YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   GOVT DAU KALYAN ARTS AND COMMERCE POSTGRADUATE COLLEGE, BALODA BAZAR

- Name of the Head of the institution   Ashok Kumar Upadhyay

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   7727296013

- Mobile no   9425523895

- Registered e-mail   dk_collegebaloda@rediffmail.com

- Alternate e-mail   dkcollegebaloda18@gmail.com

- Address   GOVT DAU KALYAN ARTS AND COMMERCE POSTGRADUETE COLLEGE, BALODA BAZAR

- City/Town   BALODA BAZAR

- 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**

- Name of the IQAC Coordinator **Dr. Purushottam 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/Uploads/AQAR%202020-21_2022163110042.pdf

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/Uploads/Academic_Calendar_2021-22_compressed_203162085847.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**71.60**	**2007**	**31/03/2007**	**31/03/2012**
Cycle 2	**B**	**2.11**	**2022**	**11/10/2022**	**10/10/2027**

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 POSTGRADUATE COLLEGE, BALODA BAZAR	REGULAR ALLOTMENT	State Government	2021-22	52234894

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

- Upload latest notification of formation of IQAC   View File

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

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

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

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

- If yes, mention the amount

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

(1) Monitoring of near by colleges for NAAC one mentees institutions. (2) Fully Wi-Fi campus (3) Strengthened Alumni Association. (4) Promoted maximum research work and conducted seminar workshop. (5) Conducted handicaps programme and support and solving problems

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
Boundary Wall for security purpose	Boundary Wall completed
Improvement Botanical garden.	Botanical garden improved with new fencing
Speed of Wi-Fi	Speed increased up to 100 mbps
Creation of oxyzone and upgradation of medicinal plant garden	Oxyzone created and upgraded with medicinal plant garden.
Efforts to increase Alumni contribution.	Alumni contribution increased

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Planning & Development	24/06/2022

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	**GOVT DAU KALYAN ARTS AND COMMERCE POSTGRADUATE COLLEGE, BALODA BAZAR**
• Name of the Head of the institution	**Ashok Kumar Upadhyay**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**7727296013**
• Mobile no	**9425523895**
• Registered e-mail	**dk_collegebaloda@rediffmail.com**
• Alternate e-mail	**dkcollegebaloda18@gmail.com**
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• City/Town	**BALODA BAZAR**
• State/UT	**CHHATTISGARH**
• Pin Code	**493332**
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• 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
• Name of the IQAC Coordinator	**Dr. Purushottam 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/Uploads/AQAR%202020-21_20221631100 42.pdf**
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/Uploads/Academic_Calendar_2021-22_compressed_2023162085847.pdf**

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- Name of the statutory body

Name	Date of meeting(s)
College Planning & Development	24/06/2022

14.Whether institutional data submitted to AISHE

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

15.Multidisciplinary / interdisciplinary

College is already a multidisciplinary institution. Our college approach towards the Art, Commerce, Science and Law discipline to provide the detail of programs with combinations. Our college offer value based courses that include project , community engagement and environmental education. Our Institution offers PhD. programme in Hindi and Political Science. Our college organizes time to time guest lecture in various discipline.

16.Academic bank of credits (ABC):

Institution to fulfill their requirement of Academic bank of

credits as proposed in NEP 2020. College is waiting for directions from state government to register itself under the ABC to permit its learners to avail the multiple disciplinary entries during the chosen programmed. College is waiting for directions from state government to promote and encourage students to design their own curricular and approach within the approved framework, including textbook, reading material selection, assignments and assessments etc.

17.Skill development:

Colleges to strengthen the vocational education and soft skills of students in alignment with National Skills qualifications. Skill and certificate courses are being planned to offer to students through online and distance mode with the permission of state government. Planning to engage the services of Industry veterans and crafts persons to provide skills.

