



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		Government College Dipka
• Name of the Head of the institution		Dr. Shikha Sharma
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		8435575187
• Mobile No:		9406035998
• Registered e-mail		deepkacollege@gmail.com
• Alternate e-mail		sharmashikha311260@gmail.com
• Address		Pali Road Jhabar, Dipka
• City/Town		Korba
• State/UT		Chhattisgarh
• Pin Code		495452
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated College
• Type of Institution		Co-education
• Location		Rural
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University	Atal Bihari Vajpayee Vishwavidyalaya Bilaspur				
• Name of the IQAC Coordinator	S.K.Rathore				
• Phone No.					
• Alternate phone No.					
• Mobile	6260413197				
• IQAC e-mail address	skrathore261@gmail.com				
• Alternate e-mail address	jaidew.knc@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.governmentcollegedipka.com/uploads/183.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.governmentcollegedipka.com/uploads/184.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.14	2022	12/04/2022	11/04/2027
6.Date of Establishment of IQAC			05/03/2015		
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			No		
• Upload latest notification of formation of IQAC			No File Uploaded		
9.No. of IQAC meetings held during the year			2		

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)		
One value added course has been successfully conducted. two best practice has been successfully conducted. gym has been installed in the college campus. Offer ten girls students are selected for free coaching through prayas academy.		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
To initiate coaching classes for competitive exams.	Students are aware about competitive exams. And select for free coaching classes in Prayas academy.	
To initiate health program for students.	organize health program like dental and blood group test.	
To initiate training program for students.	Organize training program with the help of JIFSA	
13. Whether the AQAR was placed before statutory body?	No	
Name of the statutory body		
Name	Date of meeting(s)	
Nil	Nil	

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	09/01/2023

15. Multidisciplinary / interdisciplinary

Our institution is making various strategies to introduce multidisciplinary approach for better and effective learning of students. Our effort is to make our students aware about methodologies from two or more discipline, on combining theories. Our institute provides n-list facility to students and staff which is very helpful for better understanding and opens the door to different ideas.

16. Academic bank of credits (ABC):

Academic bank of credits(ABC)-This initiative has a great potential to INDIAS higher education system, our college is ready for ABC being an affiliated college to Atal Bihari Vajpayee University Bilaspur, the recommendation /regulations of university related to Academic bank of credits would be followed by the institution.

17. Skill development:

Skill development of stakeholder is very essential part in the need of hour. Our college provided students tally course programme of three months duration, which will enable his/her to face their life. Being a multidiscipline college our college make students aware about different online skill development programmes and courses.

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

.Appropriate integration of Indian knowledge system(teaching in Indian language, culture in blended mode and online mode). We are Indians and our college follows Indian culture so we are ready to teach in Indian language culture in blended mode and online mode. Our institute organizes cultural events like dance, drama, song and events are completely based on our local and Indian culture. which is helpful for their knowledge about our culture and traditional values.

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

Our college is preparing itself to make students more aware about outcome based education. Our institute already conducting unit test, half yearly exams, classroom seminars, teaching learning and

evolution method based on outcome based education. our college also organizes alummini meeting and parents meeting and take feedback about outcome based on education.

20.Distance education/online education:

Being an affiliated college to Atal Bihari Vajpayee University our institute is fully ready for online education of students .We inspire students about online education or distant education facility eg online platform like SWAYAM. We also provide our students and staff n-list facility in library. So they can get more world wide information.

Extended Profile

1.Programme

1.1	3
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	516
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	185
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	90
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	11
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	23
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	13
Total number of Classrooms and Seminar halls	

4.2	438455/-
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	8
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

Govt. College Dipka is affiliated to Atal bihari Vajpayee vishwavidyalaya Bilaspur, and it follows the University prescribed curriculum. The institution to ensure effective curriculum delivery through a well-planned and documentation process are as follows:-

Academic calendar

Being an affiliated college, the academic Calendar is released by the Department of Higher Education and is followed.

Teaching plan

- Commencement of regular classes for students from the 1st of July.
- Preparation of teaching plan, time table and teaching diary.

Academic diary

- Teachers regularly supplement their lectures. Students are encouraged to visit library.
- Slow learners are given additional lectures.
- Unit tests and half yearly exams are conducted and the marks are recorded in prescribed formats. The internal assessment is completed with online submission of marks to the University Web portal.
- All the details of curriculum delivery, internal assessment, guest lectures and field visits are properly documented.

Field visits

- The college organizes field visits for the benefit of students of botany.

Feedback

- Records of teachers are maintained. Feedback of students are also recorded & maintained. A committee of teachers analyze the feedbacks and present a report to the head of the institution.

Library

- Main Library, facility of departmental libraries with adequate texts, reference books and journals.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.governmentcollegedipka.com/uploads/190.pdf

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

The college adheres to the academic calendar provided by the University for Conduction of Continuous Interval Evaluation system.

The academic calendar includes the dates of commencement and completion of syllabus, schedule of internal exams etc. It specifies the dates of term end examination. Tentative dates of practical exams and viva-voce and theory examinations are also given in academic calendar. The teachers prepare teaching plans according to the academic calendar and guidelines of the University. The schedule of external examination is fixed by the University and the same is displayed on notice board for students.

