YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	**GOVT. MINIMATA GIRLS COLLEGE BALODA BAZAR**
• Name of the Head of the institution	**DR Kalpana Upadhyay**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**07727296074**
• Mobile no	**7898352207**
• Registered e-mail	**mmgirlsbb@yahoo.com**
• Alternate e-mail	**girlscollegebalodabazar@gmail.com**
• Address	**Panchsheel Nagar Baloda Bazar**
• City/Town	**Baloda Bazar**
• State/UT	**Chhattisgarh**
• Pin Code	**493332**
2.Institutional status	
• Affiliated /Constituent	**Affiliated**
• Type of Institution	**Women**
• Location	**Semi-Urban**

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Pt. Ravishankar Shukla University**
• Name of the IQAC Coordinator	**Suryakant Sahu**
• Phone No.	**07727296074**
• Alternate phone No.	**07727296074**
• Mobile	**9754007669**
• IQAC e-mail address	**suryakantsahu25@gmail.com**
• Alternate Email address	
3.Website address (Web link of the AQAR (Previous Academic Year)	www.mmggcbb.in
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mmggcbb.in/downloads/Academic%20Calendar.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.17**	**2022**	**12/04/2022**	**11/04/2027**

6.Date of Establishment of IQAC	**06/12/2013**

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

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

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Preparation of academic plan. 2. Maintenance of quality as per NAAC Parameters. 3. Organizing value added course. 4. Entering in to MOU.

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

Plan of Action	Achievements/Outcomes
1. Preparation of academic plan.	1. The academic calendar was executed during the year.
2. Maintenance of quality as per NAAC Parameters.	2. All the related activities were done in context to AQAR Submission.
3. Organizing value added course.	3. Three value added course organised.
4. Entering in to MOU.	4. One MOU were signed.

13.Whether the AQAR was placed before statutory body?	No
• Name of the statutory body	

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	03/01/2022

15.Multidisciplinary / interdisciplinary

The curriculum prescribed by affilated university Pt Ravishankar Shukla Raipur is run in the college. The Subject Conducted in the college are as follows:-

Arts Group:- Hindi Litrechare, Geography, Economics, Home Science, Sociology, Political Science

Science Group:- Mathematics, Chemistry, Physics, Zoology, Botany.

Home Science:- All Cumpulsury Subject.

Environmental Studies is include as a compulsory subject in the first year of all the faculty.

16.Academic bank of credits (ABC):

Institute follows the syllabus priscribed by affilated University.

17.Skill development:

This institute affliated to the Pt. Ravishankar Shukla University Raipur and we strictly followed the carriculum prescribed by the university. some value added course organised for skill development like- Beutician Course, Stitching Course, English Spoken Course, Karate Training Course.

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

The College is run in Hindi medium. The learning is made more student centric by the use of both languages, English & Hindi, during teaching as the students are more from Hindi medium background. However students are encouraged to write key terminologies and definition in English.

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

Program Outcomes of all the programs are identified at the university Level. The course outcomes help the stakeholders (faculty) to manage the resources effectively to the maximum extent. This creates path to improve the result and overall performance of student continuously. Hard Copy of syllabus and Learning Outcomes are available in the departments for ready reference to the teachers and students. Soft Copy of Curriculum and Learning Outcomes of Programs and Courses are also uploaded in the Institution website for reference. The attainment of course outcomes are measured by asking spontaneous questions in the next lecture and conducting class test after the completion of each unit.

20.Distance education/online education:

Distance education/online education is not operated in the college. As per instrution of the department of higher education Chhattisgarh Govt some classes were conducted in online mod through google meet due to Covid-19 in this year.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**143**

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

2.Student

2.1 Number of students during the year	**961**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**260**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**329**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**9**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**18**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**09**

4.2 Total expenditure excluding salary during the year (INR in lakhs)	**230000**

4.3 Total number of computers on campus for academic purposes	**4**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Minimata Girls college strictly follows the curriculum laid by University. To achieve the mission and vision of the college, the college prepares its academic calendar according to the university academic calendar and works as follows:-

