



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT. NAVEEN COLLEGE TOKAPAL

MAIN ROAD NH-30 AND 63, SUKMA ROAD, METAWADA, TOKAPAL, DIST-
BASTAR
494442

www.govttokapalcollege.in

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Bastar is a district, located in the southern part of the state Chhattisgarh in India. The structure of the our state is like 'sea horse'. Bastar is famous for its rich tribal culture, biodiversity, forest resources and dussherra Festival in all over world. Government Naveen college Tokapal (GNCT) has been established in 20th may 2013 by the Chhattisgarh higher education department. The main object of this institution is to provide high quality education. It is around 18 km away from the district headquarter jagdalpur . The initial academic session i.e. 2013-14 has been started on a temporary building of government boys higher secondary school tokapal with arts, science and commerce group. The college shifted to its present building in the year 2018. The new building of the college lies in between NH-30 and NH -63. Since January 2018 the college has been functioned properly. More new subjects are added in the curriculum like Physics, Mathematics, and political science in the same year. Earlier it was affiliated by bastar university, now which is known as Shahid Mahendra Karma vishwavidyalaya Jagdalpur. Since 2015our college is also a study center of Pandit Sunderlal Sharma [Open] university. The college campus is elaborated with 23.32 acre, in which college is established. While making the mono of the college is 'it was kept in mind that natural resources, and forest resources like water fall ,Pahadi maina etc. must be focused on the symbol. The motto of the college is "Gyanam, Sarvottam Sampada. Our wish is that every student must flow over the sky like Pahadi Maina in the field of education and achieve success.

Vision

Our (GNCT) vision is to provide quality higher education on low expenses to the students, so that they become strong on economically, politically, and socially, and enables to acquire jobs. With this they would be the responsible and sensible citizen.

Mission

1 The college (GNCT) provides learning-centered environment to all students who belong to all section of society including the tribal of these area.

2 Ensuring that all students should have equal opportunities to achieve their career education.

3 The college (GNCT) cultivates the ability to think critically, and creatively in its students, so that they communicate effectively understand and appreciate different points of view within a diverse community.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. It is funded by state government.

2. Affordable Courses.
3. Tribal and poor people have opportunity to continue their studies.
4. Peace, harmony and tolerance seen in the staff and students.
5. We have gender equality. Enrollment of girls regarding boys is more.
6. Dense tribal population.
7. Skilled faculty.
8. Sufficient area for the college.
9. Easy to reach campus.
10. Small garden.
11. Playground for sports.
12. Sport opportunity for enthusiast.
13. Satisfactory lab facilities.
14. Well furnished Library.
15. Good infrastructure with all basic amenities.
16. Support from local politicians and administration for betterment.

Institutional Weakness

1. No of computer is minimum and internet facility is very poor.
2. We have no professional courses.
3. Many of the students enrolled in 1st year and failed in huge numbers due to language problem, because mostly belong to the remote area. They are not familiar with English language so unable to access e-books and internet.
4. We have no modern library, laboratory, and e-smart classroom.
5. We have no proper alumni network and their adequate support.
6. Syllabus is not career oriented.
7. Lack of general knowledge and current affair in the syllabus.

Institutional Opportunity

If the above mentioned weakness is eradicated, we may have the following opportunity.

1. College is situated in tribal area where many need base program, mineral base program, agro base program and master degree have to be introduced.
2. Collaboration with various prestigious agencies.
3. Improving the overall quality of higher education institute by ensuring their conformity to prescribe norms and standard.
4. If the courses provided are aided with applied education we may develop job and research opportunities for the students.
5. Location of college is well centered due to this here is lots of opportunity regarding the education and development of students.

Institutional Challenge

1. Only traditional courses will create gap with advanced and applied knowledge.
2. Poor socio-economic conditions of student create loss of opportunity as they have to work to meet their demands.
3. Students are not inclined towards progression to higher education owing to poor background.
4. Degradation of quality of education.
5. Lack of fund for research.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum of academic session are design in such a way that it fulfill the aspects of the state, our (GNCT) special arena, and help to acquire the employment and moral social development. The college offers undergraduate programs and courses in science, arts and commerce stream with affiliation to shaheed Mahendra Karma Vishwavidyalaya Jagdalpur, B.A. [History, economics and political science, sociology, hindi literature and English literature] group combination one group combination is commerce and two group combination in science.

The design curriculum of under graduation is provided by the affiliating university i.e. Shaheed Mahendra Karma Vishwavidyalay, which is constituted by central board of studies under the department of higher education Chhattisgarh government. The institution has committed to follow the time table and complete the curriculum according to the academic calendar of the university as well as higher education department. The institute offer courses both in English and Hindi.

Our (GNCT) Principal is the member of executive council of Shaheed Mahendra Karma Vishwavidyalay ,and one of our faculty member is the member is the member of board of studies. Faculty members are the paper setter, examiner, and evaluator at university level.

Our college conducts various program like cultural, sports activity, swacchh bharat abhiyan, fit India movement, human right movement and legal right programs, so that the student become conscious and sensible citizen befitting pervasive perspective beyond any caste color gender and religion.

Teaching-learning and Evaluation

The college (GNCT) has 13 qualified faculty members out of them four teachers are permanent and nine others are full-timer and average teaching experiences is 6.9 yrs, including Principal three are the P.HD and one is M.Phil.

Teaching faculties are using the traditional method of teaching like using blackboard, book review and tutor system. During pandemic from last year teachers are using 'Google meet' HECG online medium provided by Chhattisgarh government. Faculty members of the college mentioned their professional competency by updating their knowledge for excellence, various activities like conference, seminars and workshops etc. The newly posted teachers also participate in orientation and refresher courses to enhance their knowledge and methodology of teachings.

The college (GNCT) strictly follows the admission policy given by the state higher education department. Our college maintained the online admission process on entry level from the session 2016-17 onward by affiliated university. The average enrollment is 40.17%. The student-teacher ratio is in ideal proportion. Annual exam fee would be paid online mode. Regular and private exam conducted in offline mode by our college, but in previous college had conducted annual exam on online mode due to covid-19. Our college has vacant post like assistant professor, technician, and office staff etc. These posts are being compensated by guest faculties and contract base employees.

The institution (GNCT) ensure that learning abilities of student follow proper teaching, learning and evaluation method, students are evaluated on the basis of their performances on class test, examination and other academic activity and are divided into slow and advanced learners. Slow learners are provided with additional support from teacher so that they can cope up with the pace and advance in the field of education. Advanced students are also provided with information so they can perform at higher level. Regular examination, assignment and development of presentation skills are introduced and assessments are monitored. Student feedback is taken and action according to inputs are taken by Internal quality assurance cell [IQAC]

Teachers are encouraged to update their knowledge and skills so that quality education can be provided, teachers are also encouraged to take research culture and motivate students to take up further, workshop, seminar and other curricular activities are supported.

Research, Innovations and Extension

Basically our college (GNCT) is located in the tribal area. Research work based on industry is not possible due to lack of industrial or corporate houses, and not even a single source. Only because of this research projects are not conducted by the UGC and other institute, but we are trying our level best in near future to do research and innovation. We have here three P.HD faculties they are trying to make research activity in the college. Books are published by one of professor in chemistry and research papers have also published in International reputed journals of The Royal Society of Chemistry, Springer Nature, and The American Chemical Society. College has newly started and teacher recruitment is less than required, due to which many of the research activity cannot be possible. We can continue more research in institute with full capacity of teachers.

Sports, NSS, and Eco-Club are other activities of the college. NSS volunteers of the college are serving to the society. NSS has organized various camp and awareness program in college and nearby villages,

like health awareness program, voter awareness, legal literacy, swacchh bharat abhiyan, environmental awareness program, corona safety awareness program. Plantation program is organized by NSS in metawara which is adopted by our NSS unit. Students become responsible citizen of nation through NSS. Our college (GNCT) contributed funds on kerala flood calamity in 2018-2019 and covid-19 pandemic in 2019-2020 respectively.

Infrastructure and Learning Resources

Our college (GNCT) has own building with built up area 15358.7 sq/ft comprising ground and first floor. It has enough sitting arrangement for teaching and learning activity. There are 10 classroom, 1 seminar hall having proper sitting arrangement, ventilation and light. Our college has 04 laboratories for botany, chemistry, zoology, and physics with adequate equipments, like muffle furnace, spectrophotometer, calorimeter. Area of library is 103.4 sq/m, in which there is separate reading zone near about 2837 books are there in library. It has free wi-fi facility. College is planning to have ICT classroom for further session.

FACILITIES FOR SPORTS

We have good environment of sports, like badminton, football, volleyball, cricket and kabbaddi . we have ground for sports. Sports materials are enough to play the games.

STUDENT SUPPORT

We have Girls common room, computer lab, help desk, 08 toilet,16 urinal washroom and 8 wash basins are available here.

DRINKING WATER

College (GNCT) has good drinking water facilities by its own tube well. R-O water set up is attached on college.

ADMINISTRATIVE SERVICES

Examination process room, administrative office, Principal cabin, one seminar and meeting hall, account sections and store room, one sport room and a NSS room. Our college is running by financial support of Chhattisgarh state government higher education department. It follows all the rules and regulation, and norms given by higher education department. College administration is about to set up a Janbhagidari committee, so that arrangement of local base need would be sort out.

Student Support and Progression

Our college (GNCT) provides scholarship to the SC/ST/OBC and minorities according to govt. norms and admission fee also return back to those student. Due to this students have enough economic relief. NMDC also allot scholarship money to the ST/SC students, in last five year. Poor student also have some help and materials from the college faculty members. The eligible student get financial assistance in the form of scholarship from state government sponsored scheme. There is one help desk in our college, which help the student in admission process and give guidance regarding the selection. Other activity like workshop and

seminar provide career guidance. Teachers help those students who have problems like family matters, personal or social problem.

Our college (GNCT) is recently equipped with computer lab having wi-fi connection. Net connection helps student to connect with new dimension of science. R-O water purifier helps student to get pure water. It has separate common room for girls. It provides the educational tour to the keen students.

Participation of students in various committees such as anti ragging committee, eco-club etc. IQAC also has their representatives. Student council is set up every year through election/nomination by the government rules and regulation. Student council has many works such as arrangement of farewell, Teachers day and invites their ex-senior to the college function. One of the kabbaddi state player is a staff member in our college, under whom college kabbaddi team won several times in this arena. Our kabbaddi team became the winner once and runner up twice. Five students had been selected for inter university east zone, two students in athletics for state level. We do not have the registered alumni association, but its progress is under progress. Even though maximum students participate in the function of college and share their experiences.