The time tables of the internal exams are displayed on the notice board. The examination process is looked after by the examination committee in the college. The centralized internal assessment tests are conducted for students of UG programmes.

Total 10% of internal marks of undergraduate students are added in final exam. The internal test makers are uploaded online in university website. The regular monitoring is done by Staff Council. The Principal conducts curricular and extra-curricular review meetings on regular basis to check the implementation and progress of all activities in the academic calendar.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/or are represented on the

D. Any 1 of the above

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	No File Uploaded
Any additional information	View File

1.2 - Academic Flexibility

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

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

1

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

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

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

1

File Description	Documents
Any additional information	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

48

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

48

File Description	Documents
Any additional information	View File
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

Measures are taken to integrate the cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum for the holistic development of the students. The following are the representative activities displaying such cross-cutting issues.

Gender

Human values and gender equality are essential for successful professional career. The professional environment shares a work space with equal gender participation so the institute makes sure the students of Govt. College Dipka give equal respect to other students without any gender discrimination and help in creating a healthy society.

To develop their creativity and skills, various competitions like

Mehandi, Rangoli etc are organized. Girls also take part in NSS, YRCS, Sports and Cultural activities.

A course on Environment and Sustainability has been included for all UG programmes. Various activities like tree plantation and students are required to make files related to environmental topics. Courses focusing on these issues in curriculum are:

Environmental studies and Human Right (BA, BSc, B.Com -I year)

Human Values and Professional Ethics

The college celebrates with full enthusiasm all national days and festivals to install social, religious and national values in the students. cleanliness drives teach them values and ethics of social need.

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

3

File Description	Documents
Any additional information	View File
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

161

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

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	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		A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents	
Upload any additional information	View File	
URL for feedback report	http://www.governmentcollegedipka.com/uploads/152.pdf	
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		
166		
File Description	Documents	
Any additional information	View File	
Number of seats filled against seats reserved (Data Template)	View File	
2.2 - Catering to Student Diversity		
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners		
Goals		

To create a conducive and inclusive academic environment catering to diverse needs of the students

Adoption of Learner-centered teaching methodologies as per the special learning needs.

Facilitate and organize programs/activities for diverse learners to enhance learning experiences.

Facilitating the process.

Mentor system is adopted for first year students where mentor take care about students attendance, marks obtained, use of library etc.

The subject teacher maintains student's profile which includes academic and socio-economic details to identify their background and individual attention is given accordingly.

Activities to address slow learners

Slow learners are specially advised and counselled by the respective subject teacher. extra classes are conducted for the weaker students based on the results of class tests. debate, group discussion, problem solving exercises, quiz programmes and other events are organized in college.

Previous year questions assignments are given to student to enable them to understand the pattern.

Methods adopted to facilitate advance students:

Use of Projectors in Teaching Learning Process. Advanced learners are encouraged to become proctors.

Evidence of success

1. Improved academic performance of slow learners.
2. Student involvement and participation in various academic and extra-curricular activities.
3. Advance learners are securing position in class.

File Description	Documents
Link for additional Information	Nil
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
516	11

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

Goals

To create and maintain an environment of excellence in education with technological advancements, effective pedagogy and methods of evaluation and to develop knowledge citizens with multidisciplinary global competencies.

Computer-assisted learning: The Institute has computers, printers, LCD projectors which are effectively used for teaching. Many environment projects are completed through the use of computer.

Experiential learning

Experiential learning methods such as Lab Sessions, Assignment work are part of curriculum, Educational trips organise by Botany department.

Participative learning

Skill Based Tests like Quiz, Poster Making, and Group Discussions are part of participative learning. The activities of NSS, Youth Red Cross and SVEEP etc. help the students to learn the art of living in social and community welfare and harmony.

Problem solving methodologies

Assignments work is mandatory for all UG Courses offered in the college. Practical knowledge to develop problem solving ability.

Outcome of student centric methods

Interactive, Confident and Competent augmented with domain Knowledge and Skills.

Enhanced critical thinking and research orientation

Field trips help in application oriented knowledge of concepts learnt in classroom

Right attitude for smooth transition to professional environment

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Goals

ICT based education to enhance the effectiveness of teachinglearning process thereby having

Paradigm shift from teacher-centric approach to studentcentric approach.

Process & Implementation

Seminar Halls are equipped with ICT tools to encourage ICT usage.

The ICT tools are frequently updated and maintained.

Following are the best and innovative practices undertaken by the faculty members for improving teaching and learning experience:

Power Point Presentations

U tube assisted teaching**Use of whats app for document sharing****Mobile as teaching tools****Audio- video tools**

Modern teaching aids like Multimedia, Projectors, and Internet enabled Computer systems are used for class room instruction as well as other student learning experiences. Our teachers also take online classes through Cisco and Google meet platform. They puts study materials like-lecture video and PDF share to students and encourage students to access internet because use of internet develop self understanding capacity in students.

