



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GOVT. DAU KALYAN ARTS AND COMMERCE POST GRADUATE COLLEGE, BALODABAZAR
• Name of the Head of the institution	Dr. A.K. Upadhyay
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	7909609426
• Mobile no	9425523895
• Registered e-mail	dk_collegebaloda@rediffmail.com
• Alternate e-mail	dkcollegebaloda18@gmail.com
• Address	Govt. Dau Kalyan Arts and Commerce Post Graduate College Balodabazar Behind District Court Balodabazar
• City/Town	Balodabazar
• State/UT	Chhattisgarh
• Pin Code	493332
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education

• Location	Urban												
• Financial Status	UGC 2f and 12(B)												
• Name of the Affiliating University	Pt. Ravishankar Shukla University,Raipur(C.G)												
• Name of the IQAC Coordinator	Dr. P.Jha												
• Phone No.	9399474997												
• Alternate phone No.	9926480103												
• Mobile	8827151859												
• IQAC e-mail address	purush.jha@gmail.com												
• Alternate Email address	dkcollegebaloda18@gmail.com												
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gdkcbalodabazar.ac.in/notice/AOAR												
4.Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	https://gdkcbalodabazar.ac.in/show/inprogress												
5.Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>71.60</td> <td>2007</td> <td>31/03/2007</td> <td>31/03/2012</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	71.60	2007	31/03/2007	31/03/2012	
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	B	71.60	2007	31/03/2007	31/03/2012								
6.Date of Establishment of IQAC	17/01/2020												
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
GOVT. DAU KALYAN ARTS AND COMMERCE POST GRADUATE COLLEGE, BALODABAZAR (C.G.)	INFRASRUCCHER SCHEME	RUSA	28/01/2021	05,59000
8. Whether composition of IQAC as per latest NAAC guidelines		Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 		View File		
9.No. of IQAC meetings held during the year		04		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 		Yes		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
1. UG lab. 2. PG lab. 3. Demodulation of old NRC building and proposal of one multipurpose hall. 4. Smart class room. 5. High speed internet connection in our campus.				
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
In view of pandemic IQAC is planning to conduct all classes online alongwith online internal evaluation. Students should be asked to remain in contact of their subject teacher to resolve their problems. Attending online Orientation/ Refresher courses should be promoted.	1. All classes were conducted online by all teachers . 2. After classes maximum students contacted their teachers for doubt clarification. 3. All teachers and students became ICT aware specially using mobile for academic purposes. 4. Four faculties attended orientation/ Refresher courses online.
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
2020-2021	04/02/2022

Extended Profile

1.Programme

1.1 13

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

File Description	Documents
Data Template	View File

2.Student

2.1 2496

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

2323

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

666

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

37

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

46

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	13
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2496
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	2323
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	666
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	37
File Description	Documents
Data Template	View File

3.2	46
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	21
Total number of Classrooms and Seminar halls	
4.2	10128755
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	76
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

1. The syllabus and curriculum are designed by affiliated university and lectures were completed accordingly.
2. All the subject teachers properly taken their online classes by suitable teaching method during Covid -19 pandemic lockdown.
3. When for some period offline classes were start teachers conducted unit wise class test, seminar and field project work.
4. Tutorial classes were conducted in some of the department.
5. For post graduate student, project work, field work experimental program are conducted according to their syllabus.
6. Viva - voce examinations for Environmental Studies program were taken which is compulsory to pass for B.A., B.Com, and B.Sc. first year students.
7. Record of online and offline classes are registered in attendance sheet. The guest lecturer also developed CDs,

DVDs, and Pen Drive of their online classes which help institution for future year's students.

8. The syllabus offered by the university was timely completed and projects, experimental works are timely completed by the students.

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

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

1. The Collegiate academic calendar was prepared according to the circular received from the affiliating University and thus students are informed about the academic calendar of the college.
2. The syllabus, course, exam, activities, programs were conducted according to the prescribed design of the academic calendar.
3. In order to meet the aims of the academic calendar of the college every year orientation program were conducted for newly admitted students to make them aware of its course delivery and implementation.
4. Admission, Exam, Result, Annual Function, NCC and NSS Camp, Plantation, Sports and Teaching time all are the important ingredients of Academic Calendar of university. The institution fully implement the academic calendar.
5. Inlibnet / Wi-Fi facilities are provided to the students for knowledge enrichment.
6. The teaching time table was so structured that within time frame all the activities and syllabus must be completed.

File Description	Documents
Upload relevant supporting document	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

B. Any 3 of the above

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

12

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)

0

File Description	Documents
Any additional information	No File Uploaded
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

0

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

1.3 - Curriculum Enrichment

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

1. Some courses offered in the college like L.L.B., L.L.M., M.A. in Sociology and Geography deal with issues related to gender equality, environment and sustainability, human values and professional ethics etc.