Governance, Leadership and Management

Our college (GNCT) is located in the tribal area i.e. Bastar district mostly students belong to the tribes and OBC community. Keeping this in mind our vision is to provide high quality education in low cost.

Our college (GNCT) follows the rules and regulation according to UGC, higher education department of Chhattisgarh and Shaheed Mahendra Karma Vishwavidyalaya. Our real chief executive is higher education department which is executed by secretary higher education department. Honorable governor is the Chancellor of the university. Additional director is the head officer in division level. Principal is the having the administrative power in the college. Formation of Janbhagidari Samiti and development committee is under process in our college. Any person who is representative of people like MLA /MP would be the chief of the committee and the Principal would be the secretary of this committee. It enhances the internal quality of students.

Central and state government organizes the orientation and refresher courses for the new faculty members. New faculty members can do these courses with the Principal permission. Employee has the facility of GIS and festival allowance. Washing allowance is for the fourth class employee. Internal quality assurance cell [IQAC] cell is set up according to UGC guidelines to provide quality value among the system. Quick responses seen by IQAC and decision made by principal.

Institutional Values and Best Practices

Our (GNCT) main vision is that student must become the responsible citizen for country and society. All the moral values are seen in the above sentences like discipline, truth, love, character, gender equality, protection of environment, security, social harmony, dignity and love against country, respects to the elder one, and women. We can see the social harmony and gender equality in our college. Our faculty members have the high moral obligation and ethic. We rarely find the ragging case. Although we have the committee like anti ragging and sexual harassment, every student is disciplined. Senior welcomes their junior, organizes the welcome party with great affection. Junior also arranges the farewell party to show their respects. Due to all this activity college remains calm, pleasant and active center of education.

National service scheme [NSS] and ECO Club encourages student to protect the environment and save the nature under the above programs, college campus and nearby villages are cleaned up through anti plastic drive and composed fertilizer making process. We are doing plantation in the college campus with the help of floriculture and forest department. We developed a mini garden in between the college, which seems our best practices. Different kinds of flower and show plants are there in our garden. Students themselves prepare bouquet from this garden for various programs of college with this pupil learn how to save money. Building model of college is accepted by government is very appreciable, because it has good ventilation and enough light. Consumption of electricity is very low due to good ventilation and natural light, we prepared a pond for the water harvesting system. We have tube well. We have done audit for green and energy in college.

Our college (GNCT) brings social awareness in people through various programs like voter awareness program, national De-worming day, clean India mission, fit India movement by NSS volunteers. One of the state program i.e. Narwa, Garwa, Ghurwa and Badi, helps the NSS to bring awareness about water conservation, cow protection, natural manure and horticulture. We maintain pure transparent in the field of finance, academic and administration according to the government rules and regulation. We celebrate many days such as world non violence day, human rights day, constitutional day, and oath ceremony day. Various programs on the great leaders so that our student having moral values to be a good citizen.

The institution (GNCT) maintains equality, access and excellence to provide quality education. Institute value has been framed and is constantly reinforced among students. The institute has evolved and learned to bring positive changes in community as well as human value among student and will try to perform and keep on learning to provide best among all.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. NAVEEN COLLEGE TOKAPAL
Address	Main Road NH-30 and 63, Sukma Road, Metawada, Tokapal, Dist-Bastar
City	Jagdapur
State	Chhattisgarh
Pin	494442
Website	www.govttokapalcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	T. R. Ratre	07782-229340	9406070578	-	naacgovttokapalcollege@gmail.com
IQAC / CIQA coordinator	Manoj Kumar	07782-226946	9399615776	-	mkgh07@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	20-05-2013

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

State	University name	Document
Chhattisgarh	Bastar Vishwavidyalaya	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Main Road NH-30 and 63, Sukma Road, Metawada, Tokapal, Dist-Bastar	Rural	23.32	3000

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce	36	HIGHER SECONDARY	English, Hindi	180	56
UG	BA, Arts	36	HIGHER SECONDARY	English, Hindi	300	181
UG	BSc, Science	36	HIGHER SECONDARY	English, Hindi	360	191

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				13			
Recruited	0	0	0	0	0	0	0	0	6	7	0	13
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	1	1	0	2
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				4
Recruited	2	0	0	2
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	0	0	4

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	3	0	6

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	201	0	0	0	201
	Female	227	0	0	0	227
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	117	97	66	59
	Female	107	81	77	60
	Others	0	0	0	0
OBC	Male	28	16	22	17
	Female	35	23	24	15
	Others	0	0	0	0
General	Male	29	26	32	34
	Female	31	23	24	32
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		348	266	245	217

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Our institute is affiliated to Shaheed Mahendra Karma Vishwavidyalaya Bastar Jagdalpur . All the programs are offered by our institute and designed by the same university. We already have science, arts, commerce faculties, so we can easily adopt the multidisciplinary/interdisciplinary programs based on these faculties if designed by the affiliating university.
2. Academic bank of credits (ABC):	Academic bank of Credits system play specific role in our education system. Now we are supposed to follow this system in our institution. The use of ABC credits improves transparency and helps to introduce a more flexible approach to curriculum design and

	development. It helps to get benefit overall stakeholder in the system.
3. Skill development:	Our institute belongs to dense populated of tribal people in Chhattisgarh state. This area is mostly covered by the forest area. It's very calm and silent place in the lap of nature. Kanger national park, Tirathgarh waterfall, and kotumsar Caves etc, are giving lots of opportunities to local body in the field of employment. Students are supposed to give the training of communication skill. Our experts are helping them to get this skill. Various activities are organized by college to increase communication skill. New opportunities like photography, tourist guide and driving the tourist gypsy are seen as a lucrative work.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Language is the basic tool to learn and to acquire most valuable knowledge. Our faculty experts are aware of this importance. They are well prepared to give best of the best information regarding the Indian culture, history and importance of local languages. Efforts are made to increase the knowledge of students in subjects, as well as Indian culture, language through online mode.
5. Focus on Outcome based education (OBE):	Our institute has 3 year bachelor program on Arts, Science, and commerce, during this courses many activities are organized by the institute throughout the academic year. Generally students are the stakeholder in these activities. NSS, cultural activities, Gandhi Jayanti, swachh bhara abhiyan, human rights, constitution day, project work, field works, academic tours, welcome party and farewell party programs, Overall activities are ultimately helps to achieve the outcome based education. Which helps the student to becomes a good citizen.
6. Distance education/online education:	Online /distance education is the need of the hour. During Covid pandemic most of the institute, school, College were closed, even today the education system is running in stagger mode. Looking this scenario, our college follows all the online distance education platforms. Faculty members have proper practice of using ICT based tools including online platform, such as Zoom, webex , HECG online app, Google Meet, you tube etc for education. We are supposed to have smart classroom, and preparing to buy projectors at college level. We are enough prepared to give

distance/online education.

NAAC

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
133	122	113	105	105
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
348	266	245	217	206
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
202	154	141	125	120

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
63	57	35	22	17

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	13	10	10

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	13	10	10

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 11**4.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.30938	2.1368	5.38429	9.31974	2.92349

4.3**Number of Computers****Response: 5****4.4****Total number of computers in the campus for academic purpose****Response: 2**

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Academic planning has been done effectively in the following steps:-

We have the syllabus recommended by the Chhattisgarh govt. higher education department and shahid Mahendra karma university. We prepare time table for the completion of the syllabus. Teaching faculty has to prepare lesson plan according to syllabus. The whole academic session run according to systematic teaching plan to achieve the target. Principal himself monitor the courses and classes to make sure the execution of plan to cover the syllabus in particular fix time. He also monitor the teacher's teaching plan and their attendance register.

Student programs

- 1.Senior conducts the introduction/ orientation program for the new corner students. Where they deliver the speech about the importance of college, education, employment, environment awareness program and NSS. They also aware the fresher about the conduction of exam. Senior arranges the welcome party
- 2.Pedagogy has been done in classes.
- 3.Unit test and half yearly exam have been conducted regularly.

Teaching technique

We have the old methods of teaching in black boards, in which questionnaire, class talks programs, conduction of online classes on HECG online app by our teaching faculties and Google meet also helps a lot to our teacher and student for interaction. We can see a good responses in this field.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

Response:

Academic calendar are followed by our college (GNCT), which has been provided by higher education department and recommended by Shaheed Mahendra Karma vishwavidyalay. We follows rules and regulation of the university, UGC, and state government. IQAC prepare academic calendar with the support of teaching staff and direction of principal. Academic calendar comprises with the schedule of induction programs, regular classes, tutorial classes, unit test, half yearly exam, sports, camp, cultural programs etc.

Academic activities:-

Teaching is mainly done in the college through traditional method lectures and black board, but during the lockdown, classes were taken online and through Google Meet as well as teaching through YouTube. Regular conduction of unit test, half yearly exam, various test, according to academic calendar for the progressive evaluation of students. Result analysis has done after every exam. So that college can identify the slow and advanced learners. Remedial lectures are conducted for poor and needy student in college. College faculty helps to sort out the problems of students. The IQAC monitors the whole process of education link collecting the stakeholder's feedback on co-curriculum and teaching and learning process, college added B.Sc. math group and B.A Political science in their academic curriculum from last 5 year. Computer classes also have been started in college for the development of students.

Extra-Curricular activities :-

Our academic calendar is according to university and higher education department. Each programs like welcome, Farewell, sports, cultural program, workshop, NSS camp, Annual day program has to be done in accordant to calendar to optimize holistic development of students.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

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

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>Response: 66.67</p>											
<p>1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 2</p>											
File Description	Document										
Institutional data in prescribed format	View Document										
Any additional information	View Document										
<p>1.2.2 Number of Add on /Certificate programs offered during the last five years</p> <p>Response: 0</p>											
<p>1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17							
0	0	0	0	0							
File Description	Document										
Institutional data in prescribed format	View Document										
<p>1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>Response: 0</p>											
<p>1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p>											

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

1.3 Curriculum Enrichment

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

Response:

Our college (GNCT) remains conscious and sensitive to human values, social responsibility and values ??and above-mentioned issues, these points can be understood as follows.

Human values :- Human moral values ??are what makes man human and separates him from other living beings. It is the human being that fills him with feelings of harmony, love and universal brotherhood. Human values ??and language knowledge vocational education is given through foundation course in all undergraduate courses in our college.

College (GNCT) addresses the various aspects of human values and integrates the same into curriculum in following manner.