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

Strategy and details regarding the integration of the Indian Knowledge system.We are providing inflibnet to all students. College pertaining to the appropriate integration of Indian knowledge system.We are planning to include ancient Indian contributions in syllabi with the permission of affiliating university. Students participate in sports and cultural activities.

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

Outcome based education in college in different-different parameters. Examples: Course Outcome (CO), Program Educational objectives (PEO) Program Outcomes (PO)/program specific outcomes (PSO).

        Provide a framework for engaging with the world and with ongoing learning of new knowledge such as:

- Self awareness and emotional intelligence.
- Career and leadership readiness.
- Teamwork and communication skills.
- Critical thinking and problem solving.
- Deep discipline knowledge.

20.Distance education/online education:

College facilitates all the courses offered by Pt. Sunderlal Sharma Open University Bilaspur Chhattisgarh. College strengthens education through online mode for non collegiate students offering vocational courses. College offers the use of technological tools for teaching and learning.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**12**

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

2.Student

2.1 Number of students during the year	**2725**

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	**759**

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

2.3 Number of outgoing/ final year students during the year	**990**

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

3.Academic	
3.1 Number of full time teachers during the year	**43**

File Description	Documents
Data Template	View File

| 3.2

 Number of sanctioned posts during the year | **00** |

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**34**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2180894**
4.3 Total number of computers on campus for academic purposes	**76**

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

This college is the Lead College of district Baloda Bazar-Bhatapara, Chhattisgarh and is entrusted with immense responsibility in the field of higher education. It administers all the other educational institutions of higher education such as government and private colleges. The curriculum of the program is decided by the affiliating university Pt. Ravishankar Shukla University Raipur, Chhattisgarh. The Academic calendar is followed by the college committee provided by the Department of Higher Education, Chhattisgarh. The syllabus, course, exam, activities,

programs are all conducted according to the prescribed design of the academic calendar. Prescribed curriculum is delivered according to the lesson plan and timetable. Teaching diary contains teaching plan of prescribed syllabi for the month. Several meetings of IQAC also decide innovative ideas to augment the present existing curriculum delivery system. ICT tools such as Projector, Smart Board has been enabled for curriculum delivery. Several departments conduct classroom seminars, workshops, presentation, assignments etc. for assessment. All the departments associate their students with the college library where they are acquainted with the online resources related to their courses.

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)

In accordance with the academic calendar obtained from the affiliated university, teachers prepare their "teaching plans" and it is frequently monitored by the head of the department and Principal. Other than yearly exam and semester exams, Periodic tests, class test, Internal examination for PG students, seminars, group discussions etc. are conducted for continuous internal evaluation (CIE). Students are satisfied with their internal assessment and we provide them checked copies for self assessment. The sole purpose of the college is to continuously evaluate the students through conduction of tests and exams throughout the year.

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	A. All 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

14

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

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

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

1

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

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

40

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

1.3 - Curriculum Enrichment

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

College addresses about the issues which are relevant to Gender, Environment and sustainability, Human values and Professional Ethics etc. and also follows these in the regular curriculum during teaching learning processes of the syllabus provided by the affiliating university. The issues like gender finds its place in various courses. The subject of environment and sustainability is included in the form of compulsory subject i.e. environmental studies which is a must for all the students of art, science and commerce first year studies. Professional Ethics finds special mention as a special subject in the course related to bachelor degree of law. Our institution is one of the few where law is taught in the state. 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. Different social activities have been initiated by the college like Voter's Awareness Program under SVEEP activity, Road Safety Campaign, Blood Donation camps, food and health programs etc. are organized from time to time. Major

gender issues are focused and addressed through different platforms.

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

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

4

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

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

93

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	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	No File Uploaded
Any additional information	View File

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

2725

File Description	Documents
Any additional information	No File Uploaded
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

2532

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

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organizes special Programs for advanced learners and slow learners. Because we are situated in a semi-urban area, most of our students have diverse multilingual backgrounds, varying socioeconomic status, and diverse cultural backgrounds. The students are admitted in the institution as per Government norms, and with a fair system of the admission process. Regular classes commence as per the academic calendar and college timetable. In the institute, while classes start, the teachers observe whether the students are able to easily understand the topic or not.