1. Information of different courses, fee structure, admission process, etc are given in details in college brochure and website.
2. A consolidated time table is framed by the time table committee (comprises of faculty members of the college) and is displayed on the notice board of college/departments and also uploaded on colleges website.
3. In the beginning of the session, various committees are formed by the Principal and are assigned separate work according to academic calendar.
4. All the departments and teachers prepare and maintain lesson plan, daily diary, attendance register regularly.
5. The Unit test, quarterly and pre exam are organized as per the academic calendar by the college.
6. To evaluate the work of all, staff counsel and review meeting held regularly by the principal.
7. The teacher follows different innovative and effective teaching-learning techniques.
8. Library available for both staff & students is equipped with subject books, reference books and newspapers.
9. The library has about 15795 books and has subscribed for 5 newspapers, & 3 magazine.
10. Apart from the academic, NSS camp of 7 days is scheduled every year to make them aware of social activities. NSS activity includes. blood donation awareness program, tree plantation, Swachchhta Abhiyan etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The college prepares its own academic schedule in compliance with

the academic calendar of CG higher education department and Pt. Ravishankar Shukla University Raipur. The evaluation system is fixed in advance and communicated to the students at the beginning of the session. The college administration is very much concerned about the attendance, a minimum of 75% attendance in all subjects is compulsory for appearing in final exams. All the checked answer books of internal exams are shown to students and preserved and documented. Remedial measures are taken for students showing poor performance in internal exams by arranging extra classes.

The internal examination time schedule as per academic calendar for the session 2021-22 was as follows:

1. First unit test: 05 October 2021

2. Second unit test: 03 November 2021

3. First term test: 01 -03 December 2021

4. Third unit test: 05 January 2022

5. Second term/half yearly test: 20-22 January 2022

6. Fourth unit test: 08 February 2022

7. Pre-final examination: 22-23-24 February- 2022

8. Annual practical exam: 26 March -09 April 2022

Annual university exam: from 16 April 2022 to 15 June 2022

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of	C. Any 2 of the above

Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

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

1.2 - Academic Flexibility

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

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

0

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

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

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

3

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

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

196

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

At present institute does not run any special courses on above mentioned topics like As Per Gender Equity, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum. The curriculum designed by the university, Pt. R.S.U, Raipur, Our curriculum recommends compulsory paper on "Environmental studies and Human Rights" in the first year of all UG level course (B.A, B.Sc. and Bsc.(Home science) . Along with that a number of intra-college activities are arranged involving the students under NSS,NCC' YRC and RED RIBBON.

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

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

7

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

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

584

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/document/d/1gkU1Bi7WiImeKdUIOxyk0Mt9jLw7sRU4/edit?usp=sharing&ouid=106440265868047075273&rtpof=true&sd=true
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://docs.google.com/document/d/1gkU1Bi7WiImeKdUIOxyk0Mt9jLw7sRU4/edit?usp=sharing&ouid=10644026586804707527 3&rtpof=true&sd=true

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

352

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

159

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

We make following effort after screening the slow learner and advance learner:-

For Advance learners:-

1. Providing book notes coaching (additional).

2. Asking questions related to the subject during and after teaching.

3. Explain the method of presentation of Question & Answer.

For Slow learners:-

1. To encourage regular attendance in classes.

2. Providing additional classes and notes books.

3. We Explain the Topic by method of solving questions.

4. Explain the subject with simple and interesting examples related to daily life.

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

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

Number of Students	Number of Teachers
961	**7**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The learning is made more student centric by traditional Methods of

teaching as well as the use of internet and smartphone for making notes and models are encouraged. Departmental tours are organised from time to time in the college. The English Club, GK Club, Health and Nutritional Club is formed in the college. Through IQAC Cell, College conduct many activities and program such as seminars/ Quiz competition, Cultural/ Sports/ NCC/ NSS, activities to develop participatory learning of students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The college administration persistently encourages faculty for adopting innovation and creativity in teaching and learning methods. Extension lectures are organised every year so that student get chance to interact with subject experts. Project work and extracurricular activities are emphasised to enhance confidence, interest and aesthetic perception of students. Seminar/topic presentation boost their confidence level and also allows to excel in public speaking skills. Whats App group was created for each class to circulate important information and share learning videos, animations and carrier opportunities for students. The participation of students in NSS and YRC provides a lot of opportunities to develop social values and democratic values in young generation.

