

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# ***Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions***

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;

- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

## **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

## **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([naac.aqar@gmail.com](mailto:naac.aqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

RUNGTA COLLEGE OF SCIENCE AND TECHNOLOGY

1.2 Address Line 1

GANJPARA G.E.ROAD

Address Line 2

NA

City/Town

DURG

State

Chhattisgarh

Pin Code

490023

Institution e-mail address

science@rungtacolleges.com

Contact Nos.

91-9229155559

Name of the Head of the Institution:

Dr.Tripti Agrawal Jain

Tel. No. with STD Code:

0788-2324235

Mobile:

91-9229155559



Name of the IQAC Co-ordinator:

Miss. Priyanka Pitale

Mobile:

91-9229344424

IQAC e-mail address:

science@rungtacolleges.com

1.3 NAAC Track ID :- **CHCOGN24378**

1.4 Website address:

www.rungtacolleges.com

Web-link of the AQAR

[http://rungtacolleges.com/RCST\\_IQAC\\_AQAC\\_2017-18.pdf](http://rungtacolleges.com/RCST_IQAC_AQAC_2017-18.pdf)

1.5 Accreditation Details (All courses including B.ED)

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	2.52	2017	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

06/06/2015

1.7 AQAR for the year (for example 2010-11)

2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC **AQAR 2017-18 submitted to NAAC on - NA**

1.9 Institutional Status

University

State

Central

Deemed

Private

Affiliated College

Yes

No

Constituent College

Yes

No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

#### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

#### 1.11 Name of the Affiliating University (for the Colleges)

Hemchand Yadav Vishwavidhyalaya, Durg, C.G.  
(Formally known as Durg Vishwavidhyalaya, Durg)

#### 1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="06"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="02"/> Faculty <input type="text" value="04"/>
	Non-Teaching Staff <input type="text" value="02"/> Students <input type="text" value="02"/> Alumni <input type="text" value="02"/> Others <input type="text" value="02"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="5"/>
International	<input type="text" value="0"/>
National	<input type="text" value="0"/>
State	<input type="text" value="0"/>
Institution Level	<input type="text" value="5"/>
(ii) Themes	<input type="text" value="Workshop on Mushroom Technology&lt;br/&gt;Workshop on PCR&lt;br/&gt;Workshop in Research Methodology&lt;br/&gt;Workshop in Stress Management&lt;br/&gt;Workshop on SPSS/SAS/Latex"/>

## 2.14 Significant Activities and contributions made by IQAC

Women's Day Celebration at Old age home, Pulgaon, Durg 8<sup>th</sup> Mar 2018 under the banner of ASPIRE teacher association.

Rally at Civic Center for promoting no cracker in Diwali Celebration

Awareness Program on Breast Cancer

Awareness Program on Cyber Crime

Seminar on Transgender

Faculty Development Program

Poster and Quiz Competition

Mehandi, Rangoli Competition

Free book distribution to poor financial background students

World Environment Day Celebration

Ozone Day Celebration

Office management training to support staff

Spoken English classes for students of Hindi medium

Aptitude classes for management students

Mock Parliament

Diwali Milan celebration in college campus

Holi Milan celebration

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

<b>Plan of Action</b>	
<b>Plan of Action</b>	<b>Achivement</b>
<b>Cognitive Aspect</b>	
Syllabus Completion	All most 100% completion
Lesson Plan	Prepared by all faculty members
Teachers Diary	Completed
Proper functioning of each cell monitoring	Keen monitoring was done to comply the objectives. Cells are Women cell Grievances Redressal cell Alumni Sports and Cultural cell Anti Ragging and Anti Narcotics cell
<b>Evaluation</b>	
Conduction of Unit Tests	02 No in average for annual and semester pattern
Class Tests	02 No for annual and semester pattern
Model Exam/Pre sem Exam	01 No for annual and semester pattern
Retest	As per requirement for fail or poor performers
Memorandum of instruction prepared by faculty members	This helps the students to know the proper pattern for writing
<b>Co-cognitive Aspect</b>	<b>Achievement</b>
Culture /Sports/Literacy activities	Annual cultural & sports event “Rungta Carnival 2018” have been successfully completed Department wise, Literacy activities have done like seminar, poster presentation, Quiz.
Community Participation	Community Camp was organized by education department
	Old age home visit at Pulgaon chowk Durg on 8th Mar 2018
	Aids Day Rally & awareness camp.
	Ozone Day Celebration
	Workshop on Transgender
	Blood donation camp
Skill Development	World Environment Day
	Computer Training program for supporting staff and Office management.
	Special Arts and Craft Classes For B.Ed/M.Ed students
	Software training on LaTeX , SPSS, SAS, Faculty
Spoken english classes for all students	
Departmental Visit	All departments have visited national level institute / labs for technical & professional exposure.
Preparation of AQAR	Reconstruction of IQAC.
	With Collective efforts of all members AQAR prepared

Proposal for seminar / conference.	2 proposal for Workshop and National conference at CGCOST, 1 proposal for National conference at NAAC. 1. Two –Day workshop on “Research Methodology and its impact on enhancement of Quality Education.” 2. “Research interventions in Biotechnology and their applications in sustainable resource utilization”.
Research Orientation talk	Research seminar by PG students Summer Internship done by BBA-6 SPSS/SAS
NEWS Letter	"Exemplar"-Biannually news letter of institute has been published successfully.
Execution of Internal examination & result	As per academic calendar
Feed back	360 degree appraisal system practiced by IQAC
AISHE portal work	AISHE work done Ref Id-C-21664
Swachh Bharat Summer Internship	52 students registered in SBSI.
Employability among student	Spoken English classes for all students
	Mirror Activity by Training and placement department
	Interview handling session by Barkley India Pvt.Ltd.
	Placement Activity Cell formed by Training and placement department.

*Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body    Yes     No   
Management     Syndicate     Any other body

Provide the details of the action taken:

## Part – B

## Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	4		4	
UG	7		7	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate				
Others				
	12			

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **Elective Option**  
(ii) Pattern of programmes: B.com final year provides elective subject option.

Pattern	Number of programmes
Semester	07
Trimester	
Annual	05

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, the course curriculum of B.Ed was revised in the year 2015. MCQ has been added to M.Sc syllabus.

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
81	72	Nil	8	1

#### 2.2 Total No. permanent faculty with Ph.D.

15
----

#### 2.3 No. of faculty position Recruited (R) and Vacant (V) during the year.

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
20	-	-	-	-	-	-	-	20	-

#### 2.4 No. of

Guest Faculty	6
Visiting Faculty	6
Temporary Faculty	Nil



## 2.5 Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level
Attended Seminars/Workshops		1	1
Presented papers	12	2	
Resource Persons			1

## 2.6 Innovative Processes adopted by the institutions/Department in Teaching and Learning:

- Use of ICT
- Peer learning
- Self note making session
- Onsite training
- Project based learning.

## 2.7 Total no. of actual teaching days during this academic year.

Annual	124
Semester	206

## 2.8 Examination/Evaluation Reforms initiated by the Institution/Department

- There is a continuous evaluation system
- While correction of papers , step-wise marking is followed
- Unit test is based on short (small portion) coverage of syllabus
- Evaluation is based on curricular , co-curricular and extra-curricular activities
- Assignments of PG classes are Power point seminar presentation.
- Retest is conducted for the students who score low marks.
- MOI is build for students to understand how to answer in examination.
- Group Discussion happens in class so that students can have hands on understanding.
- MCQ based revision has been started so that classes remain interactive.
- Open book examination.

- Transparency is maintained in evaluation process.
- Appointment of Examination Coordinator by respective Departments.

### **2.9 No. of faculty members involved in curriculum development in curriculum restructuring/revision/syllabus development.**

Curriculum development /revision are exclusively university work however time to time suggestions have been communicated to revise the syllabus/chapter. Letters for the same have already been sent.

### **2.10 Average percentage of attendance of students**

Total Average	82%
---------------	-----

### **2.11 Course wise distribution of pass percentage.**

Title of The Programme	Total No. of students appeared	Division				
		Dist%	I Div	II Div	III Div	Pass%
PGDCA	20	NIL	9	11	0	100
BSc CS	41	NIL	5	18	1	59
BCA	69	3	25	3	NIL	41%
BBA	92	NIL	16	29	NIL	49%
B.COM	137	NIL	7	77	7	66.4%
BSc MB/BT	105	7	30	34	NIL	61%
MSC MB/BT	13	NIL	09	02	NIL	85%
MSc CS	2	NIL	1	NIL	NIL	50%
B.Ed	151	NIL	36	36	NIL	74%
M.Ed	25	NIL	9	9	NIL	72 %

**2.12 How does IQAC (if any department level) contribute/Monitor/Evaluate the Teaching and Learning processes**

- The teaching diary and attendance of the students is monitored and cross checked by the HODs followed by the Principal
- Academic Delivery report is prepared at the end of every month to update the course completion status, Assignments, UT, and CT. This helps in IQAC to monitor the accurate class performance.
- Teaching Process- through FDP sessions, evaluation sheet is given to all the other faculty members who give grades on the basis of presentation under categories namely time management, content, layout of PPT, presentation skills.
- Learning process -By taking periodical feedback from students. Evaluation of UT/CT/Model or Pre- Sem results, so that if the numbers scored are less in some subject , remedial classes can be taken . QB, Lecture notes are kept in the soft copy so that it can be made available to the students.
- PIR and DPIR are maintained for proper evaluation of teaching and learning process and code of conduct.

**2.13 Initiative undertaken towards faculty development:-**

Faculty/Staff Development programs		No. of Faculty benefited
Refresher Course		
UGC-Faculty Improvement Programs		
HRD Programs		
Orientation Programs		
Faculty Exchange Programs	*Mr. Manish Tiwari visits from RSR to take Lectures of Physics in RCST twice per week. *Mr.Sachin Harne visits from RSR to take lectures in CS	7

	<p>twice per week .</p> <p>*Ms. Srijani Ghatak visits from RSR to take lectures in CS twice per week.</p> <p>* Ms. Shweta Dubey visits from RSR to take lectures in CS twice per week.</p> <p>* Mrs. Annu Singhal visits from RSR to take lectures in BBA twice per week.</p> <p>* Mr. P.K.Shukla visits RCST to take lectures of corporate accounting in B.Com twice per week.</p> <p>*Dr. S.C Das visits RSR and GDR from RCST to take Lectures of Physics \$ per week in each college.</p>	
Staff Training Conducted By Other Institution	Training Program of PHP(Hypertext Pre-Processor – Personal Home Page ) was organized by RSR , Bhilai .	2
Summer/Winter Schools, Workshops etc	Faculty members participated in NIOS (National Institute of Open Schooling) Symposium. Bringing School Community Relationship into classroom practices. 26 <sup>th</sup> and 27 <sup>th</sup> March'18. (Mrs Rita Gupta and Mrs. Mouli Chakraborty )	2
FDP in College	In the last week of Dec' 17, FDP presentations happened in two phases for all departments. Per faculty 2 Power point presentations were prepared One subjective topic and another common topic.	30