The students are also encouraged to use computer for their projects work College has Wi-Fi facilities to access N-List which is collection of thousand of books e- journals.

Evidence of success

e-resources, online content, PPTs, You Tube videos, website links, e-reference books are used by the faculties where the courses need updated information.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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****10**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

11

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

1

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

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

2.4.3.1 - Total experience of full-time teachers

28

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

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and variety. Students admitted are assessed continuously through unit tests, assignments submission, field visit and seminar presentation. Unit tests are conducted regularly as per the schedule given in the academic calendar. The college follows integrated examination platform. The registered courses are centrally managed to prepare the data sheets for time table, student list, room-wise allocation. Invigilators list and attendance sheets. The time tables are displayed on the notice board. The syllabus of internal assessment will be communicated to student well in advance. Theory courses, Laboratory courses, classroom Seminars and Project works are evaluated internally and checked copies are displayed to students. The examination process is looked after by the examination committee. Since ours is an affiliated college, it has to follow the norms laid down by the university and there in the Academic Calendar is followed stringently. The method of internal assessment helps the teachers to evaluate the students more appropriately.

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

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

The transparency and efficiency indices of the examination related grievance redressal mechanism:

The institution has a transparent, time-bound and efficient mechanism for examination related grievance redressal.

Any discrepancy in question pattern or marks allocation is addressed

by the examination committee headed by the Principal as soon as it is brought to its notice.

In internal examinations The question papers are prepared by the respective teachers and approved by the head of the concerned departments. two sets are prepared and one set randomly selected on the day of examination. This ensures fairness and removes the chance of usage of unfair methods

In University Examinations The hall tickets are issued to the students well in advance. Any grievance related to the hall ticket like printing of wrong name or delay in issuance is addressed by the exam superidendant. The exam superitendant immediately looks into the matter and takes necessary actions.

In University Examinations question papers are opened 15 to 30 minutes before the commencement of examination at present of three witness.

In the case of external examination, any grievance is addressed by the examination superintendent.

All grievances are therefore solved with utmost care to student sensitivity.

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

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.

GOALS

To uphold and promote the vision statement of the institution i.e. to provide a distinct environment of excellence in education with human values and social commitment.

PROCESS & IMPLEMENTATION

Students and teachers are thoroughly updated about the programme and course outcomes through Colleges' website. Each and every programme

offered by the College is displayed on the website and admission booklet. After completion of the admission process, the syllabus and curriculum are provided to the students.

The concerned departments take initiative to clearly communicate the syllabus, timetable and curriculum of the particular discipline to the students after their admission.

With reference to the curriculum and syllabus, the programme and course outcomes are also discussed in the students' Orientation meetings.

The syllabus is allocated to individual teachers who remain incharge of monitoring programme and course outcomes via the conduct of internal tests, seminar and other methods including project field visits etc..

EVIDENCE OF SUCCESS: MECHANISM OF COMMUNICATION TO STUDENTS

Programme and course outcomes are displayed on the website of the Institution.

Orientation programme conducted for the students in the beginning of the academic year wise giving an overview of the Program/Curriculum in the context of Programme and course outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.governmentcollegedipka.com/pdf/1-2.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.

GOALS

To inform and educate students about the scheme of instruction i.e. the Program Outcomes, Course Outcomes, teaching techniques and the methods of evaluation to ensure greater understanding of the goals to be achieved.

METHODOLOGY ADOPTED

Our institution is affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur. We offer Under Graduate course of Arts, Commerce and Science. For these Programs and Courses, the institution follows the curriculum designed by the affiliated University. The Programme Outcomes and Course Outcomes are evaluated by the institution and communicated to the students in the formal way of discussion in the classroom notice board and college website.

The college took care of the attainment to measure the Programme and course outcomes for all Programmes and implemented the mechanism as follows:-

The institution followed the academic calendar of the affiliated university.

All the subject teachers prepared evaluation reports.

The examination results and feedback reports are analyzed by the IQAC and steps for improvement are planned accordingly.

IQAC & Staff council both discuss the findings of the feedback of stakeholders and accordingly prepare plan of action for subsequent year.

Continuous assessment provides feedback for the efficacy of the teaching -learning process and learning outcomes of each course.

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

2.6.3 - Pass percentage of Students during the year

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

90

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

2.7 - Student Satisfaction Survey

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

<http://www.governmentcollegedipka.com/uploads/166.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.00

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

0.00

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

0

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

0.00

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

0.00

File Description	Documents
Any additional information	No File Uploaded
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

Govt. College Dipka believes in holistic development of students by infusing academic, industry and social knowledge.

The institute takes care of its social responsibility by conducting various programs like:

- N.S.S. students did clean primary to infuse emotional and social quotient in students the institute conducts several interfaces between our students and different Parts of society. Due to covid-19 pandemic very few program were taken by the students.
- B.Sc.III students of college gone educational tour in the department of botany.
- Students of college participated for voter's awareness in village jhabar.
- N.S.S. students participated in tree plantation and social awareness program in village jhabar.
- N.S.S. student also participated in making plastic free zone in nearest primary school at adopted village jhabar.
- N.S.S. students celebrate several occasions bhagat singh jayanti, Gandhi jayanti, swamiviveka nand jayanti and remember their contribution towards our country.
- N.S.S. students participate in one day camp and seven day camp away from their home. In these days they learn about time management social responsibility and actively participate in all programs.