The slow and advanced learners among students are identified as per their responses in the unit test and internal exams. At the departmental level, every faculty has been entrusted to act as a class-in-charge/mentor for a group of students in a class. Such practice is highly beneficial to slow learners. Advanced learners are continuously encouraged to strive for higher goals by providing them with additional inputs for better career planning and growth. Advanced learners are motivated to participate in seminars, presentations, quizzes, debates, etc. On the other hand, advanced learners are encouraged to participative learning sessions i.e. conduction of class and institute seminars.

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
2725	**45**

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

The entire teaching-learning system of our college is student-centric. Classroom teaching is interactive, promoting participative learning and encouraging two-way dialogue. Students are encouraged to reflect on critical issues and offer indigenous solutions. Student-centric methods, such as experiential learning, participative learning, and problem-solving methodologies are used for enhancing learning experiences Response. Knowing the significance of student-centric teaching, we encourage the students to ask questions and clarify their doubts in the class itself. 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, and lab experimental work,

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

The ICT-enabled teaching includes LCD/LED projectors, interactive digital projection board, e-learning resources as well as Wi-Fi access to the institutional intranet and the vast library and INFLIBNET resources that come with them. Many teachers maintain their own YouTube channel and personal academic blogs to impart extra-classroom learning and access to additional resources. ICT-

enabled tools give information to constructive knowledge; this is where the students become active learners and teachers a facilitator of learning. Wi-Fi connection (BSNL) and a Local area network (LAN) Mahamaya Cables give the college campus a high-speed internet facility, i.e. in ten classrooms, 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 PowerPoint presentation to enhance the quality of teaching and learning activity.

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

45

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

45

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

14

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

45

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 the university for internal, semester, and annual exams. In our college under the direction of the Principal three central examination cells have been established: - One for the morning shift one for the afternoon and one for the 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 internal exams which are used as a tool to see the academic growth of each student. Scored marks of departmental internal exams are announced in the classrooms and displayed on the notice-board. The semester's internal exams are conducted just prior to the schedule set by the university. Also, some departments evaluate their students by organizing debates, group discussion, seminar, presentation, etc. The college takes regular class tests and also conducts quarterly and half-yearly examinations. Some departments like sociology, geography, and botany assess the students through assignments, practical fields,s and reports/different methods. Continuous monitoring is undertaken during the examination. Online submission of marks of theory, practical and internal assessment through a dedicated portal and thereby increasing accuracy.

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 examinations related to students' grievances. The college conducts quarterly and half-yearly examinations according to the time - table set by the university. The college also conducts unit tests of each subject at both levels: UG, and PG semesters time-table prepared by each department. The absentees in the internal examination are also given second chance to appear in the examination.

The mechanism to deal with internal/external examination-related grievances is transparent, time-bound, and efficient. The college conducts internal examinations as per the time - table set by the university. The college also conducts unit tests of each subject at both levels: UG, and PG according to the timetable prepared by

Exam Heads and each department.

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.

Teachers 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 the website and communicated to teachers and students. At the beginning of every academic year, the program outcomes are verbally communicated to the students by teachers and during the principal address. Every subject teacher also gives details of programs offered in the classrooms. The vision and mission statements are displayed on the college website as well as on the college campus.

File Description	Documents
Upload any additional information	[View File](#)
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. The program-specific outcomes are closely related to the content of the syllabus. They are syllabus oriented and may vary as per the subject. All these outcomes are explained to students in the classrooms directly or indirectly. The students are encouraged and guided to learn and imbibe these outcomes. They are also percolated to students through organization and participation in curricular and extracurricular activities. The performance of students in university examinations is a parameter for assessment.