#### 2.14 Details of Administrative and Technical staff

Category	No. of Permanent Employees	Number of Vacant Positions	No. of Permanent positions filled during this year	No. of positions filled temporarily
Administrative staff	10	-	3	-
Technical Staff	5	-		-

## Criterion –III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC (if any at department level) in sensitizing/ promoting Research Climate in the institution

- In-house workshop on Research Methodology  
Speakers – Dr. Tripti Agarwal Jain (Principal ,RCST)- Gave an overview of PhD and explained about how to conduct research work .  
Mr. Arpan Dey (I/c HOD MB/BT, Ph.D pursuing from MATS University) – Explained about different softwares which can be used for research work.  
Mrs. Preeti Naveen Yadav ( HOD Commerce , Ph.D pursuing from MATS University)- Explained about how to conduct research work and how to write research paper.  
Dr. Shefali Mathur -Procurement of Fund from various funding agencies
- In-house workshop on Software for Research – Latex  
Speaker :- Ms. Priyanka Pitale ( HOD CS, Ph.D pursuing from CSVTU )
- To promote students and faculty members to attend seminar/conference
- In MB/BT department , to make a group of research oriented members with one mentor regarding this has been started .

#### 3.2 Details regarding major projects: - NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects: - NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

### 3.4 Details of Research Publications:

	International	National	Others
Peer Review Journals	7		
Non- Peer Review Journals			
e-Journals	3		
Conference proceedings			

Peer Review – 1) Brief Review on Medicinal Aspects of Withania Coagulans Dunal-Arpita Mukharjee (MB/BT)

2)Review on Amaging Benefits Roselleand Their Uses - Arpita Mukharjee& Kabita Banerjee (MB/BT)

3)Significance of Gamma Globulins in Multiple Myeloma Through SerumElectrophoretic Pattern – Arpita Mukherjee (MB/BT)

4)Heavy Metal Degradation by Isolated Pseudomonas Species- Arpita Mukharjee & Khushbu Chandrakar

5)A Review on Potential Drug : Centella Asiatica - Arpita Mukharjee, Anindita Mukharjee ,Arpan Dey

6)Critical Review on Steviol Glycosides : Pharmacological, Toxicological and Therapeutic Aspects of High Potency Zero Caloric Sweetener- Shefali Mathur

7)Improve Security of Data using Image Steganography and Cryptography Method-Mahendra Kumar Sahu

e-Journals – 1) A Survey on Encryption Techniques – Mahendra Kumar Sahu

2) K-Anonymization Techniques for hiding Multi-Sensitive Information – Anisha Tiwari

3) A Review on K- Anonymization Techniques– Anisha Tiwari

### 3.5 Details on Impact factor of publications:-

Range	4.3-7.4
Average	6.348
h-index	
Nos.in SCOPUS	

Peer Review – 1) Brief Review on Medicinal Aspects of Withania Coagulans Dunal-Arpita Mukharjee (MB/BT)-IF-4.382

2)Review on Amaging Benefits Roselleand Their Uses - Arpita Mukharjee& Kabita Banerjee (MB/BT)-IF-6.647

3)Significance of Gamma Globulins in Multiple Myeloma Through SerumElectrophoretic Pattern – Arpita Mukherjee (MB/BT)-IF-6.647

4)Heavy Metal Degradation by Isolated Pseudomonas Species- Arpita Mukharjee & Khushbu Chandrakar-IF-7.421

5)A Review on Potential Drug : Centella Asiatica - Arpita Mukharjee, Anindita Mukharjee ,Arpan Dey-IF-6.647

6)Critical Review on Steviol Glycosides : Pharmacological, Toxicological and Therapeutic Aspects of High Potency Zero Caloric Sweetener- Shefali Mathur-IF

7)Improve Security of Data using Image Steganography and Cryptography Method-Mahendra Kumar Sahu

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2) K-Anonymization Techniques for hiding Multi-Sensitive Information – Anisha Tiwari

3) A Review on K- Anonymization Techniques– Anisha Tiwari

**3.6 Research funds sanctioned and received from various funding agencies,industry and other organizations- NA**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/college				
Student research projects (other than compulsory by the University)				
Any other				

(Specify)				
Total				

### 3.7 No. of books published- NA

I. With ISBN No.	
II. Chapters in Edited Books	
III. Without ISBN No.	

### 3.8 No. of University Departments receiving funds from

UGC-SAP	
CAS	
DST-FIST	
DPE	
DBT Scheme/funds	

### 3.9 For Colleges

Autonomy	
CPE	
DBT Star Scheme	
INSPIRE	
CE	
Any Other (specify)	

### 3.10 Revenue generated through consultancy:-

- Mr.Arpan Dey ( MBBT Dept.) –Quality Assurance Training of Food & Beverages
- Mr. Santosh Singh (Computer Science Dept.)- Major & Minor Research Projects of different Institutes.
- Mrs. Durga Mishra (Management Dept)-Motivational, Behavioural and Orientation Program at different Institutes.
- Mrs. Manjusha Koushley (Commerce Department)- Conducts Financial Audit for Business firms.