2. Issue related with environment and sustainability is compulsory for all the students taking admission on B.Sc., B.Com. and B.A. first year students. Courses that teach human values in its curricular are Political science, Commerce, English. Professional ethics were integrated in the courses of English, Commerce and Law subjects.

3. The units in colleges like N.S.S., N.C.C., Red Cross organizes various environment related programs including tree plantation, village cleanliness, cleaning of rivers, plastic free campus and society, poster competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability in the college.

4. Many national and international days were observed in the

college like Swachta Pakhwada, World Labour Day, World Forest Day, World Environment Day, NSS Day, Republic Day, Human Right Day, Constitution Day and many more.

5. Different social activities had been initiated by the college like Voter's Awareness Program under SVEEP activity, Road Safety Campaign, Blood Donation camps, Food and Health programs etc. were organized from time to time. Major gender issues were focused and addressed through different platforms.

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.	View File

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

04

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

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

61

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	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 students admitted during the year

2496

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

2030

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

Because we are situated in semi urban area, most of our students have diverse multilingual backgrounds, varying socio-economic status and diverse cultural backgrounds. Keeping these in view, to cater learner diversity, different strategies are adopted at the institute for subject and classroom level so that all learners can move forward along the learning continuum.

The students are admitted in the institution as per Government norms, and with the fair system of admission process. Regular classes commence as per the academic calendar and college time table.

In the institute while classes start, the teachers observe that whether the students are able to easily understand the topic or not. And after completion of the topic, the unit test is taken by the teacher and here the door is open for the identification of the slow and advance learners among students. They are identified on as per their responses in the unit test and mid terms.

Advanced learners are continuously encouraged to strive for higher goals by providing them additional inputs for better career planning and growth. The advanced learners are motivated to

participate in seminar, presentation, quizzes, debates, etc.

Slow learners:

A teacher provides some class activities for students:

1. Extra time, extra class for them, given extra notes.
2. Slow learners are encouraged in NSS, Sports, classroom, and academic activities.
3. To enhance their overall personality and to build up their confidence level, teachers motivate them to move in different activities with their peers group and classmates.

Advance learners:

1. On the other hand advance learners are encouraged to participative learning session i.e. conduction of class and institute seminars.
2. To take part in cultural, NSS, sports etc.

File Description	Documents
Paste 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
2496	37

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

Our institution makes every possible endeavor to make teaching learning enjoy and productive one. Knowing the significance of

student centric teaching, we encourage the students to ask questions and clarify their doubts in the class itself. In this way, they are made to become active participants in the learning process.

The students of M.Com., M.A. (Geography, Sociology all Semester) are also assigned to prepare projects in certain topics. LLB and LLM students are assigned to some case studies. Some departments conduct syllabus related presentation class in which each student is asked to present a 5 to 10 minutes presentation on the topic assigned for other participation delivery methods followed by us are - group discussion, departmental seminars, quizzes, lab experimental work. We aim to promote critical thinking in the minds of the students through problem based learning programmed.

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

During the Covid-19 pandemic lockdown the college faculty used online education resources together with various ICT enabled tools, social networking sites, and blended learning platforms like E-mails, Google classroom, Google meet, Zoom, WhatsApp, and You- tube as platforms to communicate, provide syllabus and materials, make announcements, upload assignments, make presentations, take tests, students queries, and stay connected with. And to effectively deliver teaching and provide enhanced learning experience to the students. In the present scenario the present generation has easy access to any kind of information they want.

ICT enabled tools give information to constructive knowledge; this is where the students become an active learner and teacher a facilitator of learning.

Wi-Fi connection (BSNL) and a Local area network (LAN) Mahamaya Cables give college campus a high speed internet facility, i.e. in ten class rooms, Computer lab, Botany lab, Physics lab, English Department, Hindi Department, NSS and one Interactive Touch Screen Whiteboard Smart Classroom i.e. room no 41. And six rooms are

assembled with LCD projectors which are used for screening educational movies, documentaries and for making power point presentation to enhance the quality of teaching and learning activity.

The teachers of the Department of Computer Science and IT naturally lead in the complete adaption of ICT enabled tools to deliver teaching.

Online question papers were distributed through a common WhatsApp group, and each department followed by its respective group, distributed the question paper to students of respective class.