Course outcomes as well as learning outcomes depend upon the nature of the course and the subject concerned. They are also defined by the university and are clearly mentioned in the syllabus of a particular class and subject. . Every department plans and conducts all activities in light of the program outcomes and course outcomes. There are certain ways to assess whether the program outcomes have been achieved or not. For the assessment of students, summative and formative approaches are followed to get the 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

990

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	No File Uploaded
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/Uploads/Student%20Satisfaction%20Survey%202021-22_20223012090933.xlsx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

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

00

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

3.1.2 - Number of 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	No File Uploaded
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

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

3.2 - Innovation Ecosystem

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

Govt. Dau Kalyan Arts and Commerce Postgraduate College Balodabazar is the main and leading college of the district which offers various type of courses i.e., Arts, science, commerce, law, computer and information technology. To increase the attachment of students towards science, science week is celebrated in which students make various models, how to make the best out of waste, how to recycle them.We have been m.o.u. to another colleges, so that our students can access the lab, library and other facilities there. The subscription of N-List has been taken in our library, the benefit of which is being given to our students and faculty, where they get access to research papers, thesis and materials related to all subjects. Reference books of various subjects are available in sufficient quantity in the library. NCC, NSS, Red Cross are also available here, which is helpful in skill development of students. The college has a Botanical Garden in which Botany students can do their research work.

File Description	Documents
Upload any additional information	No File Uploaded
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

03

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

3.3 - Research Publications and Awards

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

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

00

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

07

File Description	Documents
Any additional information	View File
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

05

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

3.4 - Extension Activities

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

Govt. Dau Kalyan Art and Commerce PGCollege organizes extension activities in the neighborhood community that sensitizes students towards community issues, gender disparities, social inequity, etc., and inculcate social values and commitment to society.National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports that aims to develop the personality of student volunteers through community services and to make them sensitive and responsible human beings who are aware of the socio-economic realities of India.National Cadet Corps (NCC) -The Youth wing of the Indian Armed Forces trains young students to live a life of discipline and service to society through various activities including residential training camps. College unit of NCC has been actively participating in various camps/activities and have won many awards.Red Cross Youth wing helps studentto develop many important life skills that will help them be a well-rounded person. They have the opportunity to introduce one to basic first aid, safety on the roads, etc. Besides these societies, each department conducts Seminars, Workshops, Talks, Donation Drives, Field trips, etc. to sensitize students and most teachers work towards inculcating these values in their classroom teaching and as living examples.

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

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

06

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	[View File](#)

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

23

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
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

946

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

04

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

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

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

04

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Govt. Dau Kalyan Arts and Commerce Post graduate college is lead college in our Balodabazar district and over the years student strength has grown significantly. The College has a well

defined policy for the creation and enhancement of infrastructure facilities in the college. This growth demands continuous upgradation of infrastructure which has been met with the funding provided by UGC, RUSA and state government.

- **Computer Labs- 02 (01 PGDCA & DCA, 01 IT /BCA/CS).**
- **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**

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 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.The college has taken initiatve to undertake a multipurpose sports stadium which has indoor facilities like Badminton, Jim,and outdoor facilities like Lawn Tenis ,Kabaddi and Kho-Kho. There are other indoor games like Carom, Chess, Table Tennis. Equipments for weightlifting, yoga and open gymnasium for all-round development of students. . Yoga activities are conducted in open playground for better health of students. 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.

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.

16

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://gdkcbalodabazar.ac.in/Uploads/4.1.3%20ICT%20facilities_2022105135050.pdf
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)

4651091

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 can accommodate over 30 students in its reading room.

Govt. Dau Kalyan Arts and Commerce Postgraduate College library is an N-LIST subscriber since 2013 and has access to 3 Lacs EBooks and 6000 e-Journals. All the staff and students have access to vast e- resources available under NList of NME-ICT . The library has 06 functional computers with internet facility out of which 04 are available for use by students and teachers.