1. There is no case of ragging in our college. Anti-ragging committee in the college has been done as per UGC norms. This committee creates awareness about ragging. No case has been registered till now.
2. We can see the human values such as discipline, respects, harmony, patriotism, sacrifices, mercy, and clemency in our college.
3. Our special wing that is N.S.S. conducts various events, clean India movements, helping people during natural calamities, and more respectful work seen in the pandemic of corona. Volunteer helps the effected person by supplying the ration, grocery to the people. They maintain the migration of labors.
4. They conducted the voter awareness program, malaria free society program, human right and hand sanitizer program.
5. Human values ??like respect, love, harmony are nurtured through programs like Welcome party, Farewell and Teacher's Day organized by Students.

Professional Ethics:-

We provide carrier guidance to our students under the scheme of RUSA. We conducted carrier orientation programs in our college for two times. Statutory body of discipline, maintain the discipline in our college. Discipline is the important practice in our college.

Gender :-

Our college (GNCT) is co-educational institute. It gives the equal opportunity for the development of boys and girls. Our college promotes gender equality. Generally in admission period college receive equal number of forms of both girls and boys. Our district has sex ratio [per 1000] is 1023. So the enrollment of girl is higher than boys. We had conducted gender audit.

1. We have the sexual harassment committee. It emphasis the gender equality and remove the practice of gender inequality. There is no any case found regarding harassment before this committee.
2. Discipline committee keeps strict watch to avoid this practice.

Environment and Sustainability:-

Environment studies have been included in the curriculum of graduation. It is mandatory to pass in that subject during graduation at once. Motto of this course is to enriched the awareness of environment among students. So that they conserve the forest, land, animal and biodiversity, and helps to aware the local community to save the earth. Our college conducts many programs under NSS to protect the environment and sustainability.

1. The students learn about the ecosystem and environmental factors, best example is our mini garden in between the college.
2. NSS and student undertake per year tree plantation.
3. We can see the important role of student removing plastics from environment to make plastic free zone.
4. College has created tanks and bunds for rain water conservation.
5. Chhattisgarh govt. has given one importance scheme for the development of rural areas i.e. "Narva, Garva, Ghurwa, and badi." Implementation of this scheme is seen around our college to get the bio fertilizer for our mini Garden.
6. Our college has done with the green audit.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

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

Response: 2.98

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

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

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

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

Response: 27.3

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

Response: 95

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

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

Response: C. Any 2 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

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

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

Response: B. Feedback collected, analysed and action has been taken	
File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 38.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
348	266	245	217	206

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
840	740	640	540	540

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 134.28

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

2020-21	2019-20	2018-19	2017-18	2016-17
288	214	189	151	162

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The institutional are the learning level of the student and organizes special programmes for advanced learners and slow learners. The learning level of student is assessed in the classroom by the teachers through various activities like class test, assignments, tutorial and student behaviour during class. On the basis of above assessment students are identified as slow learners and advanced learners. New methodology of teaching and learning is disposed as per the need and the same is Implemented.

Schemes for Slow Learner: -

- Remedial classes are conducted with an aim to improve the academic performance of the slow learners. This strategy helps to the struggling learner to improve subject knowledge and help them catch up peers.
- Extra classes are also arranged.
- Provision of simple & standard lectures are made.
- Various ICT based tools are used to make the learning process student friendly.
- Various internet medium like, YouTube, Email, etc. are used to make topic simple and understandable for student.
- Group study is also encouraged with the help of the advanced learners.
- Various teaching aids like coloured chalk and models are used to make the topic simple and understandable.
- The needy slow learners also provided extra time and resources.
- Personal counselling is arranged for the slow learners and their family history is known. On the basis of his/her personal history, facilitation is provided.
- Academic & personal counselling given by the tutors and mentors improve their calibres.

Schemes for Advanced Learners: -

Advanced learners are identified and encouraged to further enhance their calibres.

- Special classes are provided for such student so that they can secure university rank.
- Information about various jobs after completion of their degree motivate them.
- Talented students are motivated to participate in extracurricular activities & cultural program for exploring their brain.
- Such students are encouraged to conduct seminars on topics of their interest.
- Student are motivated and encouraged about research.
- The academic achievements of the student are extremely motivated and praised

All the subjects (except language) are taught both in Hindi as well as in English. The contents are provided both in Hindi and English.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 27:1

File Description	Document
Any additional information	View Document

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

Response:

Government Naveen College Tokapal (GNCT) provides an efficient platform to students for gaining knowledge; develop advanced skills, attitude, and values to shape good behaviour. The college administer innovative and efficacious programs which enhance the creative ability and skills. The college ensure student participative learning and problem-solving abilities. The college focuses on the overall development of students through various programmes. The faculty members also ensure the overall development of students. They effort in making teaching-learning student centric, and student participative by using various problem-solving methodologies. Faculty members make sincere and efficacious efforts in making the learning activity highly interactive, experiential, and problem-solving by adopting the below-stated student-centric approaches.

1. Experiential Learning: The college confers the following experiential learning practices for enhancing cognitive levels, observation power and creativity of the students –

1. Project work

- Department of Botany impart different projects to the students based on the syllabus as well as outside the syllabus. The students learn how to develop projects and enrich their skills.
- The college also arrange various field works in which students learn to organize and manage the events.

1.2 Participation in competition at various level

- In order to prepare the students for the life's upcoming challenges, the students are encouraged for participating in various competitions based on College level, University level, state level, and country level.

1.3 Field Visits

- College encourages the students to be connected their motherland and resolve issues of society. For this purpose, they are encouraged to visit the villages and survey the issues/challenges/problems faced by the villagers and try to resolve these issues/problems/challenges.

2. Participated Learning

2.1 Debates

- GNCT organize debates at departments and at college level, where students put multidimensional opinions on a particular topic. Debates make teaching-learning process interesting, interactive, and joyful.

2.2 Team Work:

- GNCT arrange workshops, practicals, and sports activities throughout the year. These platforms provide team work practices. By learning from these platforms' students organize Fresher Party, Farewell Party, and other college activities.

2.3 Group Work:

- GNCT arrange various programs throughout the year such as "Malaria Mukh Bastar", "*Rashtriya Krimi Mukti Divas*", "*Rashtriya Matdata Divas*", "*Matdata Jagrukta Abhiyan*", etc. Through these programs the students learn the importance of group work and also enrich their knowledge.

1. Problem Solving Methodology

3.1 Quizzes:

- GNCT arrange various quizzes based on problem solving methodologies. These quizzes help students in developing problem-solving aptitude.

3.2 Discussion: GNCT provides various discussion platforms to students so that they can put their issues in front of the college. Through proper discussion all the problems or issues are resolved by the college.

3.4 Feedback:

- The college collect time to time feedback of students, and teachers for solving the grievances.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

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

Response:

The usage of ICT enabled tools in GNCT was challenging because almost all students belong to tribal area and do not have mobiles, laptops, computers etc.

All teachers of the GNCT are techno-savvy. They have the knowledge, skills, and best possible ways to use new digital tools and help all students in achieving good academic standards. They motivate the students for technology usage. They try to make the best usage of the technology in the teaching-learning process. ICT has helped both teachers and students to communicate swifter and present their ideas effectively. Now a days, it has become an essential tool for acquiring information from different sources and enrich student's knowledge database.

- The Wi-Fi enabled campus of the GNCT helps both teachers and students being stay connected and share updated information.
- The GNCT has a small computer lab.
- Teachers also take lectures online on Zoom, and Google Meet during Covid-19. The online lectures help students attending their class from home. The students who are unable to reach the college, can also attend the online classes and update their notes and knowledge.
- Teachers also make students aware about various online learning platforms like SWAYAM, E-PG Pathshala, NPTEL, You Tube content etc. Now a days, these platforms are a big source of knowledge and content. Both students and teacher can boost up themselves and get certificate also which would help in career advancement.
- Teachers also share various reading materials, e-books, and short notes over distinct media like E-Mail, WhatsApp, etc.
- Teachers regularly use ICTs for routine works like development of lesson plan, setting of question papers, record keeping, etc. Faculty is determined to use ICT based tools for providing quality and enriched education to the students.
- The college also use its portal for providing up to date information to the students.
- Teachers also prepare online quizzes and objective type tests after the completion of the units and evaluate their learning outcome with the help of GOOGLE FORMS.
- The faculty also provide the recording of video lectures to the students for their long-term learning and future referencing

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

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

Response: 27:1**2.3.3.1 Number of mentors**

Response: 13

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 18.77**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

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

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

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

Response: 3.77

2.4.3.1 Total experience of full-time teachers

Response: 49

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

For transparent and robust internal assessment, the Principal of GNCT holds meetings of the teachers and staff and directs them to fortify effective execution of the evaluation process. For the purpose, students are made understand about all the criteria related to internal assessment in the beginning of classes. Moreover, students are admitted in the college purely on the basis of merit. The merit list of selected students is displayed on the notice board with all details. During admission process, the GNCT set up a “student help desk” and guide the students regarding admission and various courses. All teachers take unit test after completion of the particular unit and discuss with students after evaluation of the test. However, the weightage of marks varies as per the concerned subject and teacher. Continuous evaluation is done through Assignments Submission, Unit Tests, Field Work, Group Discussion. The performance of all the students of GNCT is displayed on the notice board and conveyed to the students. If students have any issue, they discuss it with the concerned teacher and get emancipated. After evaluation of the assessment criteria, weaker and intelligent students are selected. Personal guidance and notes are provided to the poor performing students while intelligent students are encouraged for the advanced learning. For practical and project work/field work assessment, the attendance record, sincerity, discipline, and performance are considered and weightage is given accordingly. To provide an additional help, remedial classes are also arranged. Students are provided opportunities to improve their score by re-tests.

For transparent and vigorous internal assessment, the following points are considered:

- Internal examination committee
- Conduct of unit and sessional exams
- Feedback process: discussion of results with the students
- Consideration of discipline, sincerity, participation in co-curricular activities, and overall performance throughout the year

Class Assessment Test:

Marks are displayed on the notice board. Answer copies are shown to the students and taken their feedback. After complete satisfaction of the students, final marks are allotted.

Sessional Examination: Sessional exams are taken by the respective teachers. Exam date is decided after discussion with students. Answer copies are shown to the students and then discussed it properly. The respective teacher maintains the record of the sessional examination.

Practical Examination: Assessment of practical work is done on the basis of both performance and attendance record.