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

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

2.3.3.1 - Number of mentors

5

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

9

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

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

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

5

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

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

2.4.3.1 - Total experience of full-time teachers

103

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

Internal Assessment marks submitted by the teachers are analysed by internal exam committee which is made by the principal. The Exam committee meets at the end of the every month to report the timely submission of marks and evaluate student performance. Internal Assessment marks with attendance are available to every student during teacher guardian-student meetings. If a student finds discrepancy in marks or attendance, he/ she can approach the concerned teachers.

The Principal continuously interacts with staff members through Staff councils and Departmental meetings to discuss upon any matter regarding Internal assessment, evaluation process etc., concerned with departments. The faculty continuously monitors the performance of the students and provides academicguidance and psychological counselling.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

The mechanisms for redressal of grievances with reference to evaluation process both at the college and University level are as follows: At College Level: Students are made aware of their progress by conducting internal assessment, unit test, quarterly, half-yearly examination, pre-examination, if students are not satisfied with their test results then they directly approach the concerned faculty member, who in turn will discuss the performance of the student. At University Level : If a student is dissatisfied with his/her result

in the university exam there is a provision for revaluation of the answer scripts as well as supplying photo copies of the evaluated answer scripts.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The College has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students:-

1. Hard Copy of syllabus and Learning Outcomes are available in the departments for ready reference to the teachers and students.

2. Soft Copy of Curriculum and Learning Outcomes of Programs and Courses are also uploaded in the

Institution website for reference.

3. The importance of the learning outcomes is communicated to the teachers in every IQAC Meeting and College Committee Meeting.

4. The students are also made aware of the same during Tutorial Meetings.

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

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

Program Outcomes of all the programs are identified at the university Level. The course outcomes help the stakeholders (faculty) to manage the resources effectively to the maximum extent. This creates path to improve the result and overall performance of student continuously.

The attainment of course outcomes are measured by asking spontaneous questions in the next lecture and conducting class test after the completion of each unit. The faculty also assigns students home assignments and presentations to provide an opportunity to achieve the goal.

Regular orientation and encouragement has increased the gross enrolment of outgoing students in higher education in last few years. The university result measures the final attainment of CO, PSO and PO by the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://mmggcbb.in/downloads/Programme%20Outcome%20&%20Course%20Outcome.pdf

2.6.3 - Pass percentage of Students during the year

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

323

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may

design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/spreadsheets/d/1QgA6uq7G1YRy4MjMFS34lres1Fjy a77yVeHFF_vLY6E/edit?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

The college has developed an ecosystem where different activities are being conducted for creation and transfer of knowledge as well as to inculcate research attitude in their students. These activities are aimed at training soft skill and the promotion of Research attitude. Science faculties motivate students to learn through small research based experiments from samples collected from environment in place of ready to use kits. They have also given group tasks to enhance their collaboration skills. NSS & Red Ribben Cell conducted various activities in innovative ways, tree plantations, Swacch bharat Aabhiyan, Awareness programmes about cleanness. These activities helps students to understand the various problem faced by the society. It enables them to find out solution on them. Vocational Training programme for soft skill development (Mashroom training) was organised for the students.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**

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

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

0

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

3.3 - Research Publications and Awards

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

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

5

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

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

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

0

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

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

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

0

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

3.4 - Extension Activities

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

The college administration and faculty motivates all the student for active participation in extension activities in the neighborhood community (Bharsela Village) and city (Baloda Bazar). Bharsela Village is our Godgram.But no significant work could be done in this session.

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

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

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

0

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

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

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

0

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

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

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

0

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

3.5 - Collaboration

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

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

0

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is located at Panchsheel Nagar, Baloda Bazar. The college is spread over an area of 2.83 hectare. The institute has a well-organised, magnificent building symbolising grandeur of the institute. This building covers a total area of 1458.52 sq. m. It is a double storied. There are 09 lecture halls and 03 laboratories. The other amenities comprise of library, playground, Girls Common Room, Cycle Stand, N.S.S., NCC & YRC/SICK Room.