The college has subscription of various local and national newspapers like - The HITVADA, DAINIK BHASHKAR, NAV-BHART, PATRIKA, DESH-BANDHU, HARIBHUMI and Magazines like 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 ofautomation.

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)

686942

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

56

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

- **To maintain, secure and ensure the legal appropriate use of IT infrastructure & protect confidentiality.**
- **Setting standards and procedure for usage of IT facilities, up-gradation of I.T. Infrastructure, cyber security and budget policy.**
- **Institute is using licensed and open licensed software for meeting different academic requirement of the college.**
- **The salary for the staff is credited through e-Pay roll facility provided by the Government of Chhattisgarh.**
- **The college has two computer labs for IT students. These labs have 56 computers with printing facility, Wi-Fi/ LAN.**
- **Tally Programs & other application programs are installed in these labs under the help & guidance of the teacher along with specialist in these areas.**

- **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 fee from student through SBI Collect e-payment. This has not only led to a lot of transparency but also ease in handling financial matters.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdkcbalodabazar.ac.in/Uploads/4.3.1.docx_2022023170753.pdf

4.3.2 - Number of Computers

76

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

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

1084655

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

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

- **The proper functioning of equipments in UG and PG laboratories is ensured in every semester by the lab technicians and minor repairs such as installation, 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 safety. In all labs, electronic equipment's are protected through voltage stabilizers. Chemical substances 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 parts. Each department has appropriate computers for their requirements. Computer Department maintains Internet and WIFI of the campus.**

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1969

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

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

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

00

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

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

File Description	Documents
Link to Institutional website	https://gdkcbalodabazar.ac.in/Uploads/Post%20Matric%20Scholrship%202021-2022_2023101120413.pdf
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

01

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

48

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	E. None 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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

03

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

08

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.

32

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 institution is committed to provide student-friendly atmosphere and amenities to its students. In order to do that students are made members of the various administrative, co-

curricular and other committees of the college. Students are members of committees like IQAC, Consolidated Fund committee, College Campus Development committee, Alumni Association Committee, Janbhagidati Samiti, Student's Union, PG Department Student's Council, NCC, NSS and Sports etc. The constitution of student's council is made as per the notification of the state government, in the direction of affiliating university. The institution forms a committee of faculty members presided by the Principal for the selection of the members of the student council which functions as per the direction and rules of the state government and affiliating university.Students are members of committees like IQAC, Consolidated Fund committee, College Campus Development committee, Alumni Association Committee, Janbhagidari Samiti, Student's Union Council, PG Department Student's Council, NCC, NSS and Sports etc.

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

11

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

The purpose of an Alumni association isto foster a spirit of loyalty and to promote the general welfare of your organization. Alumni association exists to support the parent organization's goals, and to strengthen the ties between alumni, the community, and the parent organization.

The institution has registered and functional Alumni Association consisting of passed out students who work in different areas of the society. The alumni association plays an important role for sharing intellectual, cultural, career and professional knowledge between pass out and current students. The College Alumni Association believes in fostering a strong alumni network which connects former students for guidance and philanthropic spirit. Every year Alumni Association meet is conducted at least twice in a year in our college which bonds the college with vital resonance of knowledge. The President and the Secretary are elected by the members of the Alumni Committee among themselves. In the institution a committee is formed to look after the alumni affair. The alumni of the college are the assets who guide the students and help infrastructure development. The Alumni Association has significant role in the development of Open Gym in the college garden and in the construction of the Seminar Hall.

File Description	Documents
Paste link for additional information	https://gdkcbalodabazar.ac.in/Uploads/Alumni%20Documents_2023101121316.PDF
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

Vision To impart quality higher education to youth of rural area and make them self-reliant.

Mission To create a self-reliant centre of Excellence in order to impart and inculcate the right values, attitudes, and skills, and stressing quality consciousness to produce ideal citizen who can contribute to the nation building.