Internal Assessment Marks: Internal assessment is provided on the basis of performance in the exams, discipline, sincerity, well-behaviour, and participation in extra co-curricular activities.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

Government Naveen College Tokapal, is affiliated to Shaheed Mahendra Karma Vishwavidyalaya (SMKV)- Bastar and hence it follows the university guidelines for the examination. The college also follow the academic calendar provided by the Higher Education department of Chhattisgarh (HEDC). The HEDC order to all colleges of to organize Quarterly Exam, Half Yearly Exam, Annual Experimental Exam, and Annual Theory Examination timely. The college conduct all these examinations timely. The college has also constituted a committee to scrutinize the examination. The internal assessment conducted through Tutorials, Class Tests, Assignments, Presentations, and Projects is an integral part of continuous evaluation system. The college has a well-organized system to deal with the exam related queries/grievances. The college has also constituted a committee entitled “Examination Committee Analysis” to scrutinize the examination.

The GNCT has developed a mechanism for the redressal of queries/grievances linked with internal and external exam evaluation is as follows:

- The assessed internal exam papers are displayed to the students for their self-assessment.
- In case of any grievances, the students are free to interact with the respective faculty and get it resolved. The unresolved queries/grievances are referred to the Principal through respective Head of Department.
- As per the SMKV norms, following are the methods/ways of queries/grievance redressal with regard to university assessment:
 - Right to apply for re-verification of answer sheets.
 - Right to challenge the assessment of answer sheets.
 - The University give sufficient time to apply for the examination.
 - The university also postpone the date for the application of exam forms from time-to-time.

- The university and College both inform the students regarding their admission online via SMS/Email/Whatsapp.
- If any student is not pleased/satisfied with the marks allocated to him/her, She/he can challenge the same by applying to the University via the Principal of his/her college in the prescribed format within 15 days from the date of issuance of the result by the university.
- If the marks of viva/practical/project/field work by mistake are not sent to the University, the students can apply to the University via Principal of the college for correction of the result.
- If any error/mistake is detected/observed in the final mark-sheet of the students, it is reported to the University by the college timely.

Thus, the college uses a vigorous multitiered system to ensure on time, transparent, and efficiently conduction of internal/external examination.

File Description	Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

The Programme outcomes (POs) and Course outcomes(COs)are acquired for all programmes provided by the college in accordance with “Shaheed Mahendra Karma Vishwavidyalaya” norms as well as the college guidelines.

- The Learning Outcome based Curriculum Framework is planned to fulfil the present day needs of the students including higher studies, smart jobs, and other career choices.
- The learning outcomes are an integral part of the GNCT’S vision, mission, and objectives.
- The communication of learning objective takes place through Principal’s address to the students, by concerned faculty in the classroom, and by many other means such as expert lecture, workshop, and practicals.

Mechanism of Communication:

- Hard Copy of the syllabus and Learning Outcomes (LOs) are provided to all the departments for ready reference to the faculties and students.
- The significance of the LOs has been communicated to the staff in every IQAC meeting and other meetings of the college.
- The students are also made well informed about the LOs, POs, and COs through Tutorial meetings, and special programmes based on LOs.
- Workshops/seminars/field work have also been conducted for making aware about the POs, Cos, and LOs.

Department of English and Hindi

Programme Outcomes

- After successful completion of the programme, the students would be error-free in written and oral communications due to strong Grammatical part of both Hindi and English.

Programme Specific Outcomes

- The students show a thorough command of Hindi, English and their linguistic structures.

Course Outcomes

- After successful completion of the course, the students use the concepts and Grammar of both languages in their daily life.

Department of Chemistry

Programme Outcome

- Students utilize the critical thinking, and the scientific method of chemistry to carry out, design, record, analyze, and solve the daily life problems.
- The students understand the impact of chemicals on the society and environment; hence they make people aware about it.

Programme Specific Outcome

- The students are made ready for the present-day chemical industry; hence they can get job easily.

Course Outcomes

- Students understand the principles of detection of elements and use them in their career.

Department of Botany & Zoology

Programme Outcome

- The students learn the importance of nature in daily life.

Course Outcomes

- The students will understand the importance of plants/animals in maintaining healthy environment.

Department of Mathematics/Physics

- Various laws and principles of physics/mathematics are used in the daily life which develop scientific attitude in the students.

Department of Economics/Commerce**POs/Cos**

- Both commerce and economics provide well trained professionals for Insurance Companies, Industries, Transport Agencies, Financial companies, Banking sectors,etc. to meet the well-trained manpower requirements.

Department of History**Programme Outcome**

- History is a broad-based programme and made students learn about the places, generations, cultures, and places in their own way.

Department of Political Science**Course Outcomes**

- The political students learn about the ideologies, philosophies, and nature of Indian as well as outside world.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Paste link for Additional information	View Document

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

Government Naveen College Tokapal (GNCT) regularly assesses the performance of students via different methods of measurement of attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs).

Evaluation Process: The POs and PSOs are evaluated with the aid of COs of the pertinent programme via direct assessment process. Direct assessment includes direct examinations/observations of student's skills or knowledge against the measurable COs. It is achieved through home assignments, open book tests, unit tests, University Examination, surprise tests, etc.

Methods of Evaluation of POs / PSOs /Cos

- **External and Internal Assessment:** External assessment evaluation is done by the external experts appointed by the University for the Practical Examinations and viva-voce. Internal assessment includes home assignments, and surprise tests.
- **Annual University Examination:** The Shaheed Mahendra Karma University (the affiliating university) conducts annual examinations through which the college measure/assesses the programme outcomes through the course outcomes. It is direct assessment process.
- **Institutional Examinations/Tests:** Students are also assessed at college level via unit tests, quarterly examination, half yearly examination, and pre-annual examinations. On the basis of these examinations, the Programme Outcomes and Programme specific Outcomes are analyzed.
- **Feedback Evaluation:** The college collect feedback from the students and teachers which is an important way to assess the attainments related to Course Outcomes, Programme Specific Outcomes, and Programme outcomes. It is an efficient method to evaluate the teaching learning level.
- **Alumni Survey:** Alumni survey is a significant and effective assessment tool to evaluate Programme and Programme Specific Outcomes. The Alumni survey is very helpful in attaining the Programme Outcomes. Employer surveys are assessed for predicting whether the skill, knowledge, attitude, and aptitude learned from the college is adequately satisfying their desires/expectations or not. This survey is very helpful in designing the next year Programme and Programme Specific Outcomes.
- **Higher Studies:** Another most important parameter to evaluate the Programme Outcomes, Course Outcomes, and Programme Specific Outcomes is via the progression of students towards the Higher Studies and jobs after successful completion of degree programmes. The college maintain the data of students pursuing jobs and higher studies. On the basis of this data the college assess the POs, COs, and PSOs.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 80.45

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

2020-21	2019-20	2018-19	2017-18	2016-17
63	56	35	22	17

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
65	62	41	33	27

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

Response: 0

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

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

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	9	9

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 0**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

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

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0.25**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

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

File Description**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.08**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

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

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

3.3 Extension Activities

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

Response:

The GNCT organizes various activities in the neighborhood society for sensitizing students to social issues. The students of GNCT actively participate in such activities and contribute to society. Participation of students in such activities also ensure their overall development.

The GNCT runs efficacious National Service Scheme (NSS) unit. Through this unit, the college undertakes several extension activities in the neighbourhood community and sensitize the students. The NSS unit arrange systematically a residential seven-day camp in the nearby village and various activities are performed by the NSS volunteers addressing social issues such as cleanliness, water conservation, tree plantation, road safety, Eradication of superstition, Women empowerment, Environmental awareness, Malaria Mukh Bastar Divas, Voter's Awareness Program, etc. The college also organize several other extension activities for sensitizing students and enriching the society.

The details of a few activities/programs are given below:

•	Name of Activity	Collaborating Institute/Village	Impact & sensitization
1.	Rashtriya Matdata Divas	Field Outreach Bureau, Jagdalpur	Excellent awareness for the voting.
1.	Malaria Mukh Bastar	Community Health Centre, Tokapal	High level of awareness was communicated for the eradication of Malaria
1.	Matdata Satyapan Abhiyan Shivir	District Election Office, Jagdalpur	Excellent awareness on the importance of votes and Voters ID
1.	Career Orientation Workshop	District Employment Office, Jagdalpur	Students were made aware about various employment opportunities after their degree.
1.	SVEEP program-VVPAT Awareness Training	Tehsil Office, Tokapal	Excellent Information on voter casting and VVPAT training.
1.	Rashtriya Krimi Mukti Divas	Community Health Centre	Excellent awareness was provided

		Tokapal	on the eradication of Krimi.
1.	Matdata Jagrukta Abhiyan	Election Office, Jagdalpur	Excellent awareness regarding importance of a Vote and voter.
1.	Career Orientation Workshop	S.D.M. office, Jagdalpur	Guide the students about various exams and books.

Other than aforementioned activities, different departments of the GNCT are aware about their responsibilities to sensitize the students and contribute in the welfare of the society. The departments organize various activities such as Environmental Awareness, Road Safety, Tree Plantation, Blood Group Detection, Personal Health and Hygiene, Educational Visits, Programme on Female Foeticide, Women Empowerment, Voters' Awareness, Workshops, National Voters Day, etc. All these activities/programmes have a positive impact not on the personality, and character of the students but also development of society. These activities/programmes also bring out hidden talent of students and cultivate better habits and manners among the students as well as society.

File Description	Document
Paste link for additional information	View Document

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

Response: 7

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

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

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

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

Response: 30

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	13	15	0	0

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 120.35

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	817	707	0	0

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 0

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

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

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

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

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

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college [GNCT] has its own campus, which is about 23.32. The college building has built in this area about 15358.7 sq/ft

The building comprises of 11 class room with best ventilation. The method of teaching is traditional that is the use of black board and white board. The college has provided adequate physical and updated academic facilities as per the retirement of college and the need of the students. The specific location of the college provides pollution free and natural environment. The institute has a policy to meet requirement of each department administrative section in the form of infrastructure facilities available. The institute ensures adequate availability of physical infrastructure in the form of equipment, books, ICT facilities, consumables, furniture, teaching aids, etc. the adequacy of infrastructure and physical facilities as follows:

- There are 11 ventilated class rooms with sufficient seating capacity and proper electrification.
- Laboratories: 4 labs [Chemistry, Botany, Zoology, Physics,]
- Computer Labs: 01 lab, 02 computers.
- Departments: the college has 12 departments for respective subjects.
- Staff Room : 01
- Administrative section. – 03 [Principal chamber, Establishment section, student section for administrative activities]
- Amenities-

[a] R.O. Supplemented drinking water points.