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

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

The College has a Regular post of sports officer and Newly built college building with ground provides opportunities for sports entitle to the students. Sports Officer has Appointed for formulation sports activity in the College . Also class fourth employees are also available to assist sports activities. There is Very Healthy atmosphere for Games Sports and Cultural Activities in the College. Many Students of the College have already represented at State Level, Inter University Level and National Level Tournament. The Institution Provides following Sports Facilities to the Students.

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

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

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

`0.3`

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

4.2 - Library as a Learning Resource

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

The post of Librarian is approved in the college, but due to non-regular posting on the post of Librarian, the library is conducted by in-charge.The college has students from rural areas who use the library daily. The college building is constructed in such a way that the students can take full advantage of the library. Information is provided by the library in-charge for providing book to students on different days according to class.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://www.mmggcbb.in/EventGallerypage.aspx?val=Library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**D. Any 1 of the above**

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

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

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

2

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

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

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

30

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

The college has 04 computers with printer, scanner, external hard disks, Pen drives to fulfil our needs. Wi- Fi facility has been installed which covers half side area of first floor and ground floor of the college. A Broadband connection with Phone Number 07727-296074 was allotted from BSNL, unlimited monthly plan and 60

`mbps till 3300 GB, up to 2MBPS beyond Internet Connection.`

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

4.3.2 - Number of Computers

`4`

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

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

File Description	Documents
Upload any additional Information	<u>View File</u>
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

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

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

`2.30`

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

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

There are established system and procedure for maintaining and utilising physical, academic and support facilitiesas follows:

Maintenance of College Building:

Themaintenance of college building and electric fitting is done by the CG Public Works Department (PWD).Minor maintenance works are done with funds from the Jan Bhagidari Samiti.

Maintenance of class rooms:

Regular cleanliness is done by sweeper. The students are motivated to throw refuses in dustbins and keep their classes clean. All the maintenance and repair works of building was done by PWD.

Maintenance of Laboratories:

There are 3 laboratories which are equipped with the basic equipment facilities. The laboratory equipments are maintained by the concerning Head of the department due to lack of supporting staff.

Maintenance of IT Facility:

The computers and their accessories are maintained by the supplier during the warranty period. Routine Maintenance is done by the concerning office staff.

Maintenance of Sports facility:

All sports fagilities andgame activities are maintained by Sports officer with the help peon.

Maintenance of Library facility:

The Library is comprised of issuing section and reading room facility. Librarian ensures the maintenance and functioning of library services through support of peon.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

763

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**B. Any 3 of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

61

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

There is an active student council in the Institution. The member of the student council are selected on the basis of academic merit. There are number of committees inwhich active participation of these members can be seen like Science club, Environment Club, Cultural-Literary Club, Red Ribbon Club, Red Cross Society etc.

Descriptions about the various activities performed by student council:- Teachers' day celebration, Welcome ceremony for the fresher's. Actively monitoring about the timely availability of resources. Monitoring library facility and availability of books. Active participation in Alumni Meet. Taking decision to organize farewell party. National Mathematics Day Celebration.

Painting Compition on Covid-19

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

23

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

5.4 - Alumni Engagement

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

Alumni association was formed in the year 2015. The first meet of alumni association was held onFebruary 07.In this meetChairman, Secretary,Treasurer etc were selected . Second Alumni Meet was organised 18/01/2016 in which 15 Students participated. To connect more people alumni whatsapp group was created in 2020 which now has almost 450 participants.In the year 2020Alumni association meet held on in which alumni participated.

Few ex students are now placed in respected jobs.

S.N. NAME OF STUDENT PROGRAMME PRESENT PROFESSION 1 Sarashwati Ghritlahare B.Sc. Teacher 2 Satrupa Dhruwanshi B.A. Teacher Class -1 3 Himani Verma B.A. Teacher 4 Nirmala Verma M.A. Rojgar Sahayak 5 Gayatri Verma B.A. Teacher Class -2 6 Khileshwari Dhruw B.A. Teacher 7 Meena Verma B.Sc. Teacher 8 Ganeshwari Yadav B.A. Teacher 9 Sheela Manikpuri B.A. Teacher 10 Nileema Verma B.A. Sports Teacher

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is to serve the education equally to all the students. The majority of the students enrolled in this college belong to the scheduled caste, scheduled tribe and obc. They belong to rural background and below poverty level. The institution intends to develop moral values as well as empower girls through quality education and meaningful learning process.