<https://youtu.be/VuzAGnHqq10>

<https://youtu.be/gJKdDPVP8Pw>

<http://www.youtube.com/channel/UcH9uvT6AJAZ2P70LOBX-3Q>

<https://you.be/TiWKHmljWaa>

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

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

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
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	
37	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	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	
12	
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	
37	
File Description	Documents
Any additional information	No File Uploaded
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 follows carefully the guidelines of university for internal, semester and end exam. In our college under the direction of Principal three central examination cells have been established: - one for morning shift one for afternoon and one for evening shift. These central exam cells are supervised by the university authorities. Carefully following the guidelines of the university college conducts project assessment followed by viva - voce. Each department maintains records of departmental unit tests which is used as a tool to see the academic growth of each student. Scored marks of departmental unit tests are announced in the classrooms and displayed on the notice - board. This year due to covid - 19 pandemic, unit tests were taken online through different Apps like - Google meet, Webex. Any exam malpractice reports to the central examination cell is dealt according to the guidelines of the university exam related complaint are daily received by the central examination cell and forwarded to the university. The internal exams are according to schedule of university.

Also some departments evaluate their students through organizing debates, group discussion and seminar, presentation etc. College takes regular class tests and also conducts quarterly and half - yearly examination. Some departments like sociology, geography, botany its assess the students through assignments, practicals and field studies and report based methods. The college moving a little beyond the boundary of traditional method college uses innovative evaluation tools such as shorts video, wall painting competition etc.

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 college has to abide by the university guidelines for dealing with internal examination related to student's grievances. The college conducts quarterly and half yearly examination according to the time - table set by the university. The college also

conducts unit tests of each subject at both levels: UG, PG semesters time-table prepared by each department. The absentees in internal examination are also given second chance to appear in examination. The Head of each subject has been made as the competent authority to redress the student's grievances. The students are informed weeks before about the time - table. It is also uploaded in the college website.

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

2.6 - Student Performance and Learning Outcomes

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

Teacher and students are aware of the stated program and course outcomes of the programs offered by the institution.

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students. The college has clearly stated program outcomes, program specific outcome, course outcomes and learning outcomes. The vision and mission statements are displayed on the college website as well as in college campus. These outcomes have been set taking into account the variety of programs and the heterogeneity of rural and urban students are expected to know them by heart. In the beginning of every academic year the program outcomes are verbally communicated to the students by teachers and during the principal address. They and also displayed on college website and brochure. Every subject teacher also gives details of programs offered in the classrooms.

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

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

Attainment of program outcomes and course outcomes are evaluated by the institution.

Course outcomes as well as learning outcomes depend upon the nature of course and the subject concerned. They are also defined by university and are clearly mentioned in the syllabus of particular class and subject. The program specific outcomes are closely related to the content of the syllabus. They are syllabus oriented and may vary a per the subject. All these outcomes are explained to students in the classrooms directly or indirectly. There are some universal learning outcomes also which are inherent in every syllabus. The students are encouraged, guided to learn and imbibe these outcomes. They are also percolated to students through organization and participation of curricular and extra - curricular activities. Every department plans and conducts all activities in light of the program outcomes course outcomes. There are certain ways to assess whether the program outcomes have been achieved or not. The performance of students in university examination is a parameter of outcomes assessment. For the assessment of students, summative and formative approaches are followed to get intended learning outcomes.

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

692

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

2.7 - Student Satisfaction Survey

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

<https://gdkcbalodabazar.ac.in/notice/Criteria-II>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

03

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

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

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

0

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

3.2 - Innovation Ecosystem

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

The college administration provides some basic facilities for students such as a library, digital board for teaching, newspaper reading corner at the library, and science laboratories for science stream students to facilitate the transfer of knowledge. The college conducts awareness programs in each department for an innovative and creative approach. Each department is closely related to the college environment and is responsible for a clean and green college campus. The college has its own mini health corner to manage the health and wellness of students as well as teaching and non-teaching staff. College administration restricts the use of polythene and such type of nonbiodegradable products so as to make it clean campus. To manage solid waste in college it has dug pits in the campus corner which is covered with soil once a year. There are so many dustbins kept in each corner of the college campus. College also maintains botanical gardens which give away fresh air and create a great healthy environment. Students are encouraged to plant on the college campus as well as

water them. With the help of civilians and heads of other colleges, our colleges organize plantation drives at regular intervals. The college has displayed posters and banners related to health and hygiene. Covid-19 guidelines are displayed in front of the college reception gate. Strict instructions to adopt a smoking and tobacco-free environment are displayed in the college through posters and banners. The botany department maintains a mini botanical garden which is situated in front of the college campus. The college has made many seating places for students Forrest and discussion for study purposes. In the botanical garden botany, students do their practical work guided by the head. Our institution is marching ahead in the area of creating a conducive atmosphere for Research. The Law department of our institute has been recognized as a Research center.

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

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

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

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

3.3 - Research Publications and Awards

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

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

02

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

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

04

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

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

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

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

- All the 52 cadets participated in the AATMA NIRBHAR BHARAT AWARENESS CAMPAIGN THROUGH SOCIAL MEDIA from 01 Aug to 15 Aug 2020. The online pledge was taken for LOCAL PAR VOCAL.