[b] Waste management box – 02

[c] First aid box- 01

[d] Parking zones separately demarcated for bicycle and two-wheelers.

[e] Separate common rooms with basic facilities for girls.

[d] whatsapp group for student and staffs.

[e] Identify Card for the Students.

[f] Online admission and examination form submission system.

[g] sports/coaching facilities for both outdoor and indoor games.

[h] Separate washrooms for staff, boys and girls.

[i] In our library 2837 books are available.

Infrastructure

INFRASTRUCTURE	NUMBER AVAILABLE	TOTAL AREA (Sq.m)	FACILITIES PR
General Classrooms	10	430.94	BLACK BOARD
Seminar Hall	1	51.04	
Lab	4	202.42	LABORATORY
Library Cum	1	103.24	BOOKS & Journ
Sport 's Room	1	18.92	Sports Equipmen
NSS Room	1	18.92	
Office	1	18.92	Computer Printer
Computer Lab	1	25.52	Computer with P
Principal Room	1	18.92	
Staff Room	1	37.7	
Cultural Hall	1	51.04	
IQAC/NAAC ROMM	1	50.46	Computer White
Girls common Room	1	51.04	
WI Fi	2		
Ro+VV+ water coller	1		
Exam Processing Room	1	17.4	
Store Room	1	58.58	
Bath Room	4	97.44	
OPEN UNIVERSITY ROOM	1	24.94	

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Our college (GNCT) has played a supportive role in grooming students. Specific Spaces have been earmarked for extra-curricular activities and made available to students. Our sports unit have track record of participation and winning matches at state level, inter university level tournament . Many of our students have represented in the affiliating university teams at different levels. We have plenty of equipment necessary for all indoor and outdoor games. The college provides healthy environment of sports to the students. Our college has hosted the sector level kabbaddi competition in male and female category in academic year 2018-19, 2019-20, in this competition our college remain winner for a time. Our student

represented this event up to the university, state and national level.

List of sports stocks

S.No.	Name of the stuff	Quantity
1	Foot ball	10
2	Volley Ball	06
3	Volley Ball Net	03
4	Badminton racket	10
5	Shuttle cock	10
6	Badminton Net	03
7	Cricket Kit	01 set
8	Kho-Kho pole	01 set
9	Volley Ball Pole	01 set
10	Jump Rope	12
11	Tennis Ball	04

NSS UNIT – our college has 100 student in the NSS unit. It helps the student to disseminate the awareness of government schemes, cleanliness, Electoral awareness among people, importance of the Constitution day, tree plantation, importance of yoga in their life. NSS unit is the important wing in our college lots of camp they provide to the student. Camp helps the student to develop the personality , it would be the better for the nation.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.30938	2.13680	5.38429	9.31974	2.92349

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

A library is the brain of institution. It is important component of the institution for the teaching learning process. Our college library has good collection of old and modern books. We have approximately 2837 thousand of books to satisfy the students and teachers. First, the purchasing committee take a list of books from the HODs and other faculty members of different department according to the syllabus and to follow the store and purchase rule of government of Chhattisgarh. Our institution always pay attention to enrich the library. Our institution has newly built due to this we do not have this integrated library management system [ILMS], E-books E- Library, automated attendance monitory system. As our institution is upto graduate level, and here no post sanctioned for the librarian, so looking this drawback college arranged one incharge from other faculty member who took the charge of library , along with his work, institution has committed to take the future plans which are a foot for library automation with the integrated library management system [ILMS].

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu

- 3. Shodhganga Membership
- 4. e-books
- 5. Databases
- 6. Remote access to e-resources

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 0.96

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.63	0.53	0.92	1.85	0.88

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 2.77

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

Response: 10

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Our college i.e. GNCT is situated in remote area as for this we do not have the facilities of the land line phone and broad band connection. Efforts are made to short out this problems. We have the network coverage area of BSNL, JIO, AIRTEL and IDEA, temporary arrangements are made by the GNCT like use of Net router which provide JIO net connection. Only this is the medium of net connection in our college. With this Router we are providing WI-FI connection to our computers. GNCT has 5 computer one computer is working in the office, 2 computer in academic purpose and 2 computer are used in computer lab. All the process like admission, enrollment, and filling up examination form, are done in online mode. GNCT has its own website. Its address is www.govttokapalcollege.in it provide all necessary information for students. GNCT do not have the facilities of smart classes. Efforts are made to clear the this problem. Awareness of covid-19 are made by you tube, Google meet, HEG online app are helpful for online classes. The student are also surfing the internet and search for the subject related materials.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 174:1

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The college (GNCT) has a system for the procurement, utilization and maintenance procedure for managing physical, academic and support facilities. This system is maintained by the faculty members of the college and skilled staff appointed by the management. The college has building with 10 class room, 4 laboratories, 1 Seminar hall, Principal chamber, Staff room, exam control room and store room, 2 office room , 1 NSS room, 1 sports room , 1 computer room and library room. The maintenance of support facilities are carried out by office.

Procurement :-

- Procurement policies are framed in accordance with the store purchase rule of the government of Chhattisgarh to ensure economy, quantity and transparency regarding competitive prices.
- Demands are invited by the Principal from all the heads of the departments of laboratories, library and sports good.
- A purchase committee has formed in the college.
- Tenders opened by the college for supplier/dealer.
- The purchase committee goes through the tender and finalizes the best quotation.

Maintenance and utilization :-

Maintenance of the campus and the infrastructure of the college including building, are done by the PWD.

Laboratories :-

Each laboratory has one teacher in charge but we have 2 lab technician. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments. Each lab technician has to keep record for utilization of equipments and other materials required for experiments.

- Well equipped laboratories are utilized for practical papers.
- The college has laboratory maintenance funds taken from the private students as practical exam fees for all department.
- Lab technicians, and class four employee maintain the lab room and its cleanliness.

Classrooms :-

- There are 10 well ventilated classrooms with sufficient seating capacity and proper lights.
- The classrooms are utilized as per time table of the college.
- The classrooms are utilized by the external govt. activities like exams, campaign program for government schemes etc.
- Dustless chalk sticks are used to keep the environment of classroom dust free.

Library:-

It is the one of the finest place of the institution. World of books makes the student so powerful with the knowledge. A teacher has given the charge of library an assistant to maintain the record of availability and utilization of instructional material and learning.

- Purchasing of books as per requirement is done by purchase committee by inviting list from the subject teachers and rest of purchasing procedure is followed.
- Library has about 2837 books.
- Student return the books before the examination and get an NOC.
- A spacious reading zone is available for the students.
- Verification and maintenance of books is done every year.

Computers-

- We have 5 computers, in which 2 are attached in office and 2 computer are using in computer lab for academic purpose.
- We have one computer lab.

Sports –

- We have the spacious playground which are all well maintained and used optimally.
- College provide facilities for badminton, volley ball, chase, cricket, football, carom,
- Play grounds are used round the year for practice.
- A teacher has been given in charge of sports and the activities.
- Sports equipment are provided to student as per schedule of sports events.
- The teacher also keeps record of utilization of sports facilities activities held and awards for students.

Campus-

- A good campus is required for the good institution, and maintenance work for the college premises is done by PWD, and students of NSS also gives their specific role in cleanliness of the campus. Staff member are also aware of cleanliness of campus.
- The mini garden of the college is well maintained by the student and the staff.

Drinking water:-

- RO water purifier system has been installed for pure drinking water.
- For the maintenance of RO vendors are hired by the college.

Security:-

- A night guard is appointed to safeguard the college premises.

For smooth functioning of the institution under the guidance of the head of the institution various committees have been formed to look after the various academic, and non academic activities.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 37.65

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

2020-21	2019-20	2018-19	2017-18	2016-17
126	116	098	079	066

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

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

Response: 37.65

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

2020-21	2019-20	2018-19	2017-18	2016-17
126	116	98	79	66

File Description

Document

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

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

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

Response: A. All of the above

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

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

Response: 21.25

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	135	136	00	00

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

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

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

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

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

Response: 7.13

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	04	02	02

File Description	Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

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

Response: 31.75

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 20

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 0

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) year wise during last five years

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

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

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

File Description

Document

Institutional data in prescribed format

[View Document](#)

5.3 Student Participation and Activities

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

Response: 13

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	05	08	00	00

File Description

Document

Institutional data in prescribed format

[View Document](#)

e-copies of award letters and certificates

[View Document](#)

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)

Response:

The response of this section are as follows:-

[1] Student council

Student council is the representative body of student in the college. Student council is formed as per the guidelines and instruction of state higher education department and affiliating university Shaheed Mahendra Karma Vishwavidyalaya. The professor incharge of the union and his team coordinate the complete process of student election. The college students council for institution consists of following members.

1. President
2. Vice President
3. Secretary
4. Joint Secretary

Student council work in following areas:

1. To promote intellectuals, social, and cultural activities in the campus.
2. To inculcate a spirit of discipline among students.
3. The student council made the strategies of the various function like welcome party, farewell party, Teachers Day etc.
4. This council plays important role in spreading the patriotism, equality, and pay respects to the teachers, and to maintain the peaceful environment in the college.

[2] Students participation in various administrative, extracurricular bodies are as follows:

1. IQAC committee :- This committee consist of faculty members, corporate members, locality member and two students from final year student.
2. Anti Ragging committee:- The committee consist of 6 members and are teaching faculty and two are student members.
3. Student grievance redressal committee the committee consists of 6 members and four are teaching faculty and two are student members.
4. Sports committee
5. Electoral literacy club.
6. Legal literacy club.
7. Discipline committee.

8. Grievance Redressal cell.

9. National service scheme. :- we have the NSS unit with 100 members. This NSS unit organizes many and different programmes which centered on patriotism, moral values, social services, and encourages students and nearby locality to do the tree plantation, environment conservation, personality development etc. one of the faculty member is the in charge of the of NSS unit. Under the guidance of NSS unit, Students take part in the various programs like tree plantation, swachh Bharat Abhiyan , Fit India movement, youth Day celebration, and celebrate the Gandhi Jayanti , constitution Day, Electoral Day, to bring national equality and social equality. Along with they conduct the camp to nearby villages to bring the awareness of education, health, and cleanliness. Student of NSS executed all the activities of camp.