Mission

To provide sufficient opportunity for women in higher education. To assure all round development of our girls.

To provide social awareness among girls.

File Description	Documents
Paste link for additional information	http://mmggcbb.in/
Upload any additional information	**No File Uploaded**

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

Govt Minimata Girls College has an active involvement of each and every staff member in smooth conduction of overall academic and administrative responsibilities. The College administration has formed number of committees which include permanent staff, Guest faculties, office staff and students depending on the nature of committees. Staff council/ IQAC/NAAC /Grievance Redressal/Internal Compliance and Planning and Implementation committee/ are responsible for monitoring of academic and administrative responsibilities. The committees are as folllows:-

1 Examination Cell

2 Purchase committee

3 Sports committee

4 Admission committee

5 Library committee

6 Janbhagidari committee

7 Time Table committee

8 Red Rebbon committee

9 Research committee

10 Help Desk committee.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping in view the mission and vision of the institution the faculty and students of the college devote themselves in various activities. Being the only girl's college of the district, it is the duty of the institution to excel in girl education and set an example in front of the society. Majority of our students are coming from rural and low economic profiles who are often the first girls to avail higher education in their families. Hence college feels a need for their all round development by incorporating extracurricular activities, sports, extension activities to make them confident and responsible citizens.

As a result of constant motivation, our student Ku Gayatrigot thefirst postition and other four students got places in the merit list of BSC (Home science) released by the university for session

2020-21.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organizational structure of college includes the Principal as Administrative Head of the Institution. Academic staff includes 18sanctioned posts for Professor & Assistant Professor (8Filled). Non teaching Staff includes One Librarian, One Sanctioned post for Sport Officer, 1 sanctioned post for Assistant grade II (0 filled) , Two sanctioned post for Assistant Grade III(2filled) , 6sanctioned post for Lab technician, 7sanctioned post for Lab Attendant. and 2 Peon as Class IV employee.

The Directorate of Higher Education is the principal authority as it is a Government Institution and all the academic and administrative decisions are taken by the Principal. The college follows the guidelines and ordinances of its Affiliating University, Pt. Ravishankar Shukla University and UGC, New Delhi. The staff council, Finance committee, Internal Compliance committee, Grievance Reddressal committee and Internal Quality Assurance Cell (IQAC), help the Principal in managing academic and administrative responsibilities of the institution.

The service rules for teachers and non-teaching staff are as per UGC and the State Government. Recruitment of teachers in college is made through Chhattisgarh Public Services Commission. Guest faculties are selected on the merit basis as per rules of UGC and Director of higher Education. Teachers are promoted as per UGC regulations through Directorate of Higher Education. The staffs submit their grievances, if any, to the Principal. The grievances of students are redressed by the Grievance Redressal Cell and the Principal.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	[View File]()

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

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

6.3 - Faculty Empowerment Strategies

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

As the College is a Government institution, only government welfare schemes are applicable for the teaching and non-teaching staff. The State Government has framed many acts/rules & regulation for effective welfare measures for their employees and these rules are amended/updated time to time. All the employees of state Government are covered under Chhattisgarh Civil Services rules. The rules which govern welfare measures include: Civil Service Conduct rules, Anukampa Niyukti, Chhattisgarh Pay Revision Rules, Rules for Various Allowances, Chhattisgarh Civil Service Medical Reimbursement Rule, Travelling Allowances, Family Benefit Rules Chhattisgarh Civil Service (Leave) Rule 2010, Chhattisgarh Civil Service (Promotion) Rule 2003, Chhattisgarh State (Retirement) Act 2012, Chhattisgarh State (Pension) Rules.