Link- <https://pledge.mygov.in/vocalaboutlocal/>

2. Cadets participated in the Fit India Mission Campaign was held from 15 Aug to 14 Sept 2020. Every cadet recorded every day running made small videos and circulated them on social media-Facebook, Instagram, Twitter, etc.
3. On 9/10/2020 cadets participated in the Webinar: Awareness Campaign New education policy.
4. From 20/10/2020 to 27/10/2020 the cadets participated in downloading and giving Feedback on the NCC Cadets Survey of DGNCC Training App. https://play.google.com/store/apps/details?id=com.chl.ncc&hl=en_IN&gl=US
5. Rangoli Competition was held among the cadets on the occasion of "CONSTITUTION DAY". Poem Reciting, Reading of Preamble of the Constitution was also carried out by the college. <https://indiancc.mygov.in/activity/emmanuealpaul/reading-the-preamble-of-indian-constitution/>
6. CATC was held at Govt. Dau Kalyan Arts and Commerce Post Graduate College Balodabazar (C.G.) from 20/02/2021 to 22/02/2021 for "B" Certificate and from 20/02/2021 to 24/02/2021 for "C" certificate. In "B" Certificate 24 cadets and in "C" certificate 10 cadets participated.
7. "World Water Day" on 22 March 2021- A Drawing-Painting competition was held in which 10 cadets participated.
8. In the month of April 2021, all the 52 cadets got training through I GOT to fight against Covid 19. Link- <https://diksha.gov.in/igot/>
9. In the month of April 2021, all the 52 cadets got registered in the Digital Forum NCC. Link-<https://indiancc.mygov.in/>

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1tT8AX16AH6NvVoCYILoYNwr_kcZ6qlmE/edit?usp=sharing&oid=115344295174364239552&rtpof=true&sd=true
Upload any additional information	View File

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

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

04

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

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

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

07

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

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

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

04

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

00

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

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

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

College has the following physical facilities and keeps upgrading its infrastructure day by day as per the demand through the State Govt. UGC, Janbhagidari and other funding agencies for assistance. Existing number of class rooms are 21. In the year 2021, Total number of rooms available in the college are 44 (Including Administrative Section, Class Rooms, Seminar Hall, Laboratories, Main Library, Post graduate Library, Examination Cell, Common Room for girls etc.)

Computer Labs- 02 (01 PGDCA & DCA, 01 IT & Mathematics).

Laboratories- 10 (Botany-02, Zoology-02, Chemistry-02, Physics-01, Biotechnology - 01, Geography - 01 and Psychology - 01). Hostel- Girls Hostel - 01 (capacity of 30 girls.). Separate rooms for NCC and NSS. One Wheel chair and ramp for physically challenged students, CCTV Cameras at different points cover the whole campus.

Class Rooms: There are 21class rooms, 13 ICT enabled Classrooms and 01 smart classroom. 01 new Seminar Hall is under construction to facilitate e-teaching and learning process.

Laboratories: Departments offering courses in science subjects have well-equipped 10 laboratories with equipment like Gel Electrosopes, Oven, Phototypesetter, Centrifuge, Incubators, freezers, Laminar & Microscopes.

Library: The College has a well-stocked library automated with SOUL software 2.0 network version. The whole campus has LAN including Libraries and e-facilities are available to access e-resources (e-books and e-journals). Internet facility is made available at free of cost to the staff and students. All the staff and students have access to vast e-resources available under N-List of NMEICT and e-journals subscribed by the college. The library has 08 functional computers with internet facility.

Computer Laboratory/Computer Centre: The College has two Computer Labs/Centers, Lab I with 30 computers and Lab II with 26 computers and 5.0 KVA on-line UPS in each laboratory with LAN and high-speed Internet Connectivity provided by BSNL Broad Band and Mahamaya internet.

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 Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), open gymnasium, yoga centre etc. The College is proactive and supporting in holistic grooming of students. College has a huge and spacious play ground to hold sports activities like Cricket, Football, Athletic events. There is a multipurpose indoor sports hall for Badminton, Basketball, Volleyball, Kabaddi and Kho-Kho with adequate furniture for storage of sports equipment. There are other indoor games like Carom, Chess, Table Tennis. Equipment for weightlifting, yoga and open gymnasium for all-round development of students is also available here. Yoga activities are conducted in open playground for better health of students. There is multi-station machine for improving fitness and maintaining body tone. Moreover, there are Treadmill, Dumbbells, Bars, Rods, Plates etc. also available. Students regularly participate in Inter College, University, District, State and National level sports activities through-out the year under the supervision of sports officer. Special kits are distributed and required materials are provided. Nutritious diet such as energy drink rich in protein is provided during practice and actual matches. First aid facility is provided by the sports department.