The students are represented in every activity of the college whether it is co curricular, extracurricular activities or academic activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 4.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	08	11	03	00

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

There is no such structured and registered alumni association at present in the college. But we run this association by inviting ex-students every year on the occasion of- annual function and other activities of the college. Alumni's of this college are serving various fields' like- politics, social service, CRPF, police, business, etc. The college invited and request for the contribution of alumni in development of the college term of their motivational talk and different non-financial involvement. We are trying to get their financial support also. We would like to politely say alumni can their important-contribution for the development of the college.

File Description	Document
Upload any additional information	View Document

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision

Our (GNCT) vision is to provide quality higher education on low expenses to the students, so that they become strong on economically, politically, and socially, and enables to acquire jobs. With this they would be the responsible and sensible citizen.

Mission

1 The college (GNCT) provides learning-centered environment to all students who belong to all section of society including the tribal of these area.

2 Ensuring that all students should have equal opportunities to achieve their career education.

3 The college (GNCT) cultivates the ability to think critically, and creatively in its students, so that they communicate effectively understand and appreciate different points of view within a diverse community.

Our college (GNCT) is located in tribes dominated area. Our main objective is to provide Quality higher education in low prices. Govt. Naveen college Tokapal plans to provide quality education to students and uplift their spirit of learning and reasoning, students are nurtured to be job ready and become sensible citizen of country. The college will continue to work as a platform for learners to grow further.

Govt. Naveen college Tokapal was established in year 2013 with approx 200 students in Tokapal. In span of years the college has shown tremendous growth and achieved many milestones. The college is regulated by higher education with principal as head of it. Various activity and major role like academic and administrative decision are taken on consultation with formed committee and other staff with keeping vision and mission in mind.

- The college has its own building with classrooms, office space, Mini garden, playground etc.
- The institute started with students and has seen growth in students across all stream.
- Till year we were offering undergraduate program and some new subject math, physics, political science.
- The college has a well-equipped library with adequate books accessible to teacher and students.
- All the classes have essential equipment to conduct classes.
- Adequate bench and chair are present.
- College laboratory is well equipped to perform practical.
- The college organize cultural and sports activity.
- Social services, development of human values, moral values and statutory and arrangement of education literacy club, electoral literacy club. Efforts are made to create educational environment

through Wi-Fi and computer lab.

- The college has a qualified team of faculty and if required qualified personal are hired on Ad Hoc basis as per higher education qualification.

File Description	Document
Upload any additional information	View Document

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

Response:

The college (GNCT) is mainly controlled by higher education dept with major decision like finance, infrastructure and transfer, sanctioned of new post, new course is also handled by same. Principal and different committees however work in supervision and implementation of above. Every department is given full control over syllabus, classes, material required for working and operational activity like workload, lecture schedule, field trip etc. committee advice on various decision like purchasing books and other goods, IQAC committee and other committee contain teaching staff, non-teaching staff and students. Every member is free to express its opinion and all the decision are taken with respect to stakeholders involved

- Admission committee is in charge of admissions.
- HODs are appointed which take major decision of their department and they ensure smooth teaching and working of respective department.
- Examination committees ensure the smooth and fair arrangement of the examinations.
- The internal quality assurance cell (IQAC) have been taking initiative for the improvement of academic selection and organization the effort of the departments for effective teaching- learning system.
- Various programs are organized for Quality education through IQAC, for this, work is done by making committees of student and teachers. Along with study and teaching, there are test and exams from time to time. Quality of higher education is determined by various committees and plan is made for it. All these committees, whether it is statutory, have administrative, legal representatives, senior citizen, parents of student and ex- student. Each committee has a convener and other members. This is also an example of decentralization.
- The work of office, UGC, higher education department of CG government, Shaheed Mahendra karma Vishwavidyalaya Bastar, Government and non government works have been done by office staff and teaching staff of the college, like fee collection, Scholarship, sending details of students to the university, conducting university exam, to start new curriculum, increasing the seat of student etc. office staff is responsible for the above work. With this we are following the decentralization in our college. It is taken care of by all the college staff and administration.
- Anti ragging committee are formed.
- Women Grievance Redressal Cell are established.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Each department and committee makes different plans and incorporated in the college (GNCT). Academic calendar is provided at the beginning to provide a map for smooth working of the college. Regular meeting is conducted by principal with committee members, HODs, staff for various plans and implementation. Institute design different plan of action and norms for implementation of various rules and decision.

Valuable feedbacks are sought from all the stakeholder and concerned for further improvement in the service.

In a short span of time since the establishment of the college in 2013 the college has emerged as an important institution of higher education in Bastar district. Keeping in mind the motto of knowledge is the best Assets has emerged as a major center of knowledge of the student. Some important decisions have been taken which shows its success.

1. In just 8 year from inception, the no of students has more than doubled.
2. Staff strength doubled from earlier.
3. Facilities increased in buildings, furniture, computers lab.
4. Websites created and updated.
5. Arrangements were made for online admission, exam form, nomination form.
6. Scholarship form and scholarship amount were submitted through online portal of the scholarship.
7. Reading rooms were made in the library.
8. Arrangements of Girls Common Room and computer Lab.
9. Recently well equipped with Wi-Fi connection.
10. To give the best of the best guidance regarding employment, and carrier through carrier orientation program.
11. Many program were organized to make the student moral socially capable to increase the feeling of love for the nation service to the nation and for holistic development.
12. Student performed in sports at sector, university and national level.

File Description	Document
Strategic Plan and deployment documents on the website	View Document

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

administrative setup, appointment, service rules and procedures, etc.**Response:**

The management, structural and governance are all operated under regulation laid down by state government higher education department. Principal is the top of the hierarchical order with having charge of financial, administrative and academic activity. University guidelines are executed by principal and it is the line of contact between college and higher education. Principal is assisted by HODs, librarian. Office staff and JBS STAFF.

Senior faculty is appointed as HODs in concerned department, sports activity is handled by sports officer. Librarian is responsible for functioning of library.

Service rules and promotion for teaching and non-teaching staff as per the rules and regulation laid down by authorities like UGC and cg govt.

Recruitment procedure: recruitment of teaching and non-teaching staff is done by government through Cgpsc and vyapam. Guest lecturer and Jbs are appointed by college on the basis of norms by government and jbs samiti.

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

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

The welfare measures for teaching and non-teaching staff are decided by the government are governed by the regulation and policies of the government and it is modified time to time when recommendations of the pay commissions are accepted. In case of regular teaching staff, the recommendations of the UGC are accepted. The institution has following welfare measures for teaching and non- teaching staff as per the cg government rules:

- There is a family benefit scheme for regular employees of college in case of accident or demise of the employee holding the post.
- The group insurance scheme (GIS), GPF and NPS for all employees who falls under its eligibility criteria.
- Its employee can avail the facility of partial withdrawal from their GPF accounts in case of urgent family needs like marriage purpose, education of children, construction of house and medical emergency.
- There is medical reimbursement facility for its staff.
- There is festival advance scheme and grain advance scheme and washing allowance scheme for class fourth non-teaching staff
- Class fourth employee getting clothes allowance.
- Childcare leave for female employee
- Staff can avail leave on various grounds after approval from the concerned authority.
- Facilities for T.A. and D.A. for college staff.
- Permission has been given to the college staff for training, promotion, and higher education as per rules.
- As per rules permission is given to teaching staff for refresher and orientation.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 6.62

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

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

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Performance appraisal system is an important mechanism for quality education. Students are the important stakeholder, feedback are collected every year from them. In this feedback is taken on the physical infrastructure of the college (GNCT), Method of teaching by teachers, completion of syllabus, clarity of teaching etc. and improvement are made accordingly. All the regular teaching and non-teaching staff have to fill up and submit his/her C.R. (Confidential Report) every year. The head of the institution scrutinize the details of C.R., mark his opinion and submit to Commissioner, Department of higher education for further action. Moreover, teaching staff of the college fills annually the prescribed API proforma which catches all the activities by the teacher is also submitted to Commissioner, Department of Higher education for performance appraisal. This proforma asking questions like number of publications in research papers, books, seminar, conferences, number of teaching hours and related activities. Apart from that it is also expected from teacher to involve in governance of the college to look after the examination related duty, various committee, curricular, co-curricular and extra-curricular activities as a convener.

Teacher performance also evaluated on the basis of their class result. On and off teacher also engaged in government assigned activities like election duty, social awareness campaign etc. All work should be filled up in API pro forma what the teacher has done so far. They are also being encouraged to use Teacher Diary to record their activities and maintain it on a regular basis from this academic year. The appraisal forms are assessed by the Principal and the required support and guidance are extended for better performance. Non-teaching staff are not given any appraisal form but their performance is assessed by the Principal informally by looking at their timely completion of their assigned works in a proper manner. The Principal one on one talks to the non-teaching staff and give required feedback for improving their quality work. Annual feedback is collected from the students by IQAC committee of the college regarding performance and conducts of teacher. Their feedback is analyzed and appropriate.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Our college (GNCT) is a government institute. The estimated budget per year is sought by the higher education department. This estimated budget is passed by the assembly in the form of budget in the next financial year, and we have to spend according to the same budget. Our college has internal audit committee, Estimated fund for expenditure on payment, library, laboratory, stationary, electric bill etc. are demanded. Our financial year is from 01 April to 31 March.

Audit of budget received from the government is done in timely by the audit department, which is performed accordingly. The audit departments are from higher education Chhattisgarh government. Local fund i.e. Janbaghidari samiti it's audit is done by C.A.

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File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 15.52

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	15.51648	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

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

Response:

Our (GNCT) strategies for mobilization of funds and the optimal utilisation of resources are as follows-

[A] Mobilization of Funds;-

1. Fees collected for janbhagidari.

2. Sale of application form admission. [Second and final year]
3. Fund allotted by government of Chhattisgarh and Rusa.
4. Fees collected by student for sports, development fund, caution money and sports amount are deposited in P.D. fund and development fund are utilizes for expenses, only janbhagidari fund could be used for this purpose.
5. Fund allotted by Non government are DMFT.

Estimated budget are sought by our college to government per year. It includes infrastructure, furniture, computer, almirah, laboratory, payment , current bill and other necessary allotments.

As a viable institution, we mainly depend on the budget received by the government.

Optimal utilization of infrastructural resources.

1. There is a fixed timetable for conducting the class so that the student can make use of maximum classes. There is deadline and work divisions for teaching and non-teaching staff.
2. There is a provision of necessary books, furniture in the library.
3. Contact classes and examination of Pt. Suderlal Sharma open university are conducted in the college.
4. Our institute had been used as a quarantine centre for CRPF Jawans during covid-19 pandemic.
5. NSS, various social, national programs and sports activities are organized in the college.

Optimal utilization of human resources.

