road-Safety awareness programs routinely. Students are informed about traffic rules and regulations and instill the importance of safeguarding human life.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

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

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

Vibrant, cheerful and joyful are the words to describe the festivals of India. Our institution, Govt. College, Kotri also commemorates these festivals, days and events with great zeal and enthusiasm that helps to bring a sense of patriotism and reminds us that in spite of all our differences, our love for our country unites us all. The important events and days celebrated by our institution are the following:

- Independence Day is celebrated on 15th August in the college. It helps to remind sacrifices of the freedom fighters made for us.
- Republic Day is celebrated in the college on 26th January, on this day India got true independence and became a democratic republic country.
- Hindi Divas is celebrated on 14th September every year to celebrate the adoption of Hindi as the official language of our country.
- National Youth Day is celebrated every year on 12th January to commemorate the birth of Swami Vivekanand.
- 26th November is observed as Constitution Day every year to spread the importance of our Constitution and to spread the thoughts and ideas of Dr B R Ambedkar, Father of Constitution.
- The students of the college celebrate 5th September, the Birth Anniversary of Dr Sarvapalli Radhakrishnan as Teacher's Day for the appreciation of teachers.

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

7.2 - Best Practices

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

Best Practice - 1 Language Club

Objective -The Club is intended to inculcate literary taste, develop spoken and debating skills and the skill of creative writing among the students.

Context -

Most of the studnets of this college use the regional language Chhattisgarhi for general conversation. They feel

hesitant in conversing and effective writing in hindi and english and are unable to express their views in this languages. To solve these problems of the students language club has been established from the session 2022-23.

Practice-

A three- day training, program on the topic "Effective writing in the Answer sheet" was organized by the Language by the Language Club. In this training The objective of the program is to develop effective writing skill in answer skill in answer sheets among the students so that they can perform better in the examination.

Best Practice - 2Community Engagement through Extension Activities

Objective -To inculcate human values and enable students to be responsible citizens at national and global level. College provides a platform to its students to work towards betterment of the society.

The Practice-College conducts various activities related to environment protection, cleanliness drive, free plantation education awareness, health awareness, personal hygiene awareness.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Our college is trying to make the students better citizens and various programs are organized to improve the future of the students which are as follows - Career Guidance Program - Through the Placement Cell, students are given information about career options. So that they can take right decisions. Awareness programs - Awareness programs related to social and environmental problems and health, education are organized by NSS and Youth Red Cross. Organization of Workshop - Through

Language Club, efforts are being made to develop speaking, reading, writing and creative writing style among the students in Hindi and English languages with confidence so that the overall personality of the students can be developed. Camp organized in the village by NSS - Under NSS, a seven-day special camp is organized in which students remain disciplined and complete tasks related to social awareness and cleanliness. NSS camp in Lalpur kala Village in the session 2022-23. Was organized. Our college is continuously striving to make the future of the students bright.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. MOU's with different college's.
2. To open new Value Added Courses of various subjects.
3. As recommended by NAAC peer team efforts will be made to open new PG. courses in hindi and sociology subject.
4. Efforts will be made to 12 B and 2F.
5. Transfer of land in favor of the college.
6. construction of boundary wall
7. construction of additional classrooms.
8. arranging smart classes for better studies.
9. providing computer based courses.