The multipurpose open auditorium is available for cultural activities. Practice sessions of cultural activities such as plays, mimes, folk dance, one-act play, street plays are performed in the multipurpose auditorium. Various cultural activities of college level, inter college level, district level is organized every year under Youth Festival and College Annual Gatherings. To inculcate the cultural and traditional values among the students the events such as Youth festival and Annual function are organized.

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.

14

File Description	Documents
Upload any additional information	No File Uploaded
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)

7599913

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS) Govt. Dau Kalyan Arts and Commerce Post Graduate Collegehas

a book collection of 32391text books, 471 reference books, subscription of about 02 journals.

The library can accommodate over 30 students in its reading room. Govt. Dau Kalyan Arts and Commerce Post Graduate College library has been an N-LIST subscriber since 2013 and has access to 3 LakesE-Books and 6000 e-Journals. All the staff and students have access to vast e- resources available under N-List of NMEICT and e-journals subscribed by the college. The library has 07 functional computers with internet facility out of which 04 are available for use by students and teachers.

The college asks various local and national newspapers like - The HITVADA, DAINIK BHASHKAR, NAV-BHART, PATRIKA, DESH-BANDHU, HARIBHUMI and Magazines'- PRITIYOGITA DARPAN, PRATIYOGITA SAMRAT, INDIA TODAY etc.

Very recently, the software is being installed again in the new computer system and is in partial stage of automation.

OPAC is also available inside the library system.

Name of ILMS software: SOUL

Nature of automation (fully or partially): Partially

Version: 2.0

Year of Automation: 2016.

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

C. Any 2 of the above

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

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

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

0.99350

File Description	Documents
Any additional information	No File Uploaded
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

21

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

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

- The college has two computer labs for IT students. This lab has 56 computers with printing facility, Wi-Fi, LAN, internal connection.
- Computer teacher is always available in this lab to update and help students with the use of computer. Tally Programs & other computer related programs are held in this lab under the help & guidance of the teacher along with specialist in these areas.
- Examination system is now totally computerized including the printing of required documents, maintaining of records and downloading all information related to the examination, so that it can be conveyed to the students like changes in the time table etc.
- Administration room has computer facility along with Wi-Fi so that information can be downloaded & sent online without any wastage of time. The use of computers in administration has increased the efficiency and added to the smooth functioning along with saving of time & paper.
- The Account section also makes use of computers for making payments online along with accepting fees from student through SBI Collect e-payment. This has not only led to a lot of transparency but also ease in handling financial matters.
- The library has computer & Wi-Fi facility which can be utilized by the students for searching books/ Study materials relevant to the subjects.
- Physics, Chemistry, Botany, Law, Mathematics and Hindi departments have computers with internet facility for teaching and learning.
- 01 smart class room with internet access to the interactive flat panel is also there for e teaching.

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

4.3.2 - Number of Computers

76

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

2528842

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.

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 proper function of equipment's in UG and PG laboratories is ensured in every semester by the lab technicians and minor repairs

such as installing replacement parts are carried out by them when needed and recorded in service register. Skilled lab assistants inspect the instruments regularly for effective functioning and for ensuring safety. In all labs, electronic equipment's are protected through voltage stabilizers. Chemical substances and acids in chemistry department are maintained as per approved norms.

Library facilities are open to the students during college hours. Maintenance and utilization of library resources are done strictly following the library rules. Most of the departments maintain departmental libraries with proper stock and issue register.

Sports amenities regarding the maintenance of sports equipment the college sports assistant is deputed. Sports assistant look after sports ground and pavilion.

Computer lab equipments such as computers, printers and projectors are constantly monitored by the lab technicians who take immediate steps to replace the non-working gadgets. Each department have appropriate computers for their requirements. Computer Department maintains Internet and WIFI of the campus.

Class room -The College has a building committee for maintenance and up keeping of infrastructure. At the departmental level, HOD's submit their requirements to the principal regarding classroom, furniture and other.

The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. Smart board and CCTV cameras look after by concerned maintenance committee.

The peons maintain cleanliness of classrooms. Regular cleaning of water tanks, proper garbage disposal and maintenance of lawns is done by Institute concern Employee. Outsourcing is done for the maintenance of furniture, electrification and plumbing. Regular maintenance of the water cooler and water purifier is done.

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

1807

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

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

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

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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

<p>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</p>	<p>C. 2 of the above</p>
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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

101

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

101

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

<p>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</p>	<p>A. All of the above</p>
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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	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

3

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

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

5.2.2.1 - Number of outgoing student progression to higher education

76

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

1

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

5.3 - Student Participation and Activities

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

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

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)

Students are the major stakeholders for any institution. The reputation of the institution, is mainly built by the efficacy of its students while in academics and when they are with the

corporate world. They play an integral and important role in the development of the institution and the Nation. In our college Govt. Dau Kalyan Arts and Commerce Postgraduate College Baloda Bazar Student Council has been established with aim to provide a representative structure through which students can take up the issues, concerned to the management and undertake initiatives of benefit to the college.