Accordance to the vision and mission, the leadership maintains a transparent and interactive environment. The stakeholders are encouraged to participate in decision making process. The principal monitors all the activities by regular interaction. The College Development Committee is the executive authority which exercises general supervision. During the staff council meeting, the review of all activities is done. The departments and the various committees are responsible for the smooth implementation of the directives. The Grievance Redressal Cell deals with grievances of the stakeholders. The management and IQAC extend all types of support to the faculty members. The alumni network is utilized to make interaction with various agencies for training in context to placement. Excellence is also promoted by honouring students with awards and scholarships. The Managing body, CDC and Staff work in complete harmony with each other, in tune with the vision and mission of the college

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 Institution 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) Janbhaagidaari committee

(5) Purchase committee

File Description	Documents
Paste link for additional information	https://gdkcbalodabazar.ac.in/Uploads/GDKC BalodaBazarCollegeComitee.pdf
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

> 1. **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.**
>
> **The construction of building is completed and it is handed over to college. College is using this building for different academic and cultural activities.**
>
> **2.Extension of CCTV in new RUSA building**
>
> **For the safety of our students and infrastructure CCTV surveillance facility is extended to new RUSA building this year.**

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://gdkcbalodabazar.ac.in/Uploads/Mitt ing_IQAC_202083115230.PDF
Upload any additional information	**No File Uploaded**

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

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	https://gdkcbalodabazar.ac.in/Uploads/Organogram_%20DKC_2022243064548.pdf
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	C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Government Dau Kalyan Arts and Commerce P.G. 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	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops

and towards membership fee of professional bodies during the year

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

`00`

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

`00`

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

06

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

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 are 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	**No File Uploaded**

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 Audi 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 each year.

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

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

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

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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 requirementsare 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 all these proposal are forwarded to satate government/RUSA/Janbhaagidaari committee.

(4) Once funds gets allocated purchase commitee floats tender/coatations 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 is 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

The IQAC of the college Is striving hard to enhance the quality of teaching, learning and evaluation and promote the research attitude among the faculty members. Throughout the year, it constantly reviews the academic progress and also monitors infrastructural developments and need for introduction of new relevant courses. As a part this endeavor, the IQAC has suggested the need of organization of Conference on NEP 2020 and Post NAAC Accreditation. The IQAC has taken initiatives to organize following activities:

(1). Preparation and organization of academic lectures as per Academic Calendar and syllabus.

(2) Uploading college information on AISHE portal.

(3) Publication of annual college Magazine.

(4)Academic audit

File Description	Documents
Paste link for additional information	https://gdkcbalodabazar.ac.in/Uploads/IQAC%20Meeting%202020-21_2022095193403.pdf
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Institute reviews its teaching learning process at the end of semester by conducting review meetings through IQAC. The IQAC is taken as the responsible body for the implementation of the academic calendar and organization of the co-curricular and extension activities. It monitors teaching, learning and evaluation process through the feedback. It collects feedbacks from the student's alumni, parents on the improvement of college infrastructure, necessity of new courses to be introduced. It also directs to the various departments to introduce short term and career-oriented certificate courses. The administration of the college gave utmost importance to the suggestion issued by the IQAC. In order to take reviews of learning outcomes, the IQAC proposed to the administration of the college to conduct Academic Audit of the year 2021-22. The IQAC also conducted ICT tools verification by forming a committee in this regard along with the departmental stock verification. The IQAC also framed the policy documents to make teaching learning and evaluation process more comprehensive and effective.

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

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	**D. Any 1 of the above**

agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
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

Government Dau Kalyan Arts & Commence Postgraduate College Baloda Bazar is highly concern towards gender & sensitization in providing curricular and co-curricular activities for women in the college. To bring gender equality as per C.G. Government Higher Education Policy 30% of seats are reserved for female students.