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****1**

File Description	Documents
Any additional information	View File
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****4**

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
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****260**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
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

0

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

0

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.

In fact the college strongly believes that infrastructure is the key element of its resources for providing quality education leading to innovations. Thus the main focus was on creating such a learning environment that would enable the students to transform into capable, confident and responsible graduates the country is looking for.

The available facilities are not sufficient than the requirement prescribed by the UGC. The total land area available is 0.99 Acre only which is less than the prescribed. The carpet area of the amenities (Ararm) like girl's common room, toilets, library, sports room, yoga premises etc. and The administrative area (Principal office, staff room, examination control room, NSS office, red cross room etc.) are also less than the required area.

All laboratories are inadequately equipped with equipment. The Library with an area of 200 sq. ft. has a seating capacity. 05 LCD projectors are being used to make students enthusiastic towards learning the subject.

The institute has sports facilities include indoor and outdoor games. The institute has indoor game facilities such as, table tennis, chess, weight-lifting, Badminton and Carom and outdoor games facilities such as, cricket, football, Volleyball. kabaddi, kho kho, disc throw, javelin, etc.

The institute has GYM also.

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.

The institute focuses on overall development of the students through participation in co-curricular and extra-curricular activities. Outdoor and indoor sports and games contribute significantly in grooming students. Students are encouraged to participate in different sports/Games and cultural activities. Yoga classes are

being conducted for promoting health in the staff and students. Cultural activities are conducted in the corridor, assembly halls, and stage.

Sports and Games

The institute has no indoor-sports room, but students can play games like chess, caroms, table-tennis after teaching session in class room. Sufficient ground is available outside college premises for games such as, volleyball, throw ball, Kho-Kho, kabaddi, cricket, handball etc. A separate court for badminton is made in front of stage inside the college premise.

Cultural Activities: - The assembly halls and college corridor is provided with adequate facilities to conduct various cultural activities. Cultural activities are conducted in these halls on different occasions like fresher's day, annual cultural activities, NSS day, SVEEP etc. Students are encouraged to participate in co-curricular and extra-curricular activities in inter-college. The college has a well-maintained stage which is used during various cultural events.

Gymnasium: - A well-equipped Gymnasium is available to promote fitness among students and staff.

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.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

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)

0.00

File Description	Documents
Upload any additional information	No File Uploaded
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)

The library of the College was established in 2008, since then library has made consistent progress in terms of collection of books, periodicals, e-resources and services. The college library has furnished room of 200.00 sq. ft. area. It provides open access facilities which helps easy access and use of the library as a learning knowledge centre. Since the college noon session the reading rooms cum classes are available for the students after 11:00 am. The college has very enriched in terms of availability of reference books and text books. The library has totalled 10324 text and reference books, various competitive and newspapers. The library is having active membership of INFLIBNET N-LIST which provides 6000+ e journals and 3200000+ e-books on various subjects. This is user ID and Password based facility for all faculty members' students if they need. The separate library cards are issued to all students for

issuing text books, reference books and others. Separate computer provided to the library users for accessing n list.

File Description	Documents
Upload any additional information	View File
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

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
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)

0.005900/-

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

6

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

4.3 - IT Infrastructure

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

The college gradually increased upon ICT in every academic and administrative session as evident from the following:

At present college has 16 updated computers, 07 printers, 03 photocopiers. 16 Ups, 04 webcam, Photography camera, CCTV camera and biometric machine in college premises. Every regular faculty has issued individual desktop PC in their department.

Computer-student ratio in the college is nearly = 1:75 for teaching purpose

As teaching aid, there are LED projectors with facility for projection from pen drive via system.

College office is equipped with uninterrupted power backup Via 300(150+150) watt inverter.

College has wireless internet connectivity of 04 mbps speed which covered the entire campus. The campus has password protected Wi-Fi facility with one access point. LAN Facility available in accounts department. Others computers are interconnected with LAN facility.

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

4.3.2 - Number of Computers

16

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**E. < 5MBPS**

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)****0.00**

File Description	Documents
Upload any additional information	No File Uploaded
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.

The institution has well defined systems and procedures for purchase, maintenance and utilization of physical, academic and support facilities.

The physical, academic and support facilities like classrooms, labs, assembly halls, Library, Sport room , N.S.S, Red Cross , Office etc. are well maintained and used based on the requirement as per the

standard procedure.

There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities.

Like

Red Cross society committee- Look after Red Cross

NSS Committee - Look after N.S.S.

Library Committee - Look after Library

Electrical maintenance & water management Committee- look after Electric maintenance of college

Classrooms - Class rooms come under daily maintenance. In case of requirement for maintenance such as lights, fans, benches etc. will be attended by college maintenance staff.

Laboratory - Laboratories are maintained by lab technicians under the guidance of respective department heads/faculty in-charge.