Students have a valuable contribution for the effectiveness of the college and their involvement to incorporate student participation in the wellness and up-gradation of the institution in all perspectives, students are encouraged to be part of administrative & academic bodies and thus enable them to be empowered with planning, leadership skills, accountability nature and learn the importance of being a resourceful individual while working in teams. It provides a platform for students to express their ideas, interests, and views on the issues of concern to them and also render their contribution for the institution to attain its vision. The main objective of the student council is to develop their personality, organizational skills through interactive programs with the faculty, administration & society.

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

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

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

25

File Description	Documents
Report of the event	View File
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

Alumni Association was established in the year 2019 under the guidance of The J.N.Kesharwani and co-ordinated by Dr.Vimal Govindani & Dr.R.K.Mishra. It was registered under the Chhattisgarh Society Registration Act 1973 (No. 44 Year 1973) with registration no.122201941153 on 02/07/2019. Alumni Association of Govt. Dau Kalyan Arts & Commerce Post Graduation College is making and registering its marks in the social sector and Janbhgidari Samiti.

Objectives:

1. To increase interaction or help between the Institute, pass-out students and current enrolled students of this institute.
2. To enhance, modernize and upgrade the existing facilities of the institute with the help of pass-out students.
3. To grant scholarships to deserving students. To make arrangements to provide loans and other monetary and non-monetary assistance to deserving students of the Institute for higher education.
4. To assist to organize lectures, seminars, conferences, get together and tree plantation to make the environment of the college pollution free campus.

Life time membership: The Person who is ex-student of the college and has faith in the aims and objectives of the society can become life-time-member of the society through one-time payment of Rs.1000/ to the college.

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
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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

Year 2020-21 was a pandemic year. As all on ground fieldactivities were temporarily suspended it was very challenging for us to complete our mission of educating students .Classroom teachings were suspended so we tried to educate students through online classes ussing google meet, zoom and higher education portal. The different internal /external examinations were carried out by online blended mode . Quiz competitions and some co-curricular activities like rangoli making, poster competitions and essay writings were done online. In this challenging time fields activities of sports, NSS and NCC were completely on halt. But our brave NCC and NSS cadets have participated in awareness programs against COVID-19 off-campus as well as on campus.

Since all the activities were going online strong necessity were felt for ICT equipped rooms. So initiative were taken by different faculty members and a proposal of making One smart classroom and three LCD/wifi equipped classrooms were given byIQAC.

Our college has inflibnet subscription so we have given our students login-ids and passwords so they can access online resources from their own convenience. Students were also provided with books from the library for longer duration in this pandemic period. While distributing the books all the SOPs of COVID-19 were followed.

File Description	Documents
Paste link for additional information	https://gdkcbalodabazar.ac.in/show/mission-and-vision
Upload any additional information	No File Uploaded

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

For smooth running of the big institutions decentralization is key to success. Principal of our college leads us in different academic and administrative areas. To help him Our IQAC managed to make different subcommittees which help in policy making and implementations of different areas of academics and administrations. These committees are listed below

Academic Committees

- (1) Admission committee
- (2) Library committee
- (3) Examinations Committee
- (4) Career counseling and placement committee

Co-Curricular Committees

- (1) Personality developments
- (2) Cultural committee
- (3) NSS
- (4) NCC
- (5) Red Cross

Statutory Committees

- (1) Anti-Ragging committee

(2) Sexual harassment Redressal Cell

(3) RTI committee

(4) disciplinary committee

College development Committees

(1) Staff Council

(2) IQAC

(3) NAAC

(4) Janbhaagidaari committee

(5) Purchase committee

File Description	Documents
Paste link for additional information	https://gdkcbalodabazar.ac.in/Uploads/Committee%202020-21_2022083120313.PDF
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Physical infrastructure development and implementation.

Establishment of UG/PG labs

Over the years our college has grown from two faculty (arts and commerce) UG college to Multi-faculty PG college. Recently new RUSA building with 8 additional classrooms and one general purpose room is handed over to institution . Our college was lagging behind in LAB facilities for science Faculty . So it was decided by our IQAC to create four UG lab for Botany(R.No. 37), Zoology(R.No.38), Chemistry(R.No 39) and Physics(R.No.40). Also the general purpose room is utilized for establishment of Botany PG lab. One room in this building is also given for Smart classroom (R.No 41).