Safety and security

College operates under a completely secured campus. There is check at the entry point with guard. The campus has 25 CC TV cameras at the entrance gate, corridors and at all sensitive location of the institution.

Women Sexual Harassment Redressal Cell of the college is always active in the campus, under "The Sexual Harassment of Women at Workplace" (Prevention, Prohibition and Redressal). There is nil complaint in this regard.

Anti-Ragging Committee as per U.G.C. guideline Anti-Ragging Committee is formed to make sure that there are no instances of ragging anywhere on campus.

The Counselling and Career Development Cell is constituted in the college. The goal if the cell is: To conduct psychometric testing, counselling, vocational guidance and life skill coaching.

Common Rooms

Common room facility is available for the female students with in campus. In girls' common room sanitary pad vending machine is also installed.

Any other relevant information

In the respect of women every year International Women's Day is celebrated. For the safety of female students' awareness programmes were organised by the college frequently.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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/notice/Criteria-VII

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

This initiative was taken in view of the National Mission on Clean & Green Environment followed by Swatch Bharat Abhiyan. In our institution plastic is strictly band, dry and wet waste garbage are separately collected, there is proper collection for waste water. As an institution we take steps in whatever small way we can to support the global cause by initiating few but concrete

step towards the goals.

Solid Waste Management

Solid waste is collected from the college each morning by housekeeping staff in separate containers and assembled at the waste yard marked as garbage collection pit at the end of the camps, separate garbage collection bins are kept for dry and laboratories waste. The uses of dust bins are compulsory in the institution. For solid waste management compost pit is made in which all degradable waste is dumped down. The degradable waste is converted into soil manure/fertilizer after processing this manure is used in our own garden are also made available to all staff members.

Liquid Waste Management

For liquid waste management the institution is highly concern towards stopping the wastage of water. Students and staff are encouraged for proper use of water and proper care is taken for the appropriate use of water. Water from wash basin/bathroom is stored in tank which further goes into the soil which helps in the increase the ground water level.

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	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**	`A. Any 4 or All of the above`

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	`C. Any 2 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	[View File](#)
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	`C. Any 2 of the above`

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

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).

Government Dau Kalyan Arts & Commerce Postgraduate College is always ready to provide an inclusive environment i.e. tolerance and harmony toward cultural, regional, linguistic, communal socioeconomic and other diversities to fulfil these points in our institution students different religion, race, caste, sex, language, and place of birth are studying first of all the institution follows the C.G. State Government (Higher Education) Admission Reservation Policy according to which 32% of seats are reserved for Scheduled Tribes, 12% seats are reserved for scheduled Caste, 14% of seats are reserve for Other Backward Classes, 3% seats are reserved for freedom fighter family, 5% seats are reserved for Physical Handicapped and 5% seats are reserved for Kashmir Migrants.

To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of college for not only recreation and amusement but also to generate the feeling of oneness and social harmony.The college and its teacher and staff jointly celebrate the cultural and regional festivals, like New-year's day, Fresher Party, teacher's day, orientation and farewell

program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, festivals like Diwali Milan celebration, Holi Milan celebration, New Year celebration, etc. religious ritual activities are performed in the campus.

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	View File

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

In Government Dau Kalyan Arts & Commerce Postgraduate College most important emphasise is given to human values and professional ethics. So, first of all the golden words of the preamble of our Constitution is framed on wall of the institution, with an aim to bring JUSTICE, LIBERTY, EQUALITY, FRATERNITY, UNITY OF NATION among the students and employees. National anthem is also framed on the wall of the institution. National Song, State song, and Swami Vivekananda quotes are framed on the wall of the institution.