1. Experienced and dedicated teaching and non teaching staff.
2. Utilizing the job comprehension of teaching staff according to university and UGC norms.
3. Planning of utilization of qualification of teachers in various active process committee of the college.
4. Experienced teacher helps in Account section of the college.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

In our college (GNCT) the IQAC was established in 4th July 2019, the cell has the responsibility to monitor all the ongoing activities, all the committees look at various academic, extracurricular,

administrative, extension service and financial aspects under guidance of IQAC for betterment of college

IQAC have taken following initiatives:

1. Improving Teachers Quality

- Monitoring quality of the institution processes
- Implementing quality initiatives, including ICT facilities to improve the quality of teaching learning
- The IQAC keeps in touch with all committees and monitors their functioning.
- College encourages to their teaching staff to crack the NET/SET for increasing the teaching faculties.
- According to the UGC norms regular teaching faculties are appointment by the CGPSC. Guest faculties are also appointed as per UGC guideline by the Principal.
- We follow the UGC norms.
- Encouraging teaching faculties to do refresher/ orientation .
- Appropriate action has been taken from feedback committee given feedback from the teacher and student.
- Teachers are tartar as internal auditor.
- Teacher diary and plan are prepared under the supervision of IQAC.
- Different levels of workshop based on country service, moral, legal, employment, are organized for the moral development of student.

2. Improving student progression.

- Number of student has increases in all the faculty of college, subject like Maths, physics, political science were started in 2018.
- College has a small computer lab with WI-FI students collects required information.
- Remedial facility is available for slow learner students. College provides the remedial material.
- Environmental studies are compulsory for 1st year classes, and field work in B.Sc. II
- Feedback has been taken from students and teachers based on that correction are made.
- Carrier guidance programs are organized through placement cell.
- Guidance has given by sport committee to student to play state and national.
- Students are made aware of patriotism social service environmental conservation and morally responsible.
- Regularly collect feedback from students for understanding their need and improve the facility for better student centric learning
- Students are motivated to join the latest knowledge science and events of the country and society to express their opinion.
- Arrangement of Girls Common Room.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

In our college (GNCT) the IQAC cell comprises faculty member of different department, students and respected citizen of this locality. The following examples of the college adopted to facilitate teaching learning process:

1. Use Of Technology

- IQAC promotes use of technology like audio video, film on the curriculum, you tubes videos Google meet etc. along with conventional teaching
- Computer lab has been established.
- Maximum student of this college come from poor economic background. This college located in tribal area where significant number of tribal people is illiterate. In order to bring them to main stream only good education is the way. Thus, the IQAC instruct the faculty member to encourage the students to use technology, online study platform for their learning and competitive exam preparation

• 2. Promotion of English language.

- Those students enrolled in this college have poor schooling. They have less command over English and on subject fundamental. In order to understand the class, lecture they will have to know some basic. On this area they are lacking. So, on the recommendations of IQAC the faculty member provide the remedial class to student to build their fundamental and understand the lecture at ease.
- Extra classes are arranged for this purpose.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**

4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: D. 1 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

Institution (GNCT) shows gender sensitivity in providing facilities such as:

Safety

Counselling

Common room

The college (GNCT) is a co-education campus and is keen in providing a suitable place for gender equality. A number of initiatives are taken by institute for sensitizing the student and staff about issue relating to safety and security of women. Women grievance redressal committee is established as per norms of UGC which aims to raise awareness about safety and security of female staff and student. The girl student is encouraged to be confident and motivated to find solution to their own problem. Career orientated program is also provided for future prospectus. The student finds easy access to principal.

The following steps are taken to strength the gender related affair:

Safety and Security:

The college (GNCT) has high priority to provide safety and security to students and staff. College has more girl students than boys. In order to feel safety and Security, College constitute the Anti-ragging committees, Committee against sexual Harassment, Disciplinary committee to look after gender related affairs and organize the awareness program related to gender quality particularly more emphasis on woman empowerment and their problem and solution. Moreover, the college also take care of female privacy by providing girls common room, separate washrooms etc.

1. Strictly follows the security affairs.
2. Anti ragging and Grievance redressal cell are introduced to the 1st year student .
3. Disciplinary squad has made a code of conduct for the student.
4. Timing for the girls student is 10.30 to 4.30 in the college
5. Girls were only allowed to outdoor study tour, NSS camp other activities with one or two female staff of the college.

Counseling:

The College (GNCT) has formulated the Counseling Committee and woman grievance redressal committee. These committees provide the counseling to students in the college. By organizing different

gender related programs, the students become more gender sensitive. Apart from gender issue if any other type of counseling needed to students such as career related, study related. personal problem etc are provided by faculty member

Common Room Facilities:

There is a girl's common room available in the college with basic facilities where she can relax, play, discuss, eat etc.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

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

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

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

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

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

Response:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Solid waste management: NSS volunteers and faculties organize many awareness and cleanliness drive and make aware nearby people about swachhbharat mission campaign. Campus is litter free. Separate bins for dry and wet waste.

Collected metal, wood, glass and plastic scrap from the laboratories , library, office and college campus were given to scrap dealer for recycle. Laboratory solids are collected and disposed of safely off campus.

Liquid waste management: The waste water from RO, toilets drained to septic tank. The liquid waste from laboratory is collected in a container and disposed off in such a manner to minimize the water, soil, and air pollutions.

E-waste management: we have so much e-waste in the college. We safely keep the former, unused electronic equipments, and call the local e-waste accumulator to collect former batteries, CDs etc, so that our college becomes clean and safe.

File Description	Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

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

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**

5. landscaping with trees and plants**Response:** C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

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

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

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: D.1 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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

Response:

Our college (GNCT) provides an inclusive environment for harmony towards, cultural, regional, linguistic, communal, socio economic and other diversities. Different sports and cultural activities organized inside the college. Promote harmony towards each others. Commemorative days like women day , yoga day, constitution day along with many regional festivals.

The message of truth, non violence and harmony is given by organizing Gandhi Jayanti. His message of cleanliness is conveyed to the people through the swachh Bharat abhiyan cleanliness rally is organized on this occasion. Human rights awareness is created through the celebration of the Human Rights Day. By organizing the constitution day, practice the fundamental rights and duties given by the constitution and there is a knowledge of equality and equal rights towards the people of the other caste, religion, and region. By organizing teachers day, respect for teachers and elders.

International Yoga Day, and fit India movement helps to inspire the people to do yoga, and keep their mind and body healthy and think above the regionalism and lingusism.

Donation program was run for the victims of flood in kerala, this is also example of nationalism and humanity by getting rid of regionalism.

Our NSS students organize skits to disseminate communal and socio economic messages. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal committee in the institute which deal with grievance without considering any ones racial or cultural background.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

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

Response:

Our (GNCT) vision is to enable the student to become sensible citizen and faithful to the nation. We believe in giving all round education to the students and sensitizing students on our constitutional rights, values, duties and responsibilities is one of the basic education given at the institute through various means.

Sensitization of students and employee of the institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. Many of the subjects offered have topics which sensitize the students about the constitutional obligations e.g. one institute level elective subject is based on basic knowledge of life related topics.

In addition to this many regular programs are conducted the institute to educate women about their rights. Often our professors are given their lecture among students on various rights, duties and responsibilities of citizens.

NSS unit of the institution conducts a cleanliness drive to mark the occasion of swachch Bharat Abhiyan in the college campus as well as in the nearby village area. An oath is taken by all students and faculties to keep their surroundings clean also many skits and dance performances are presented in various events related to sensitization. Various topics covered include corruption responsibilities of young child labor negative influence of society on our passion and dreams, social media abuse, favoritism, mental health etc.

I .Patriotism

- 1.Celebrating Independence Day, Republic Day and Flag Hosting ceremony.
- 2.Prakram Divas is celebrated in college in by Balakot Air Strike.

II civic sense

- 1.Our college constituted Electoral Literacy club for the election literacy, so that people can understand the importance of vote. And can cast their vote neutral, fearless and without any influence. Awareness program were made to make the voter ID. National Electoral Day has been celebrated every year. Encourages the voter to cast their vote fearless and without temptation.
- 2.College donated donation for the victims of kerala flood.
- 3.To give education of Human rights and moral values on Human Rights Day.
- 4.Information has given on constitution day about constitutional values given by our constitution.

III Environmental Consciousness,

- 1.Students are encourages for environmental conservation and promotion. Related course are present in curriculum. Tree plantation and anti plastic campaign is carried out. Message of cleanliness are given by Swachch Bharat Abhiyan.
- 2.To encourage the least use of electricity.

IV Covid-19 Times

Student and teaching faculties support the “Janta curfew” during the lockdown they execute their duty very well. For this they help the shopkeeper and grocery keeper to make the round circle before their shop to maintain the social distance. Volunteer helps the common people to get their ration in their home. Food distribution program of the government was also run by our volunteers. District administration has given the citation letter to our volunteers for this noble work.

Following steps were taken to keep the college campus more safe.

1. Covid-19 awareness program are made in the college.
2. Instructions were given to student and visitor for proper use of Mask and sanitizer.
3. Educational activities have done online.

File Description	Document
Any other relevant information	View Document

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

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

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

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

Response:

Various activity like essay competition, Rangoli, debate, quiz etc based on events. Program related to above are as follow: Institution organize national festival and birth/death anniversaries of the great Indian personalities. All these activities increase the moral values character and development in the student. We celebrate Independence days and Republic day across the country with full enthusiasm. The international days are also celebrated in our college.

- National youth day 12 January,
- National Electoral day 25 January.

- Teachers day (Dr. Sarvepalli Radhakrishnan) 05 September
- Gandhi Jayanti (Mohandas Karamchand Gandhi) 02 October
- Rashtiya Ekta Diwas (Sardar Vallabhai Patel) 31 October
- Constitution Day 26 November
- Human Rights Day 10 December

All the above important days are celebrated in the college to connect the student directly with their teachings and values. All the activities help the student to gain the moral values, ethics and philosophy for the holistic development of students.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Our best practices are as follows:-

Best practice: 1

1. Title of the practice:

Construction of Mini Garden.

2. Objective of the practice:

The major objective of this practice was to convert an unused area in the premises to a mini garden.

3. The Context:

Best practice involving preparation of Mini Garden.