Other effective Welfare measures:

Casual Leave (13 Days), Half Pay Leave on Medical Ground (20 Days)
Earn Leave (10 Days per year for Teaching staff and 30 days per year
for non teaching staff), Maternity Leave(6 Months) Paternity
Leave(15 Days), Study Leave (max 2 Years),Teacher Fellowship (for
Teaching Staff) and Summer/Winter Vacation (for Teaching
Staff).Child Care leaves (730 days) under special condition as per
CG State Government Rules, Allotment of Government Quarter on
request and availability and Gratuity.

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

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

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

0

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

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

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

0

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

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

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

0

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

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

Yes, Annual Self Assessment Performa based on the directives of UGC has been prepared by the Department of Higher Education of Chhattisgarh Government. Thus Performance based Appraisal System (PBAS) has formally been introduced for teaching and non-teaching staff. They fill up a self assessment form that has the details of their performance during that session every year. The committee of

few senior assistant professors then assesses the performance of the faculty member and report to the Principal. The Principal himself also monitor day to day working of the staff and then evaluate each of them at the end of each academic session on the basis of their efficiency.

The Principal takes steps to improve the performance of the faculty on the basis of their review and evaluation. Based on the performance of the professors and the staff, the Principal forms committees for the efficient working of the administrative staff and increase the efficiency of the teachers for the smooth running of the college.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. The internal financial accounting is done every month and is completed before 10th of every month considering all the previousMonth transactions. After completion of the monthly accounts the same accounts are audited by the internal auditors from departmental staff (Economics faculty) appointed by the Principal. If any mistake is identified or short coming is reported, the same is rectified within that month by the concerned departments/officers. A report of the monthly expenditure (MER) is prepared every month and sent to the Directorate of Higher Education.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during

the year (not covered in Criterion III)

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

0

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

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

The college administration ensures optimal utilization of funds through the following procedure: The establishment expenditure of the college including salary and other expenditures are received from the Department of Higher Education, Government of Chhattisgarh for which an estimated budget is sent in February and November every year. Draft budget is prepared every year taking consideration of the requirements of each department.

Budgetary provisions are made use of for administrative and academic activities. The budget is utilized to meet day-to-day operational and administrative expenses and maintenance of the fixed assets. All financial matters like fee collection and salary are supervised and taken care of by the Principal.

All Payments are done only if authorized by the Principal. Most of the payments are done through cheques, bank drafts NEFT/RTG and internet Banking. Record of every transaction is maintained in the Stock Registers and cash books by the Assistant grade clerk, the librarian and Head of the Departments.

The construction of the building and other structures and their maintenance is done by the Building construction and Maintenance Committee through PWD under the supervision of the Principal as per the orders of the Commissioner.

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

6.5 - Internal Quality Assurance System

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

The major contributions of IQAC for quality enhancement in this institution are as follows:-

The institute has started a regular result analysis of university exams and internal exams every year which helped us to identify the points where students of this region are performing less and hence our faculty members have started putting extra inputs for students in form of sharing notes, preparing for question bank, guidance on how to write answers in exams etc.IQAC organizes pratibha samman for students in merit list every year.

Collection and Analysis of Feed Back: Feedback collection from all the stakeholders i.e., Students, Teachers ,parents and Alumni which is further analyzed and necessary actions are taken for improvement of academic and overall development of our students.

Students were motivated for active participation in college programs, extension activities like NSS, NCC, YRC and Sports by giving them benefit of class attendance and felicitating students who performed well in such activities at the time of annual function of our college.

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

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcome at periodic intervals.The IQAC evaluates the teaching and learning process through the Students feedback and with the help of Heads of Departments.The Principal conducts meeting of the Staff Council to review the overall performance of the College and presents the perspective Plan. Teaching- Learning is one of the aspects considered in the development of policy and strategy. The Head of the institution give surprise visits to classrooms to ensure proper delivery of lectures, punctuality and regularity of classes. All the subject teachers (permanent and guest faculty) conduct the result analysis to discuss the performance, the syllabus, and strategies for improvements in staff meetings and the report is presented in IQAC meeting for analysis and recommendations. Advance teaching plan for every month is prepared for every course and all the members do teaching accordingly so that the courses can be completed in scheduled time.The principal assess the quality of teaching through a vigilant inspection of class during lectures and verification of attendance and daily diary monthly and regulator interaction with students. The faculty conducts test as per academic calendar and evaluate and discuss about theshortcoming of individual student.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Specific Facilities provided for women in terms of :-