Constitution of India provides 11 important duties to its citizens which are known as the Fundamental Duties of the citizen to make the students and employees aware of their fundamental duties. Fundamental duties are also framed on the wall of the institution. For understanding the importance of Constitution every year on 26th November Constitution day is celebrated in the college which is organized by the Law department. Anti-Ragging Act is framed on the wall of the institution so, that students can understand the evil and legal affect of ragging. Employee's code of conduct is strictly followed by our institution. NCC, NSS and Red Cross are available for the students to boost up the national values among themselves and come forward to serve the nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	https://gdkcbalodabazar.ac.in/notice/Criteria-VII

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	**D. Any 1 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

- **Republic day**
- **Independence Day**
- **Gandhi Jayanti is celebrated every year on 2ndOctober to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff.**
- **International Yoga Day is celebrated on 21stJune every year. The yoga Instructor organizes the yoga camp and a speech is conducted to make everyone aware on how Yoga embodies unity**

of mind and body; thought and action; restraint and fulfilment.

- Voters Day is celebrated on 25thJanuary wherein the students are given awareness on their duties and rights as a loyal citizen.
- National Youth Day, also known asVivekananda Jayanti, is celebrated on 12thJanuary, being the birthday ofSwami Vivekananda. In 1984 the Government of India declared this day as National Youth Day and since 1985 the event is celebrated in India every year and in our institution National Youth Day is always celebrated.
- December 01 International Aids Day Celebration and awareness.
- No Tobacco Day Celebration and awareness.
- International Women's Day In the respect of women every year International Women's Day is celebrated. For the safety of female students' awareness programmes were organised by the college frequently.

Several departments are also actively involved in organising events involving students, and staffs:

- 10 December International Human Rights Day by Law Department.
- 26th November Constitution Day by Law Department.
- Hindi Divas by Hindi Department.
- Rajya Dhasha Divas
- National Mathematics Day by Maths Department.
- National Science Day is celebrated.
- NCC Day by NCC
- NSS Day by NSS

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.

1.Leadership development through organizing different events for junior students by senior students.

Development by organizing these programmers, senior give exposure to junior students to different perspective, at college and university level. Underpinned these methodology students comes out with leadership and learning frameworks, they give students the skills and experiences to become leaders who can make an impact at work and in society.

Leadership

Communication

Positivity .

Creativity

2. Teaching Methodology development through ICT Tools.

Information and Communications Technology (ICT) can impact student learning when teachers are digitally literate and understand how to integrate it into curriculum. Colleges use a ICT tools to communicate, create, disseminate, store, and manage information.

ICT helps pupils to develop new skills and become more creative. ICT stimulates the development of imagination as well as initiative. It is a valuable tool for producing work, both in terms of content and form.

It improves pupils' academic performance as their classroom experience also improves substantially.Motivation and attention levels are increased, contributing to greater effectiveness in the learning process. Increases students' responsibility and sense of autonomy.

Students use the mobiles as a work tool at home, which gives rise to the incorporation of new learning methodologies, online education, inverted classroom, etc... It increases interest. With resources as rich and different as videos, websites, and graphics traditional subjects become more interesting. Multimedia contents are a very useful tool to bring the different subjects closer to the students in a complete and entertaining way.

File Description	Documents
Best practices in the Institutional website	https://gdkcbalodabazar.ac.in/notice/Criteria-VII
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

Use of QR Code in Library

Library play an important role in any educational institution. In our institution our library QR code in developed for the students and faculty members for getting membership in library. The feedback is collected by QR code. The library distributes the N-list membership through these QR code only. By using these QR code paperless work is promoted. Institution is getting easy and fast feedback from the students, the institution is getting easily collection of data of students. The students are getting assess to digital library through N-list membership. By developing these ICT tool in the Library institution in getting various benefits for the students and faculty.

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

Plan of action for the next academic year

  1. Workshops to be organized by various departments.
  2. Seminar to be organized by various departments.
  3. MOUs from different colleges and university.
  4. Various competitive preparation classes to be conducted by various department
  5. Spreading Legal Awareness with in the district
  6. Increasing Rain water harvesting capacity.