Demolition of old NRC building and creation of new multipurpose

hall

For very long time we utilized our NRC building as big classroom required for BSc-I/II/III-chemistry and BA/BSC-I/II/III Foundation courses (Hindi and English). This building was very old (more than 30 years) and was recommended for decommissioning. We took advantage of pandemic year and dismantled this building in year 2020. Also in place of this NRC building proposal of making a new seminar hall/multipurpose Room is given by our IQAC.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://gdkcbalodabazar.ac.in/Uploads/Mitting_IQAC_2022083115230.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 institute is an affiliated Government college under Pt. Ravishankar shukla university Raipur. Thus we follow all the administrative rules under the guidance of Department of higher education, Government of Chhattisgarh. Our administrative /academic setup and their recruitment is done by government itself and for this purpose they took help from agencies like CGPSC and CGVYAPAM. UGC regulations are strictly followed by the institution. Only for the course run under self finance scheme, recruitment is made by self finance committee of the college and they follow all the norms prescribed by government/UGC.

For the recruitment of Guest Faculties against permanent setup each year government gives detailed guidelines and under these guidelines Principal appoints guest faculties.

For other administrative purposes different committees are formed which help in smooth running of the college.

File Description	Documents
Paste link for additional information	http://highereducation.cg.gov.in/en/acts-and-rules
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above
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File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
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

Government Dau kalyan arts and commerce Post Graduate college, Balodabazar believes in overall development of employees for their better contribution in accomplishing the vision, mission and objectives of the Institute. The Institute offers worthwhile welfare schemes to all the teaching and non-teaching staff to ensure and provide thrust to their working efficiency. As per the norms of Government of Chhattisgarh the following facilities are available to all permanent teaching and non-teaching staff

1- Faculties appointed in Government of Chhattisgarh before 2005 are eligible for pension benefits on retirement, GPF, gratuity and faculties appointed after 2005 are eligible for NPS system and gratuity

2. Medical Reimbursement facility is available to all teaching and non teaching staff.

3. Leave Encashment are availed by retiring faculty as per the government norms.

4. PF loans are sanctioned as per Government of Chhattisgarh rules.

5. The Institute provides uniform to non-teaching staff (Class IV employees) 6. Group insurance scheme for teaching and non-teaching staff.

7. Parking facility for vehicles of all the staff members.

8. Clean water for drinking is available.

9. Festival advance is given to class III/IV employees.

File Description	Documents
Paste link for additional information	http://highereducation.cg.gov.in/en/acts-and-rules
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

07

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

For appraisal of teaching and non teaching staff institute follow the guidelines provided by the department of higher education Chhattisgarh. These regulations are based on UGC regulations 2016 and 2018 (amendments are also included).

Each year all teaching staff is asked to fill up a CR and PBAS (performance based appraisal system) form. These forms are evaluated by the head of the institution (Principal) with the help of IQAC and then it is sent to Department of higher education Chhattisgarh for further processing.

Similarly a simple CR evaluation is done by Principal with the help of registrar for class III/IV employees and again sent to department of higher education for further processing.

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

The accounts of the college budget are audited internally and externally in regular manner. External Audit for Janbhagidaari fund and Self-finance fund was done by College Authorized Chartered accountant (Rohan Agrawal & Associates , Bhatapara). Internal audit is done by internal audit committee headed by Dr Vimal Govindaani ,Head of Department of Commerce .

As it was Pandemic year External Government Audit for P.D. and A.F. are not exercised.

The academic audit is done by IQAC .

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 principal, IQAC and purchase committee of the college are monitoring the availability and mobilization of the fund .Generally funds are received from state government, RUSA and janbhaagidaari committee. the utilization is done in following manner

- (1) The essential establishment requirements are completely addressed by the office.
- (2) For infrastructure and academic requirement IQAC invites proposal from office, department head and faculties.
- (3) Based on the budget required these entire proposal are forwarded to state government/RUSA/Janbhagidari committee.
- (4) Once funds gets allocated purchase commitee floats tender/quotations and after the thorough evaluation work order is allotted to vendor.
- (5) Based on the feedback from office, department head and faculties final payments towards completion of work are made.

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

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

Creation of 4 UG labs (Botany, Zoology, Chemistry, Physics)

Over the years our college has grown from two faculty (arts and commerce) UG college to Multi-faculty PG college. Recently new RUSA building with 8 additional classrooms and one general purpose is handed over to institution . Our college was lagging behind in LAB facilities for science Faculty . So it was decided by our IQAC to create four UG lab for Botany(R.No. 37), Zoology(R.No.38), Chemistry(R.No 39) and Physics(R.No.40).