Computers and allied Infrastructure - Routine computer maintenance, software installations, networking are handled by the office staff. The computers repair, are being done by outside computer expert.

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

257

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

0

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

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

B. 3 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**87****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****87**

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

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

A. All of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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**

7

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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**

0

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.**

0

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

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

The college has Students representation since its inception. They have been actively engaged in the academic and administrative functions as the college strongly believes in democratic values and gives opportunity to students in supporting the co-curricular and extracurricular activities conducted in the college.

Objectives:

1. To develop skills of students by involving them in planning and implementation of academic and co-curricular activities.
2. To encourage and make them more confident through practical experience.

Student Council

At the institutional level active students are included in several internal committees. Dealing with sports, Cultural activities and Other committees.

Activities:-

NSS:

NSS organizes all kind of social awareness activities. At the village, students organize public awareness program on social issues, cleanliness.

YRCS:

YRCS selects interested students as volunteers for all its regular and special programs.

Discipline committee:

The committee works for maintaining discipline in the campus premises, classroom, ground, washrooms, etc.

Cultural committee:

The committee organize various cultural program and annual function.

Sports committee:

This committee has student players as representative who takes the lead role in organizing various sports and games competitions.

SVEEP:

SVEEP volunteers helps in smooth conduct of activities in the college and voting awareness under SVEEP plan.

File Description	Documents
Paste link for additional information	https://www.governmentcollegedipka.com/uploads/193.pdf
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

3

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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

College has Alumni association since 2015. Registration of Alumni association is under process. The major role of this association is to be the friendly bridge between the pass out students and the college to be well acquainted with the educational growth and challenges. The main Contribution of Alumni association are.

1. Records of alumni strength, achievements etc. are maintained and meetings are held to receive their valuable feedback.
2. The alumni are active in several events and some of them offer voluntary assistance to the teachers of their departments.
3. The feedback forms are analysed and the findings are used as pointers to improve the mentioned aspects. Record of alumni strengths achievements etc. Are maintained and meetings are held to receive their valuable feedback. The feedback forms are analysed and the findings are used as pointers to improve the mentioned aspects.
4. Many of the alumni actively take part in college activities and participate in functions enthusiastically.
5. Alumni have been engaged for availing their expertise for mentoring of career support to current students.
6. To mentor the students of the Institute for higher education, development of character and being Good citizen

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

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

The College has a clearly defined organizational structure for the optimum and effective decision making and its implementation. The Vision, Mission, Goals and Objectives of the institution reflect the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution.

Vision of the Institution:

Development of personality with higher education and ethical values.

Mission of the Institution:

Preparation of programmes for educational and personality development of students.

To develop a scientific approach in students through various educational activities.

To ensure Employment oriented education for students in the present perspective.

Based on the Vision and Mission of the Institution, Quality Policies are framed in IQAC and staff council meeting and driven towards needs of the society and stakeholders. Institutional perspective plan developed by Principal and faculty comes true by organising

sport activities, cultural activities, personality development programmes by eminent personalities.

The Principal of Institute is assisted by staff, faculty and coordinators of various committees in decision making process of the Institute. Faculty and staff are assigned with the roles and responsibility to work in a harmonious environment with complete transparency.

File Description	Documents
Paste link for additional information	Nil
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 college internal committees and admission process adopted by the institution.

College internal committees:

Decentralization and participative management is clearly reflected in the college internal committees adopted by the institution:-

All the internal committees have student representatives who give their best contribution in the successful completion of tasks

All the departments are directed by principal to include career counselling meetings, alumni activities and parents-teachers' meetings in their annual action plan. This ensures the best implementation of the aforesaid activities.

Student volunteers are trained to assist in the activities of the Youth Red Cross Society, NSS, Sports etc.

College Admission process:

Decentralization and participative management is clearly reflected in the admission process adopted by the institution.

The College ensures transparency in the admission process. The admission related notification, Prospectus and fees details are

paste on notice board and class what's app group.

Online applications are invited through university and scrutinized by the admission committee of different stream in college.

After those students are short listed on the basis of merit and Reservation policy of Government of Chhattisgarh.

The college ensures merit of the students taking admission to the college.

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

Our institute strategic/perspective plan is effectively deployed in following area:

Admission of Students

Transparency in admissions with full adherence to reservation and merit rules of state government.

Field visit/Awareness programme

Field visits/educational tours by various departments to broaden the real life experiences of the students.

IQAC organises awareness Programmes and Workshops on Various topic.

Facilitating faculty members to participate in Orientation/Refresher courses/Workshop/Seminars and Other training Programmes.

Leave is sanctioned as per requirement in accordance with the leave rules of the government.

Timely disbursement of salary and other payments is ensured.

Sanction of advance from GPF according to government norms

Equal distribution of work amongst all teaching and non-teaching staff is ensured.

Library with reading room, Wi-Fi, computers.

Examination and Evaluation

Internal tests and exams for the students are organised as per the academic calendar of the university.

Teaching and Learning

Adequate ICT facilities and Interactive projector to enhance the quality of teaching -learning.