### 3.11 No. of conferences organized by the Institution/Department

Level	International	National	State	University	College
Number					4 (MB/ BT, CSE Management & Commerce and Mathematics )
Sponsoring agencies		Sanctioned National Conference on Research Interventions in Biotechnology & their applications in sustainable resource utilization by CGCOST proposed in July 2018			GDR Society

- MBBT-Environmental Consciousness: An Approach of Physical and Life Sciences
- CS-Cyber Security and Cyber Crime
- Management & Commerce- Role of Banking Sector in Socio-Economic Development of India.
- Mathematics – Graph Theory

### 3.12 No. of Faculty served as experts, chairpersons or resource persons

-Dr. Tripti Agarwal Jain

### 3.13 No. of collaborations

International	
National	
Any other	MATS University and SHRM Biotechnology Pvt. Ltd, Kolkata

**3.14 No. of Linkages created this year :-**

09

**3.15 Total Budget for research for current year in Lakhs :**

From funding Agency	
From Management of University/College	
Total	

**3.16 No. of patents received this year :- NA**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

**3.17 No. of research awards/recognitions received by faculty and research fellows of the institute in the year :-NA**

Total	International	National	State	University	Dist	College/Department

**3.18 No. of faculty from Institution/ Department:-**

Who are Ph.D guides	01
Students registered under them	01

**3.19 No. of Ph.D awarded by faculty from the Institution /Department:- NA****3.20 No. of Research scholars receiving the fellowships (Newly joined + existing ones ):- NA**

JRF	SRF	Project fellows	Any other

**3.21 No. of students participated in NSS events: With SRGI group**

University level	State Level	National level	International Level

**3.22 No. of students participated in NCC events :**

University level	State Level	National level	International Level
1			

**3.23 No. of Awards won in NSS: - NA**

University level	State Level	National level	International Level

**3.24 No. of Awards won in NCC:-**

University level	State Level	National level	International Level
1			

**3.25 No. of Extension activities organized: - NA**

University level	State Level	National level	International Level

**3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility**

Extension Activities	
Institutional Social Responsibility	<p>Ozone Day Celebration – MB/BT Dept  AIDS Awareness in Risali Village , Rally &amp; Street Play – MB/BT Dept  Swacch Bharat Abhiyan  Distribution of water pots for little birds  Women awareness programme  Traffic awareness lecture delivered by Deputy Superintendent of Police .</p> <ul style="list-style-type: none"> <li>• Organization of world Environment Day .</li> <li>• Poster/Collage making competition on various issues of the society during Carnival .</li> <li>• Oral hygiene camps in nearby village</li> </ul>

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13557.14 SqM	-	-	13557.14 SqM
Class rooms	15	-	-	15
Laboratories	12	1 Zoology lab	By college Management	13
Seminar Halls	1	-	-	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	Equipments	By college Management	1 Lab & Specimens, Instruments
value of the equipment purchased during the year (Rs. in Lakhs)	-	189408.00	By college Management	189408.00
Others	-	-	-	-

#### 4.2 Computerization of administration and library

##### Computerization of administration

1. Biometric system for attendance
2. Entire campus is under surveillance of CCTV
3. Online Management Information System.
4. Online internal exam portal available
5. Local Area Network for all office & department Computers.
6. Computerized e monitoring security system by RFID technology
7. Online Admission Process.

##### Computerization of library

1. Digital library.
2. Software used to maintained online issue/ returned and extension registers.
3. Delnet software
4. Five computers are placed in library open excess to the faculty member and students.
5. Bar coding on books

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6605	1515189.00	1210	557660.00	7815	2072849.00
Reference Books	1476	1180587.00	24	44946.00	1500	1225533.00
e-Books	Delnet (e-books)					
Journals	113	106250.00	10	9500.00	123	115750.00
e-Journals	3	15000.00	-	-	3	15000.00
Digital Database	-	-	-	-	-	-
CD & Video	-	-	20	2000.00	20	2000.00
Others (specify)	-	-	10	1500.00	10	1500.00

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	120	3	1 BSNL 10Mbs	1	1	2	5	1
Added	02	-	1 BSNL 4Mbs & Jio Wifi	-	-	-	-	-
Total	122	3	BSNL 14 Mbs	1	1	2	5	1

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. UBANTU OS Software Training.
2. In house workshop where we have used of software Latex and Mendeley.
3. Bioinformatics Software Training.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT

181723.56

ii) Campus Infrastructure and facilities

-

iii) Equipments

189408.00

iv) Others

**Total:**

371131.56

## **Criterion – V**

### **5. Student Support and Progression**

#### **5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- Group mail ID & whatsapp communication for the fast messages delivery.
- Feed back its analysis & remediation approaches.
- Softcopy of study material
- Memorandum of Instruction for different test.
- Different community activities: Save environment program, Swachh Bhart Summer Internship.
- Different seminar and workshop for community issues : Awareness program of AIDS, Ozone Day celebration.

#### **5.2 Efforts made by the institution for tracking the progression**

1. Personal growth sessions are conducted in all departments.
2. Tracking the progress of students through class test, assignments, model exams, and counseling.
3. Weak students are identified in the class with the help of their respective class teachers and remedial coaching is arranged.
4. Each student meets their mentors, on a one-to-one basis. These are out-of-classroom personal meetings in which the mentor gets to know the student personally and keeps track of their academic performance, attendance record, course registration, fulfilment of course requirements and so on, giving guidance where necessary on matters pertaining to academics.
5. Various committees to support the students such as student welfare, grievances and redressal, women's cell etc
6. Periodic parent - teachers meeting to convey the progress of wards and to elicit their views on various issues.
7. Department meetings are being conducted to monitor the progress of the action plan.
8. Alumni tracking progressions.