Creation of 1 PG lab (Botany) (As per the recommendation of Affiliation comitee)

Creation of 1 Smart Class room

One smart classroom with interactive panel, Overhead projector , LED television and wifi facility is created in new RUSA building (Room No. 41)

File Description	Documents
Paste link for additional information	https://gdkcbalodabazar.ac.in/Uploads/Mitting_IQAC_2022083115230.PDF
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

Year 2020-21 was a pandemic year . Teaching and learning process

were highly dependent on online methods. All the examinations for year 2020 -21 (till 31st dec 2021) were organized using online blended mode. Success rates of student in all the UG/PG examinations were 100 %. In spite of these great results students were always complaining about online methods . IQAC tried to solve these two Major issues

(i) Students were always complaining about audio/video quality of online classes. The root cause of this problem was internet connection. Most of our faculty members were using their own mobile connections which were a bit slow to handle an online class of more than 50 students. IQAC suggested an optical fiber based high bandwidth internet connection for all the classrooms from where faculty members are taking classes.

(ii) Student satisfaction survey for the year suggests that most of the student were not comfortable with online classes. IQAC conducted the survey and the suggestions from students and their parents were forwarded to Department of higher education Chhattisgarh .

File Description	Documents
Paste link for additional information	https://gdkcbalodabazar.ac.in/Uploads/Mitting_IQAC_2022083115230.PDF
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://gdkcbalodabazar.ac.in/Uploads/Mitting_IQAC_2022083115230.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

For the fulfilment of gender equality and sensitization our institution is focused on the safety and protection of the women studying and employed in our institution. Whole campus is equipped with CC TV cameras. Women Harassment Redressal Cell has been constituted and working on the problems of women. As per the State Governments reservation policies 30% of total seats are reserved for female students. For female students common rooms facility is available.

File Description	Documents
Annual gender sensitization action plan	https://gdkcbalodabazar.ac.in/Uploads/GDKC_BalodaBazarCollegeComitee.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://gdkcbalodabazar.ac.in/Uploads/7.1.1_2022023165600.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-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

Our institution is highly concern about the cleanness in the institution so for the fulfilment of above point institution has a systematic method of waste management. All the bio degradable waste is dumped into a Bio degradable pit made within the campus. The manure made out of bio degradable pit is further used in garden of the institutions. There is also liquid wast management system. Plastic bags are strictly prohibited within the campus.

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

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

C. Any 2 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

B. Any 3 of the above

<p>2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping</p>	
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

<p>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</p>	<p style="color: purple;">D. Any 1 of the above</p>
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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

<p>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 :</p>	<p style="color: purple;">B. Any 3 of the above</p>
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Human assistance, reader, scribe, soft copies of reading material, screen reading

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).

In our institution students from different religion, race, cast, sex, language and place of birth are studying. To promote tolerance and harmony State Government reservation policy has been adopted by our institution according to which 32% seats for ST, 12% seats for SC, 14% seats for OBC, students belonging to freedom fighter (family) and physical handicapped, seats for Kashmir migrants are reserved according to the State Government Reservation Policy

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

The preamble of the constitution had been framed down in the wall of the institution through which feeling of fraternity and unity can be brought among the student and employees. Fundamental Duties provided to citizens is also framed down. Zero tolerance of ragging in the campus. NCC and NSS are available for the students to boost up the national values. Employees Code of conduct is strictly followed by our institution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://gdkcbalodabazar.ac.in/Uploads/7.1.9_2022023165747.pdf
Any other relevant information	Nil

<p>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</p>	<p>D. Any 1 of the above</p>
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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

<p>For over all development of the students in our institution all national important days are celebrated such as Independence Day, Republic Day, Gandhi Jayanti, Constitution Day, Youth Day, Aids Day Voter's Awerness Day and National Mathematics day..</p>

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.

Two best practices implemented by our institution are-

1. In our institution uniform is carried by the students(Law, M.Sc Zoology, B.Sc IT, PGDCA, DCA self motivated) which make the students disciplined. Uniform makes the study environment more affective.
2. In our institution there is open gym for the students and employees. In morning and evening the citizen living near to the college also use the open gym which is making the citizens of Baloda bazaar fit and healthy.

File Description	Documents
Best practices in the Institutional website	https://gdkcbalodabazar.ac.in/Uploads/7.2.1_2022023165831.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Our vision is to bring value based education in our college. We have a set of high value and standard for the improvement commonly living. Combination of leaving and curiosity of action from the institution from years provide goodaction for the betterment of the marginalized community in rural areas.

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

7.3.2 - Plan of action for the next academic year

1 Better Education facility for students through Interactive Panel LCD projector online classes seminar and practical approach

2 providing career guidance for competitive exam professional courses livelihood program

3.enrollment of more students in social awareness program through joining NSS NCC REDCROSS.

4. Providing educational tour and field visit of cement factory High Court Collector ate and SP office etc.

5. Moot Court Hall for law students.