Availability of N-list in library

Members of the teaching faculty attend various workshops, seminars and Faculty development Programs for upgrading themselves.

Curriculum Development

College is an affiliated college which has to follow the academic calendar and syllabus designed by the affiliating university.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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 Institution has constituted various committees at institution level for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

Principal:

Principal as a head of the administrative and teaching- learning process pays special attention for smooth functioning of

administrative and academic activities.

Faculties:

Maintaining attendance, Daily diary and Profile of students, Encouraging and employing by traditional teaching aids and online methods, Conducting internal evaluation of students.

Office in charge:

Responsible for overall administration of the office work like student admission work, examination work, purchase activities, accounts and establishment activities etc.

Library in charge:

Coordination of book selection, purchase and accessioning the same after purchase Classification and cataloguing of books Ensuring proper maintenance of books, journals, newspapers, Maintenance of devices and up-gradation of library service

IQAC in charge:

Takes initiative regarding quality enhancement of education for this IQAC prepare various programs. IQAC takes feedback from alumni, parents & students and produce their result in front of principal after analysis of feedback.

RULES, POLICIES, RECRUITMENT PROCEDURES, PROMOTIONAL POLICIES:

Rules and policies are as per UGC and Atal Bihari Vajpayee Vishvavidyalaya.

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

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

A. All of the above

Examination	
File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
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 following are the welfare measures extended to the teaching and non-teaching Staff of the college: Welfare measures for Teaching Staff: As per the norms of UGC Pay commission recommendations are implemented. The faculty members are eligible for availing Casual Leave of 13 days, Medical leave- 20 days, optional leave- 03 days, Earn leave 10 days per year and 07 days project leave. Vacation leave for teaching faculty are 20 days in a session. Extending GIS facility is implemented to all eligible members (as per Govt. Norms) Welfare measures for Non-Teaching Staff: As per the norms of CG Govt. recommendations are implemented Service Conduct and Leave Rules are made available in the institute office Extending NPS Scheme is implemented to all eligible members (as per NPS Rules) Extending GIS facility is implemented to all eligible members (as per Govt. Norms)	

The Non-Teaching Staff are eligible for availing Casual Leave of 13 days per year and 07 days project leave. Vacation leave are 20 days in a session.

Medical Leave is for 10 days. Maternity leave to the women employees, for a period of 180 days and Paternity leaves for 15 days.

File Description	Documents
Paste link for additional information	Nil
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

0

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

0

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

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

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

5

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
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 System for Faculty:

Institute has well designed performance appraisal system. It is implemented with the help of annual Performance indicator (API) which evaluates overall performance. Performance is self-assessed and duly filled in API by Faculty and Staff at the end of every

year. The performance appraisal system evaluates on following parameters:

Key points for Faculty Appraisal - ACADEMIC:

1. Teacher's Diary Updating
2. Students' Academic Results
3. Project Guidance by Faculty
4. Encouraging students in inter-institute events
5. Individual Faculty Academic Responsibilities
6. Effective mentoring of students
7. Seminar/workshop/conference attended
8. Improvements in Teaching-Learning Process and Pedagogical Innovations
9. Paper publication & presentation
10. Exposure on Magazines, Journals, Articles to be increased

Non-Teaching staff/Admin:

Self-appraisal of Non-Teaching staff comprises the following components:

Maintenance of Files

Maintenance of Registers

Assets/Stock Maintenance

Personal Attributes & Qualities

Leadership Attributes

On the basis of the above details, Principal evaluates the appraisals of the non-teaching staff and submits its recommendations for final decisions.

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

College has maintained a very transparent financial system in the institutions. There are well defined processes for sanction of budget to expenditure.

An internal approval system for all expenses is in place accordingly bill/voucher is recommended by the Head of the Department and approved by the Principal. All the bills/vouchers are audited by an Internal Auditor on a routine basis. Proper record of all the expenses is maintained by the accounts department.

An external departmental audit was conducted by the office of Commissioner higher education on 16/6/14. Statutory financial audit is conducted from time to time for various budgets under UGC and RUSA through a chartered accountant. Then audited report is submitted by chartered accountant

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)

0

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

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

The college has a well-defined financial policy which ensures effective and optimal utilization of funds for academic, administrative and developmental activities which help to make true the institute's vision and mission. We have a dedicated strong financial team in place, which will organize optimum effective utilization of funds. Financial Planning is prepared well in advance for the organization with efficient Budget involving the various Academic and Administrative Sections of the Institute. After reviewing of the budget by Principal and the final consolidated budget is forwarded by the institution for approval.

The institute has a cash inflow from tuition fee from students and other miscellaneous incomes like practical fees, sports fees and library fees etc.

We have purchase committees in place which ensures that the funds are monitored and utilized in an effective manner. The institution will review the financial activities through scrutiny of budgets versus actual which will ensure whether the finance utilization is going in correct direction.

We have different institute level committees for the optimal utilisation of resources:

College development Committee, Jan bhagidari Committee, Library committee

Sports committees, Cultural committee, NSS Committee, Red Cross Committee

UGC & RUSA committee, purchase committee etc.