**5.3 (a) Total Number of students**

UG	PG	Ph. D.	Others
592	38	-	21

(b) No. of students outside the state

35

(c) No. of international students

NIL

No.	%
274	42.09%

Men

No.	%
377	57.91%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
338	48	42	219	-	649	358	25	36	231	1	651

Demand ratio - 65%

Dropout % - 02%

**5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

1. The department specially conducts special coaching to the students for competitive examinations.
2. A course on Mathematics for Competitive Examination is offered.
3. Training on Aptitude and Reasoning Skills is rendered.
4. Conducting special classes for English grammar and Verbal.

No. of students beneficiaries

100

**5.5 No. of students qualified in these examinations**

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC		UPSC	-	Others	10

**5.6 Details of student counselling and career guidance**

**Counselling Guidance**

1. Counseling is provided to the students as a psychological support.
2. Weekly a period is allocated in the time table for student counseling, students are encouraged to convey their grievances and needs more freely to the mentors.

3. Counselors counsel students of poor academic performance, for their improvement in the studies.
4. Student mentors deal with all the students having social, economic and personal problems.
5. The students having the problem in academics and some of the personal problems are solved through counseling done by subject teachers and class mentors.

### **Career Guidance**

1. The Career Guidance Cell is catering to the needs of students with the following objectives
  - To organize coaching classes for competitive exams such as CAT, GRE, MAT Exams and to counsel them for higher studies.
  - To give ideas for preparing the materials for exams
  - Students are given guidance for Entrepreneurship.
2. CV workshop was conducted to help students write their CVs to improve their chances of getting recruited.
3. Skill Enhancement Training from Training and placement department.
4. Training for Effective Communication, interview and Group Discussion by Mr. Vishesh from Barkley India Ltd.
5. Corporate Grooming Programme conducted by Management Department RCST.
6. Mock Placement program “MIRROR” is conducted for pre final and final year students.
7. Spoken English Programme.

No. of students benefitted 400

### **5.7 Details of campus placement**

<b>On campus</b>			<b>Off Campus</b>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
22	70	11	-

### **5.8 Details of gender sensitization programmes**

- IQAC organizes “Transgender Awareness Seminar” on 21th March 2018 to aware students about third genders.

### **5.9 Students Activities**

#### **5.9.1. No. of students participated in Sports, Games and other events**

State/ University level 22      National level 40      International level -



### 5.9.2 . No. of students participated in cultural events

State/ University level  National level  International level

### No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	38	449780.00
Financial support from government	102	606575.00
Financial support from other sources		
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

### No. of students participated in other activities.

- Department of Computer science organized NFS LAN games, Code Mania, Pix mix competition for the student.
- Department of Biotechnology & Microbiology students participated National level seminar and presented poster and research papers.
- Mock Parliament organized by department of management & department of commerce students.
- Department Management & Department of Commerce students organized every week GD/PI classes.

### 5.12 No. of social initiatives undertaken by the students

4

- Department of Biotechnology & Microbiology students organized plantation in save environment program.
- Awareness program of AIDS
- Ozone Day celebration
- Swachh Bhart Summer Internship

### 5.13 Major grievances of students (if any) redressed:

#### **Dept. of Commerce:**

A case was discovered when it was found that one of the student of B.Com. Part II was not reporting to the college from many days. After making a call to the parents it was brought into the notice of the college that the girl leaves home daily on time for the college. Desperate enquiry was done and it was found that she used to sit in the café of the campus but avoided coming to college. The parents of the student were called to the college. A counselling session was organized long with departmental staff , HOD and the parents for the students. The entire scenario was discussed with the parents and suggestions from the parents were accepted to tackle the girl for effective monitoring. The parents requested to confirm them during her absence.

#### **Dept of Computer Science:**

During the Class Test Examinations, students had reported dissatisfaction in their examination with regard to the Paper of Computer Hardware of B.Sc Part I. They reported that the question asked in the subject were out of course and not from the syllabus. On the contrary, previous year main exam question paper was shown to them and it was informed that the question paper was referred by that paper only. Entire reason of variation was discussed with the students and grievances were resolved.

## **Criterion – VI**

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

#### **The vision and mission of Rungta College of Science & Technology, Durg are as follows:**

##### **Vision**

To contribute to the progress of the state, nation and humanity as a whole by providing education through research and innovation to the future citizens and creating a new order of peace and prosperity. ”

##### **Mission**

“To pave a path for the student to trade confidently, gaining knowledge and skills that they may use to take the nation to the pinnacle of success.”

##### **Core Value**

#### **Rungta College of Science & Technology shall exhibit the following:**

- The college imparts quality education through traditional & innovative learning practices.
- The institution provides a dynamic and creative environment, to tap and nurture talent development of professional skills and all around personality.
- We provide education that is flexible and adapts to meet the emerging needs of society. Imparting quality education through traditional and innovative learning practices.
- The institution inculcates good moral values and a sense of nationalism in keeping with the glorious heritage of the institute.
- The institution has craved its name by its determination to build a society replete with fertile brains and upright citizens.
- The institution aims to provide skilled techno graphs and competent professionals. We create a learning environment in the institution’s campus for making the students dynamics and vigorous to exploit existing technology extensively.
- The college aims to motivate the students to make them socially responsible citizens and to bring out their creative potential nurture the spirit of critical thinking.
- To provide quality education by making accessible to all sections of society.