4. The Practice:

A major area in campus was lying vacant and was unused, with limited resources available the staff and students decided to utilise with plantation of many ornamental plants, colourful flower plants,, with the

inspiration of principal, for this all the teacher and student gave their hard work and time to time to do plantation taking out the weeds, ditching, giving manure and water to the plants etc. Everyone took the responsibility of this together. Culmination of this is that a mini garden has taken its shape in the centre, in which different types of plants and flowers and flowerbeds are filled with Plants. There are meadows which seem like green carpets used by college students for their study work. Whenever colleges need to organise the program this mini garden helps a lot and even students are caring for the garden during programs. It gives a better feeling to our eyes after marathon work at the college and office.

This mini garden is the best conclusion of the collective efforts of the college staff and student. Whenever Gandhi Jayanti or any other workshop is organised in the college, then students prepares beautiful bouquet and garlands from this garden with this we welcome ourguests. The garden saves money as well as enhances the arts of the students. Truly this Garden brings the feeling of happiness over the faces of each person.

5. Evidence of success-

Practice of making Mini Garden is very successful. It attracts more blossom to us. By sitting here student and teacher feel relax. Greenery relaxes our eyes and mind after teaching and excessive work. It is kind of place where staff and student get charged. Whenever any program or workshop organized in the college we get flowers and necessary item to make bouquet. It saves our money and giving the chance to increase the skills. so the above activity makes its success.

6. Problems encountered and resources required.

The major Problem involved was the construction and the economic support, college staff took the challenges and faced several problems and made sure that this work can be completed in time. The second set back we face is maintenance as regular maintenance is a big task in front of management. We are actually trying hard to make this garden a success. There are various committees and work action plans made by the college to ensure smooth functioning and maintenance of the garden.

7. Notes: Recently we have developed Mini Garden, for environmental and campus welfare purpose. In future we will develop this garden as botanical garden.

Best Practice 2

1.Title of practice:

Plastic free campus

2.Objective of the practice:

The major objective of the practice is to create a plastic free campus and make awareness about harmful effect of plastic.

3.The Context:

Best practice on plastic free campus and awareness.

4.The Practice:

Plastic and its excessive use today have become a curse for mankind and the entire environmental system. Cows, bulls and other animals are dying by eating plastic bags and other plastic things. Due to the same plastic the fertility of the land is decreasing, it's because of the lack of the proper disposal of plastic and many problems are arising. By looking those environmental problems the Principal, teaching staff and organized club i.e. Eco Club has decided to make the entire college campus a plastic free zone. Plastic use was observed in the beginning and after various sessions and discussions on plastic free campus. The members of the college family automatically stopped using plastic bags and single use plastics in the college and for this awareness programs are run from time to time, under which the college campus is cleaned every 15 days. And the villages around the college are also made aware of the ill effects of plastic, as a result of this single use plastic and sheet are not used in the college and the entire college has become beautiful, clean in the form of a plastic free zone. In this all the college staff, students are self aware and this awareness shows our love for the environment and makes us feel good and responsible toward the nation. We as an institute try to include this value to villages nearby as it is the most important step in the conservation of nature.

5.Evidence of success

This practice is very successful. Students are beginning to know the bad effect of plastics use. Plastic are rarely used by student, and disseminate the knowledge of bad effect of plastic to their home, society and village. The slogan of “No Plastic use“ has spread over the society and environment. College campus is regularly checked by student and whenever they found such mess they instantly clean the campus.

6. Problems Encountered and Resources Required.

The major problem was switching from plastic as we all are aware of the fact that plastic is the most easily available material so the major problem was finding alternatives as there are very few cheap alternatives. And another major problem is to create mindset among the people and make a change as it is the challenge faced by most of the world.

7. Notes:

Our idea of “Plastic free campus” is disseminate over the village, and homes. As well as with the help of NSS we bring the awareness among the people, to keep away our livestock from the plastic. Plastic consumption by any cattle is dangerous to their lives. Plastic generally spoil the fertility of land.

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

7.3 Institutional Distinctiveness

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

Response:

The main objectives of our college (GNCT) –

The holistic development of student “our vision flashes the main point, as to provide higher education at low cost,” along with student become socio economic, politically strong and responsible citizen of country. Our college (GNCT) made necessary efforts to accomplish this vision. College put some enterprises for overall development of the student.

Some activities are as follows to support our vision.

[I] Skill development in students to get employment.

1. Our college has placement and employment cell under which many programs conducted by cell to guide the student. Some students are doing government job and some are self employed.
2. Teaching faculties encourages the student to get the information of employment and some acquire general knowledge for competition exams.
3. College provided WI-FI and computer, so that students get the information of Job.

[II] Development of social responsibilities in the student

It is the fact in our vision that student can become a responsible citizen of the country , society and nation, for this our college organized many programs related to swachch Bharat Abhiyan, under which swachhta Pakhwada, use of toilet, sanitization and various programs conducted by NSS. Eco balance, clean and green environment has done through plantation.

“Narwa, Garwa, Ghurwa, au Badi” according to this NSS camp organizes 7 day camp, in which water conservation, example – making small bund on small streams and conservation of endangered species. On concept of organic fertilizers and kitchen garden, above work has done and inspired to do animal vaccination.

During covid-19 pandemic, lockdown were seen the nation. Our college volunteers provided the necessary items to the needy person, help the grocery and provision store to make the round circle before their shops. Food was provided to workers coming from far away. Encourage the common people for vaccination. Whenever there is a crisis in the country, staff/student stand with it, whether it was kerala flood, donation in PM relief Fund for uttrakhand disaster victims, our college staff deducted their one day salary or the PM relief Fund. Our student were always eager to do the social works.

[III] Sense of social and sexual equality among students.

In this view also our college (GNCT) lives up to better. Number of girls student are more than the boys. Time to time various program were organized in the college to bring equality in sex, there is a sense

of respect for girls in boys, no discrimination anywhere. There is no any sexual harassment case seen in our college. There is a separate Girls Common Room for girls.

[IV] Development of moral values in students.

We can see the respect, love, affection and harmony among the students in our college. College organizes Gandhi Jayanti and other program to disseminate the moral values such as truth, non violence and good behavior. Respect for Teachers among student. On Teachers day student conduct program to show their respect and affection for the respected Teachers.

Senior student organized the welcome party for Junior student and have the feeling of affection for junior, they show respect their senior and conduct the farewell party for the final year student. No case of conflict in between senior and junior and even no anti ragging found in our college.

[V] Personality development in student through sports and cultural activities.

“A sound mind in a sound body” keeping this in mind college organizes many sports activities like cricket, kabaddi, volleyball, badminton and chess etc in which student take part in the events, and lead our college at state and national level. Sports certificate helps the student to get the job like police personnel, CRPF, CISF and ARMY. Emphasizes on importance of health through Fit India movement and Yoga Diwas. Students participated in NSS camp, Azadi Ka Amrit Mahotsav, and other cultural program and understanding the rich cultural heritage of the country.

[VI] Development of sensitive conscious personality in students.

Programs related to sensitivity and awareness on national and international issues and events are organized and developed the awareness and sensitivity among student. By organizing various events such as Human Right Day, constitution Day, Voter Day, and forming the Electoral Literacy Club, legal Literacy Club. Information of human right and legal are given to students. With this they achieve the wider perspective.

Environment awareness and sensitivity developed among students through movements like tree plantation movement, cleanliness movement, Plastics free campus. The student coming out from here is blessed with a comprehensive coordinated approach. Here the pass out students have repaired the community bathroom with their own money which shows their sensitive awareness.

[VII] Development of leadership skills in students-

Our college (GNCT) gives enough compassion on development of leadership skills among student and encourages the students. Placement of students in different committee and students council of college. Programs organized by the students under the leadership of senior student and supervision of senior faculty head. They are free to input new ideas, coordination and presentation in program with this development of leadership skill increases and helpful to lead a heavy mass in the future.

In this way our college (GNCT) conducted many programs and activities for the holistic development of our student, so that they become the responsible citizen.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

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5. CONCLUSION

Additional Information :

Govt. Naveen college Tokapal (GNCT) was established with the objective of providing high quality higher education at low cost so that the people of this area can get rid of social, political, economic backwardness and they can stand on their own feet and become self reliant. With this, they could become responsible citizen of the country. To fulfill this vision our college is constantly striving with its limited resources.

Our college (GNCT) is located in a remote tribal dominated area, low education rate and full of Naxal activities , yet we are constantly active in lightning the light of knowledge. It is a culmination that in last three year, we have started courses like political science with mathematics group [Maths, Physics, chemistry] This can lead to maximum welfare of the student and stakeholders of the area.

The college (GNCT) has to motivate its faculty members to increase their academic qualification and to do research. Our Principal has Ph-D. Alongwith other two Assistant professor also have the Ph-D, including this 7 has qualified SET. Our institute is government and co-educational and has to provide higher education to all class and community without any discrimination. Here both student girls and boys have equal opportunity. In the last few year, the number of girl student has been equal to or more than the number of boys.

OBC, ST, SC etc and other eligible students are given scholarship by the government and are directly deposited online in their account. The facility of GIS and Insurance is provided to all the officer and staff of the college.

E-Governance is followed in the college, admission process examination form enrollment are all done online. Payment of officers and staff etc. in the college are all done online.

Concluding Remarks :

Eight year ago (2013) establishment of this college (GNCT) had done by the higher education department of the Chhattisgarh government. Its goal is to provide higher education to the people of this region.

Its motto is “Gyanam Sarvottam Sampada” and efforts are being made to make arrangements accordingly.

Facing the challenges of higher education sector in the new era this college is continuously increasing the resources by improving the quality of its service. Faculty and students are constantly engaged in their duty. According to its vision the college is trying to create responsible citizen of the country, society and nation by spreading the world of knowledge. Who can be self reliant in their social, political, economic success. Many students are working in government service.

Effective courses planned in our college are conducted.

- Academic activities are followed by the academic calendar of the university and the college’s own calendar.
- The college (GNCT) has well organized students centric education system and dedicated staff.

- Good furniture room, Girls common room, laboratories, playground, library wi-fi facility.
- The college (GNCT) students are very calm, decent and polite everyone respects each other so far and no case of ragging has come to light in official/ informal form.
- Full respect of female staff and student in college and safety precaution is taken regarding this.
- Through NSS, love for country, society, nation social reform, health consciousness, democratic and constitutional values are reinforced in the minds of the students.
- The process of accreditation of college to 2F from UGC is pending due to covid-19. As soon as the 2F is recognized, the action for permanent affiliation will be taken immediately.
- We expect the entire team with NAAC assessment, accreditation, as they will get the grade, in the same way they will get the grant from UGC then the college will have all round development in various fields and new courses and resources will be developed in the interest of the students and becoming a centre of knowledge.

NAAC