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) is established in the institution to maintain and enhance quality of education. The work of IQAC is the step towards the institutionalization of quality enhancement. At least two meeting in a year and record its deliberation and suggestion required if any in academic / administrative functions.

The IQAC of the institute is involved in drawing the quality policies for Teaching-Learning, Curriculum implementation, Student activities, innovation and all the extracurricular and co-curricular activities by

- Adoption of teacher mentor system.
- Arranging training/ certification Programmes for students.
- Action plan for enhancing quality of student teaching learning.
- Feedback from the stakeholders (students, alumni, teachers and parents)
- It's the responsibility of IQAC to make the students aware of the minimum attendance criteria.
- Verification of cycle test analysis the result.
- Arrangement of special classes for weak students.
- Identifying the new processes and recommending the same for improving the quality.
- IQAC arranging Educational tour, quiz completion and science exhibition for students.
- Make induction program of alumni with on roll students to share their educational experience.

Preparation and Submission of AQAR

Preparation of the AQAR based on the guideline and parameters of NAAC is definitely a prime duty of the IQAC.

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

The techniques adopted by the IQAC to check periodically the Teaching learning process, structures & methodologies of operations and learning outcomes are as follows:

College timings and discipline are strictly followed

Preparation of Time Table and unit/lesson planners

Student Handbook incorporating the rules, regulations, Almanac and academic calendar of events is distributed

Providing infrastructure facilities for conducive teaching learning environment

Regular supervision of theory and practical classes

Monitoring attendance of the students and mentoring them

Providing study material

Checking teaching diary, academic records and attendance registers

Guest lectures, Seminars and industrial visits are organised

Arranging remedial classes for slow learners

Feedback from students

Parent Teacher meeting

Verifying the syllabus completion statement consolidated by the departments

The students' suggestions are then considered for review. A review meeting is conducted by the head of the institution to discuss and

appraise the same to the faculty. Relevant measures are taken by the management as per the feedback.

Faculty getting Feedback with negative reviews is cautioned on the specific parameters to fill up the gap between teaching learning practices and students' involvement in subject.

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	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Govt. College Dipka is co-educated college where girls and boys ratio is 2:1. College always concerned about promotion and gender equality as -

Gender equity & sensitization in curriculum:

The topic of "Gender Sensitization" is introduced by the institution in environmental studies and human rights project.

Gender equity & sensitization in co-curricular activities:

Participation of both male and female students in Various activities like Cultural programs, N.S.S Day celebration, Painting competition, birth day Celebrations, tree Plantation, yoga etc. is ensured

The following Specific facilities provided for Girls are:-

1. Safety and security:-

CCTV cameras are installed in the campus for monitoring students' movements in the college. The staff of the college are deployed across the college premises for any kind of security incidents/issues and offers strict vigilance. Anti-ragging committee will ensure that campus is free of ragging. The college also has anti-sexual harassment committee to address issues if any. Any sort of complaint can be lodged either through online or complaint box provided at the college premises.

2. Common Room:-

Separate Common room is provided for girls. Girl's common Room is provided with necessary facilities like first aid box, mirror, chair, table, sanitary items, dustbin etc.

File Description	Documents
Annual gender sensitization action plan	https://www.governmentcollegedipka.com/uploads/191.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	https://www.governmentcollegedipka.com/uploads/192.pdf

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-

D. Any 1 of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

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

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

College takes several initiatives to properly dispose waste and maintain eco-friendly environment in and around the campus.

Solid waste management:

- Solid waste is segregated as biodegradable and non-biodegradable as per Govt. norms. The Non-biodegradable solid waste generated in the campus include, paper, plastics etc.
- Biodegradable waste is disposed of in compost pits, specially earmarked for the purpose.
- For solid waste management dustbins have been placed in the campus.
- Solid wastes converted into organic manure for the trees on the campus.

Liquid waste management

- The impure water is used in washrooms, conserving fresh water source. The liquid waste generated in the campus is piped out for safe disposal in college campus.
- Chemistry and Biotechnology labs have taken measures to ensure that all the chemicals are diluted before discarding in wash basin.
- Glassware used in the laboratory is washed and rinsed with least quantity of water and placed in the liquid waste container.
- Hazardous chemicals are kept far away from the students in the well ventilated labs. Check-ups for leakage of gases and chemicals are conducted regularly.

E-waste management

- The non-functional computers, equipment's and its peripherals

are safely disposed.

- UPS batteries are recharged/repaired/exchanged by the suppliers.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	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).

The institute is located in heart of coal mines area which is most polluted area. To fight against the pollution college regularly sapling large amount of plants .college is spread over 0.99 acre. area and. over 500 strength of students along with about 19 faculty members come from various cultural backgrounds who carry forward their rich cultural diversities.

Many time colleges organise food dish completion which is beautiful example of harmony towards cultural, regional, linguistic, communal socioeconomic and institution conduct various competitions for the faculties and students in the campus.