## 6.2 Does the Institution have a management Information System

Yes, the institute has own MIS. There are self -developed gateways for MIS. They are as follows:

- There is library software through which issue and return is maintained. The book list is also updated in the software.
- The attendance of the staff members is done through Biometric.
- The attendance of the students is maintained in the system through which consolidated attendance could be fetch at any time.
- Results of the Ct & Model/Pre Sem are all managed in exam portal.
- Admission through computerized SETU portal.
- All computers are connected with LAN.

6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

As the curriculum development is the prime work of University and Board of Studies. However, from time to time the institute provides necessary verbal/written suggestions for the same.

### 6.3.2 Teaching and Learning

Academic program runs strictly on institutional academic calendar. Every subject is planned accordingly in log book i.e. teaching diary.

1. ICT integration with classroom.
2. Departmental seminars and invited lectures by experts.
3. Mentoring & critical monitoring of students.
4. Remedial classes for slow learners & economically backward students
5. Training/ of faculty through workshops/seminars.
6. Group Discussion Methods, Structured framework of monitoring of course work coverage & difficulties solving session.
7. Exposure of students UG/PG to subject wise conference for updated curriculum knowledge.

### **6.3.3 Examination and Evaluation**

- Examination is continuous & comprehensive process with Unit Test/Class Test, Pre Sem Model Test.
- Co-curricular & extra curricular activity evaluates Retest & analyse the student 360 degree.
- Appointment of Examination Coordinator by respective depts.
- Faculty members are involved in preparation of university question papers.
- Preparation of Memorandum of Instructions for the question papers given for Class Test and Model Examination.
- The marks are displayed on the notice board.
- Remedial actions are taken for the failure students.
- Continuous evaluation through different methods like internal assessment test, assignments, presentations, projects etc. are done.
- Initiation of Open book examination as a method of evaluation.
- Transparency is maintained in evaluation process.

### **6.3.4 Research and Development**

- Research Committee review the research proposal before submission to any authority for procurement of grant-in aid. Proposal by the departments of IQAC and MB/BT was put before the Principal office for final approval and submission at CGCOST , Raipur. MB/BT has received the acceptance of the proposal.
- The faculties are given opportunity to attend the Seminar, Conference and Workshop for upgrading their knowledge and research skills.
- M.Ed Dissertation Work.
- M.Sc Projects
- BBA Minor Projects.
- PGDCA Projects.

### **6.3.5 Library, ICT and physical infrastructure/ instrumentation**

- The various departments are required to submit the requisition in the beginning of the session regarding the books to be procured. The necessary books are procured from the best quotations received.
- The library has been digitalized.
- Labs are updated according to the need of course curriculum by various department for which stock registers are prepared.
- The entire campus is e-savvy with CCTV surveillance service. The computer labs are maintained by the computer department where software is available according to the course curriculum.
- 24x7 wifi internet facility.
- ICT instruments are available with respective department like LCD projectors, etc.
- The campus has well maintained canteen, parking, store, sick room, common rooms, sports room, etc for the student's well-being.
- The furniture and other infrastructures are managed and maintained by the Store Department.

### **6.3.6 Human Resource Management**

The institution has well established HR Dept. through which all the approved post of different academic & administrative grade are filled by advertisement through local and national newspapers.

- Organization Structure is available with defined job profiles of every staff member.
- The faculties are oriented every year at the beginning of the session to discuss the academic calendar for the session.
- The new comers are oriented to make them understand the policies of the organization.
- Regular Faculty Development / Orientation Programmes are organized by the respective department in the month of December –January or May-June.
- In principle, budget allocation of the seed money is given to the PhD Scholars.
- Personal appraisal of staff is done in the month of January for which award for Best Faculty and Best Teacher is given to the deserving staff from every department and to the department.
- Student’s feedback is taken on regular basis to ensure better performance by teachers.
- College provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions, including those from abroad.
- The faculties are permitted on duty to attend various seminars, workshops and conference. Its encouraged by the institution to promote & develop Research Strategies & research proposal.

### **6.3.7 Faculty and Staff recruitment**

- Different Teaching & Non-Teaching post are sanctioned through Durg University for further process of statue 28 appointment.

### 6.3.8 Industry Interaction / Collaboration

#### **Department of MB/BT**

- Educational Visit to Indira Gandhi Krishi Vishwavidyalaya on 11<sup>th</sup> August , 2017. Overall 50 students visited lab of Agriculture Biotechnology & Central Laboratory.
- Educational Tour was organized for 7 days at Patanjali on 13<sup>th</sup> Nov 2017. Overall 30 students of B.Sc & M.Sc have visited the R& D Labs.

#### **Department of Computer Science**

- A technical visit to BSNL, Rajnandgaon was organized on 20/09/2017 for B.Sc/BCA Students.
- Students visited ISRO software campus and HAL.

#### **Department of Management & Commerce**

- Students of Management and Commerce were together taken at Radio Mirchi on 22/4/2017 for exposure to entertainment industry.
- Students of Management & Commerce were together taken to Hinduja Global Services on 27/09/17.
- Educational Tour was organized at IIM Bangalore Dec 5 to Dec 10 2017.
- Educational visit to Max Life Insurance, Bhilai on 17 March 2018.
- The departments are trying their best to get into collaboration with various other organizations.
- The Guest Lectures are also organized from time to time so that students can get all the knowledge and information of the industry.
- Lecture by Dr.Sumit Gupta, IIM Raipur on Employability and Hard Skills on 4<sup>th</sup> May 2017.
- Lecture by Mr.Anup Verma, on GST dated 26.8.17
- A Guest lecture was organized on Banking on 3<sup>rd</sup> May 2018

#### **Department of Education**

- A study tour to Chhattisgarh Science Centre on 16<sup>th</sup> March 2018.