1.Safety and Security

1. Counseling

3.Common Room

1. Day Care Centre for Young Children

5.Any other relevaint information

1.Safety and Security – To ensure safety and security of our students, outsiders are strictly

prohibited in college campus. Photo ID card has been issued to each students and no other person is allowed inside campus without proper entry in visitor's register & prior permission of principal. The sexual harassment/anti-ragging committee for gender issues has been framed to provide better safe guards.

2. Counseling- All the students are counselled regularly for hygiene, nutritional and psychological issues.

3. Common Room- In the institute, there is a separate common room with adequate light, fan, first aid box, BP machine and other facilities available for Girls. Also Sanitary Pad Vending Machine with incinerator (destroyer) facility are available in our

`institute.`

`4. Day care center for young children- This facility is not available in our institute.`

`5. Any other relevant information -`

`CCTV- CCTV has been set up in the college building for the safety and security of Girls. Through this, continuous monitoring of the college campus is done.`

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1VF83IzQ_c_X9MOcVQv0CQcjZ3kQ2f08b/edit?usp=sharing&ouid=10644026586804707S273&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	`D. Any 1 of the above`

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	**No File Uploaded**

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

`Solid Waste Management:Discarded stationery waste, fused bulbs and tube lights are collected from various administration office in dust bins and sent to municipal collection centre, and rest of the solid biodegradable wastes like left over from lunch boxes, fruit refuse leaves collected in garden etc are dumped for compost preparation, maintained by NSS and youth red cross unit.`

Liquid waste management: The drain around the college building is built through which the water of the college building is drained.

Bio medical waste management: There is no Bio medical waste at present in the college.

E waste management:Printers, cartridges and computers are first brought in the notice of write-off committee and then disposed according to guidelines.

Waste recycling system : There is no system of Waste recycling in the college. However, rain water harvesting system installed in our college.

Hazardous chemicals and radioactive waste management: There is no Hazardous chemicals and radioactive waste at present in the college.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles**	**A. Any 4 or All of the above**

3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

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

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

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

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

Govt. Minimata Girls college has been undertaking various initiatives in the form of celebration of days of Eminent personalities, national festivals, NCC and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment.

The college and its staff jointly celebrate the cultural and regional festivalsorientation and farewell program, induction program, rally, oath, women's day, yoga daycelebration etc, religious ritual activities are performed in the college.

In this way the institutes efforts/initiatives in providing an inclusive environmental for every one with tolerance and harmony towards cultural regional linguistic communal socio-economic and other activities.

Type of Event Date Name of Event Objective Yoga 21.06.2021 Yoga day To bring happiness to our lives and strengthen our sense of community Exhibition 02.10.2021 Gandhi Jayanti Getting acquainted with Gandhi's life and taking inspiration from his life Guest Lecture Vidhik Sakshrta To inculcate the spirit of social entrepreneurship among the students. Celebration 08.03.2021 International Women's Day Celebrations of woman empowerment Celebration Fresher Party To make fresher comfortable and develop a free interaction. Celebration 4th Sunday of nov month NCC DAY To inculcate in the cadets the sprit of unity discipline and service to the country. Celebration Mahadevi Verma Jayanti Getting acquainted with Mahadevi's life Celebration 26.01.2022 Republic Day

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

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

Our college undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. On 26th Nov , Constitution day is celebrated in our institute every year. On constitution day our guest generally narrate the fundamental rights, Duties, Values and responsibilities of citizens as stated in Constitution of India.