New Year celebration brings in fun filled games and special food which amplifies the spirit of togetherness. Students of college perform Saraswati Pooja, Mathematics day, Vivekanand jayanti, Gandhi jayanti, teachers day, Savidhan diwas, Matdata diwas, Hindi diwas, independence day, republic day which invoking the blessings of the Almighty.

International Yoga day is being celebrated every year.

Cultural programme in N.S.S. has always themed of communal and interreligious harmony. Social connect with rural people residing in and around the institute is also encouraged respecting the cultural, communal, socioeconomic and linguistic values of locals.

Annual sports and SVEEP activities also play important role to encourage cultural, communal, socioeconomic and linguistic values.

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

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

Every year college celebrates constitution day on 26 Nov. and human rights day on 10 Dec.

The Institute has strived forward with great effort to increase the

level of awareness and appropriate practices amongst the students with regard to the following areas:

1. National Identities and Symbols: The Institute has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The Institute celebrates Independence Day & Republic Day with great pomp and vigour. The Faculty organizes and celebrates the Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals.

2. Fundamental Duties and Rights of Indian Citizens: Students have enthusiastically participated in various programs like:

Academic programs like lecture debate, and Expert talks, etc. which have enriched the awareness about this aspects.

Various activities like poster competition, essay writing etc. are organized on various contemporary duties and responsibilities of a citizen.

3. Constitutional Obligations: The Institute has organized student centric activities like slogan, poster & essay competition through Club Activities which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship.

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

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

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

The institution proudly celebrates National Days and birth/death anniversaries of national personalities to mark the nationhood. These days are celebrated with a unique zeal and zest.

Events and festivals:

International Day of Yoga – 21st June

Independence Day- 15th August

Teachers Day - Sir S. Radhakrishnan's Birth Anniversary 5th September

National Youth Day- The birthday of Swami Vivekananda – 14th September

Hindi Diwas- 14th September

Gandhi Jayanti- 2nd October

Bal diwas -14th November

Constitution day – 26th November

World aids day- 1st December

National Mathematics Day–Sri Srinivasa Ramanujan Birth Anniversary 22nd December

National Voters day–25th January

Republic day-26th January

Science Day- 28th February

International Women's Day -8th March

All the special commemorative days, awareness programmes are organized predominantly by the students in an air of discipline with team spirit and a spirit of scientific inquiry, innovations and unbound enthusiasm to explore knowledge and develop social, environmental, scientific and national consciousness.

Intense learning experiences are provided by these celebrations, which are marked by a variety of activities like poster making, presentations, quiz, debates, rallies, slogan writing, wall painting competitions, etc. apart from lectures and talks by experts in the field to give insights into the significance of the program.

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	No File Uploaded
Any other relevant information	View File

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

1. Title - Coaching for competitive exam.
2. Objectives - To develop competency and positive approach towards competitive examination among the rural students.
3. The context- There is no awareness about the competitive examination.
4. The Practice- Coaching Classes were taken by our college assistant professors and guest lecturers.
5. Evidence of success- Competitive environment has been created in the college campus.
6. Problems encountered and resources required- As most of the students come from rural area and did not interested about competitive exams There is a need of books, software and e-

resources.

BEST PRACTICE-2

1. Title -Mentor system.
2. Objectives -To establish a trusting relationship with accountability and responsibility from the mentor and mentee.
3. The context - The students meet their mentors before and after every internal assessment to update them on their progress in every course.
4. Practice- Mentor conducts meeting regularly and solve their problems.
5. Evidence of success- The behaviour of the students on the campus in general has witnessed a tremendous improvement of the students.
6. Problems encountered and resources required- One challenge was identifying mentor mentee compatibility. Resources required which supports for mentoring like group discussions, software tools etc.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Areas of Priority and Thrust-

It has clearly mentioned in its vision Development of personality with higher education and ethical values. The college is strongly committed towards the personality development of youth and it is continuously doing through N.S.S. activities, Social activity, Rally, Awareness campaign, Cleanliness and tree plantation, Co-vid vaccination campaign etc. Student union election, Participation of students in cultural sport, Debate and lecture on personality development by expert.

In our college short time PSC coaching class facility was provided by different subject college professor. It helped students to understand about the PSC syllabus and important topics.

‘Learn for earn’ is one of the best example to describe the approach

of the college towards our students. College organise job oriented program like flower bouques, mehandi, rangoli, poster, painting competition which may “learn for earn” for students. The college tries to give shelter the students who belong to socially and economically weaker class. At present Shiv Kumar is working in college; these are ex-student of Govt. College Dipka.

The college has organized an innovative programme of eye, dental, blood check-up program, in collaboration with NCH Dipka. The students, staff and local people also benefitted from it.

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

7.3.2 - Plan of action for the next academic year

1. Smart room-enabled class room in modern era technology plays an important role in achieving students learning goals smart classroom is useful in many ways for both students and staff by integrating learning technology.
2. Planning of post graduate classes-our college is only undergraduate college so after graduation degree our students suffer for PG courses and take admission in distant college or some of them drop their studies due to lack of PG courses.
3. Planning of install solar panel in roof of college building. For regular electricity supply and uninterrupted service facility.