#### **MOU'S**

- SRGI with Sensible Computers 22.12.2017.
- SRGI with ForecIntellect Pvt.Ltd dated on 11/12/2017.
- SRGI with IOT Academy dated 19/12/2017.
- SRGI with Rooman Technologies PVT Ltd dated 7/12/2017.
- SRGI with Sandeep Mining Equipment Company dated 27/12/2017.
- SRGI with Hariom Group dated 20/12/2017.
- SRGI with Globusoft Technologies Pvt Ltd. Dated 4/12/2017.
- SRGI with Central Business Solu, Inc dated 22/12/2017



### 6.3.9 Admission of Students

- The admission process is as per the government norms.
- The admission process for UG and PG normal courses of Durg University is conducted through online SETU portal.
- The admission process of B.Ed is done through CGVYAPAM entrance exam popularly called as Pre. B.Ed.
- The admission of M.Ed students is done on merit basis.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"><li>• PF</li><li>• Uses of Library for Research Work</li><li>• Seed money for research</li><li>• Best Faculty Award</li><li>• Best Teacher Award</li><li>• Best Department Award</li><li>• Sports Club</li><li>• Dental Check up</li></ul>
Non-Teaching	<ul style="list-style-type: none"><li>• PF</li><li>• Best Support Staff</li></ul>
Students	<ul style="list-style-type: none"><li>• Scholarship by Government</li><li>• Fee relaxation to poor &amp; needy students</li><li>• Best Student Award</li><li>• Chairman's Trophy</li><li>• Sponsorship to attend University (State &amp; National Level Competition)</li></ul>

### List of the Awards presented to the Teaching Staff for the session 2016-2017

S.No	Department	Name of the Faculty
1.	Management	Ms.Gitika Deshmukh (Best Faculty Award)
2.	MB/BT	Mrs. Arpita Mukherjee (Best Teacher Award)
3.	Computer Science	Mr.Santosh Singh (Best Faculty Award)
4.	English	Mrs.Neelu Jain (Best Faculty Award)
5.	MB/BT	Best Department Award

S.No	Department	Name of the Student
1.	Management	Ms. Shipra Pandey BBA V ; Chairman's Trophy
2.	MB/BT	Mr.Prasanjeet Saha M.Sc III (Best Student Award)
3.	Computer Science	S.Karan BCA III (Best Student Award)

### 6.5 Total Corpus fund generated

--

6.6 Whether annual financial audit has been done. Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative			Yes	Director/Principal

### 6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

### 6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

### 6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

### 6.11 Activities and support from the Alumni Association

- College has formed registered Alumni Association.
- Alumni Meet was organized in the month of December 2017. In some dept. invited talk of recent subjects were delivered.

- To serve the purpose of socio responsibility , Alumni have taken initiatives for plantation.
- Our Alumni are brand ambassador for institute in recruitment process (TCS-Ignite, Collabera -Vista)
- Alumni have donated books for the students with poor financial status.
- Alumni Association has supported & developed working model for teaching purpose.

#### **6.12 Activities and support from the Parent – Teacher Association**

- On the regular basis parents are informed about the attendance, result, performance and behaviour of the students.
- The parents may visit college at any period of time for any kind of grievances and to know the students development.
- Formation of P T Association.
- Regular meeting of PTA and subsequent curriculum feedback.
- Donated books to meritorious students & supported in cultural activities.

#### **6.13 Development programmes for support staff**

- Computer Efficiency Classes are organized.
- Support Staff Development Program was organized on Office Management.
- Spoken English classes are organized.
- Extraordinary study leaves are granted for academic qualification and administrative support.

#### **6.14 Initiatives taken by the institution to make the campus eco-friendly**

Plantation Day was organized on 28<sup>th</sup> July 2017 by MB/BT Department.

- International Ozone Day was organized on 16.09.2017 by MB/BT Department.
- Well-maintained and environmental friendly campus.
- Polythene is banned in college premises.
- Constant effort to minimize waste generated in the labs.
- Paperless organization through E-filing system,
- Online Fee payment.
- Vermi composting in institution itself.
- Two types of dustbin are used in the premises for solid and liquid waste management.

## Criterion – VII

### 7. Innovations and Best Practices

#### 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- In the month of Dec Jan 2017-2018, sessions on Research Motivation was organized. As the outcome was appreciating. The faculties of MB/BT have published good number of papers in reputed journals.
- Academic Interaction Hours and Research Environment are created for faculties.
- Positive approach by Alumni to offer their services to the institution.
- The staffs have to prepare teaching and other work report every fortnight. Through the cumulative Performance Index Report, the HOD of the concern dept. prepares Departmental Performance Index Report which is submitted to the Principal for necessary action. Micro level monitoring is possible by Principal, Directors and Stakeholders.
- Institute is registered for Swacch Bharat Summer Internship (An initiative by Government of India). Students have utilized Summer Vacations by giving their services to the adapted village by the institute to meet the dreams of Honourable Prime Minister Shri Narendra Modiji.