Professor Mrs.Sunita Tyagi nominated as SVEEP PROGRAMME Coordinator under whose guidance, Electoral literacy club and voters awareness forum are created to literate the students and the general public about the Democracy. A voters pledge programme is organized on 24th Jan for students and faculties at college campus every year. Essays, slogans, Rangoli competition, debates, quiz competitions are organized on the national voters day at college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1ZbmzLlyt6dWzIxxCo8B0X3biVvsR-omQ/edit?usp=sharing&ouid=10644026586804707527&rtpof=true&sd=true
Any other relevant information	Nil

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

teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

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

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

Our institute believes in National Integrity and rich Culture and thus we celebrate our Independence Day (15 august) and Republic Day (26 January) and Constitution day (26 November) with lots of enthusiasm and patriotism. Birth Anniversary of Mahatma Gandhi and Lt. Prime Minister Lal Bahadur Shastri (2 October) andNational Mathematics Dayis celebrated on 22nd December every year, on the birth anniversary of one of the greatest Indian mathematicians, Srinivasa Ramanujan.Activities like motivational lectures, slogan writing, speeches are also organized . All the students and teachers celebrate birth anniversary of Indian President, Sir Radhakrishan on "Teacher's Day".

Youth Red Cross Unit celebrates World AIDS Day (01 December), by arranging various events like slogan writing, rangoli competition, essay writing, poster presentation and health checkup among students.

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

7.2 - Best Practices

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

Best Practices – 1

1. Title of the practice -College Uniform

2. Objectives of the practice

To inculcate a sense of discipline and equality among the girl students.

3. Context.

The Dress Code was initiated by Swati Verma, the student union president of the session 2014-15.

4. Practice

The Proposal came to the notice of the Principal and after the Permission it was adopted by the students, the thought behind it was to develop a sense of civilization. The dress code are as follows:

1.B.A. - Purple

2.B.Sc -Science / Mathematics - Yellow

3.B.Sc-Home Science -Pink

4.M.A. -Green

5. Evidence Of Success

Since 2014-15 the students attend college in their prescribed uniform every day.

Best Practices – 2

1. Title of the practice

Permanent Award

2. Objectives of the practice

To encourage the students to get maximum marks in the annual examination

3. Context.

Former Principal Dr. Urmila Rani Gupta Started Permanent Award to encourage the girls . In this way, the award has been closely linked and today 7 Permanent awards are given to the students.

4. Practice

Seven permanent awards are given in the college, in which the donors have fixed some amount, and

the interest amount, is given to the student as award annually.

5. Evidence Of Success

As a result of this permanent award, our students were encouraged to get the position in the merit list issued by the university as follows:

- In 2020-21, 5Girls of B.Sc. Home Science.

File Description	Documents
Best practices in the Institutional website	https://docs.google.com/document/d/1aXWqSYWZXYFHH_CRxWQIKXm5TNPTWTtf/edit?usp=sharing&ouid=106440265868047075273&rtpof=true&sd=true
Any other relevant information	https://docs.google.com/document/d/1V5I6Wf0X8JJ7KnE4ayVsksRBE657kKIy/edit?usp=sharing&ouid=106440265868047075273&rtpof=true&sd=true

7.3 - Institutional Distinctiveness

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

The college was established in 1989 with an objective to educate the girls of nearby villages and Baloda Bazar town. It is the only Girls' College in entire Baloda Bazar district.Majority of our students are coming from rural and low economic profiles who are

often the first girls to avail higher education in their families.The college administration hence works tirelessly to provide them best education and opportunity to choose the best career option when they leave this college. Although we have shortage of permanent faculties, supporting staff and funds but with smooth coordination and cooperation we all ensure to give our 100% to this institute.The teachers treat students as their own child and ensure their security and safety. They also provide personel counselling when ever any student is stress and always try to help their students.Students are motivated to participate in various intra college/inter college and social awareness activities through NSS/YRC to strengthen their personality and confidence and to prepare them for future.The college IQAC has initiated to collaborate with other institution for academic collaboration and skill development.

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

7.3.2 - Plan of action for the next academic year

1.Introduction of new skill based value added coursecourses.

2. Preparedness for implementation of NEP 2020.

3. To improve physical and academic infrastructure.

5. Enrichment of the lab.

6. Enrichment of the library.

7.To prepare Students for self defense and organise programs for it .

8.Increase ICT Rescources.

9. Increase in MOU.

10. Organisation of the programmes on cross cutting issues.