#### 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

ACTION BASED REPORT		
FOR THE SESSION 2017-2018		
S.NO.	DECISION TAKEN	ACTION TAKEN
1	Preparation of AQAR	Prepared and submitted
2	Plan of Action for the academic year 2018-19	2018-19 Plan accepted and action has been taken as per plan
3	To monitor teaching process	Done after every fifteen days
4	Strategy Planning for Admission 2017-18	Admission is done in SETU online portal and vacant seats have been reviewed.
5	Purchase of books of Library	Books have been purchased.
6	Establishment of new lab	New Zoology lab has been set up.
7	Collection of Annual reports from department	Departmental reports have been collected.
8	Grievances redressal cell recomm endate	Complaints have been sorted out.
9	Study Tour	All department organized Study Tour

10	Examination & Evaluation	All examination and evaluating of Answer Book have been done.
11	Feedback Analysis	Student, Alumni, Parents and Employees feedback have been taken and strategy have been planned accordingly
12	Seminar, Conference & Workshop	All the departments have organized in house Seminars . CGCOST has sanctioned a Seminar proposal for MB/BT.
13	Social Responsibility related Work	Paperless organization
		Ground water recharge
		Online fee payment by students.
14	Promotion of Staff member	As per the policy of the institution and performance of the employee.
15	Organizational of Annual Function	Rungta Carnival
16	Promoting research environment in the institute	Inhouse Reserch workshop organized by the Senior Staff
17	Release of Newsletter	Exampler- Biannual Newsletter released

**7.3** Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals) \*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

**Title : Vocazone**

**Keyword: Vocabulary**

**Objectives:**

- An improved vocabulary will open up new opportunities for the student because he/she will be recognized as intelligent, capable, highly educated, having good experience and successful in the career.
- The underlying principle behind this practice is “Developing a great vocabulary is one of the most overlooked ways to improve our lives. It is often believed that learning many words is only useful for writers and speakers, but the truth is that everyone benefits from it, both personally and professionally”.

**The Context:**

The challenges as encountered are answering to the questions like why the students have weak vocabularies are often complex and overlapping, but here are a few of the common reasons for weak vocabularies. The reason could be the level of schools from where they have come (Hindi Medium/ English Medium). Nextly, student find more comfortable in their local language for communication due to short in vocabulary. There could be number of reasons but we are just taking ahead step to improve the students’ vocabulary.

### **The Practice:**

The practice is unique in itself. Since the app popularly known as HindKhoj has been adapted for this practice. The system is that a word as posted in the app on an daily basis will be referred and it was displayed in the corridor with its meaning and a register is maintained where the same word will be recorded for exploring it as dictionary of the college. On a regular basis, the students and staffs need to collect words, review those words, and use the words in speech and writing.

### **Evidence of Success:**

The institute well organizes various activities from time to time for the students. The students face their interview and Group Discussion with more active participations. These add to the glory of the institutions by successful selection in the campus drive. The presentation in the local/state /national level competition is appreciated. The evidence could be more interesting lectures and performance of the students in and out of the campus.

### **Problems encountered and Resources required:**

The problems are always an opportunity. It all depends how one perceive. Before, we want our students to practice the Best practice in their day to day life. It's important for the teachers to imbibe the same in the curriculum. As to the thought not any serious problems are encountered rather group of students could be found near the zone discussing the relevance of the word and competing amongst them to use the word in a sentence. Hence, every good thing need time and space to prove its effectiveness.

### **The Resources required are:**

1. White board in a corridor
2. White board marker and duster
3. A Register
4. Download of HindKoj app.

### **Note:**

Every institution may adopt this practice so as to ensure the development of students and the staffs.

### **Best Practice II**

We have formed “Aspire Teachers” Association to promote social service and inculcate the habit amongst the Staff and students and society, to help the under privileged and down-trodden of the society.

### **1 . Goal:**

The main goal and objectives of “Aspire Teachers Association” is to provide welfare facilities and other amenities to society.

### **2. The Context**

The college ever since its inception had created a niche for itself in the academic, extracurricular, social service and sports field. These achievements are surely enough in itself to boost the name and the fame of the college.

### **3. The Practice:**

**Some of the practices are as follows:**

- Visits to Old Age Home, mentally retarded children, and spending quality time with them and distributing medicines, fruits etc. and recreational activities.
- In order to Promote Eco-friendly environment the saplings are planted in and around the campus.
- Computer literacy program for the non-teaching staff members.
- Monthly birthday and anniversary wishes for its members are displayed in the Notice Board in the beginning of the month and in the last day of the month we celebrate their birthdays and anniversaries with lot of enjoyment collectively and that strengthen the relationship among the staff members.
- Rural development Programs are held to explain the ill effects of drugs, alcohol and tobacco, hygiene in slum areas and also among class three and four Employees. Free educations are given to weaker section of society.
- Blood Donation Camp.
- Free Dental check-up camp.
- Traffic rules, Self-defence for girls student and anti-ragging for college student.

### **4. Evidence of Success**

Rural development programs and “Aspire Teachers Association” helps in spreading awareness among the society and teachers of the surrounding locality, schools and colleges.

### **5. Problems Encountered and Resources Required**

“Aspire Teacher’s Association” had started in 2012 for a noble cause, but during the initial years the association was facing severe paucity of funds, however gradually as the time passes it took a formidable position in the beginning of 2014 as the need for regular funds for the social service was felt and the members then decided to have a regular subscription amount for the smooth functioning of the association. A separate bank account had opened

for the same and every member of the teaching staff becomes the member of association, and it was decided to collect amount on quarterly basis and the amount collected from the members is deposited in the bank account on a regular basis, since then, the teaching staff had willingly donated amount from time to time for the smooth functioning of the associations activities. Even some of the students and some of our suppliers had come forward and donated amount for the noble cause. This had helped the association to plan out the programs according to the expected funds. However, the office bearer feels that well begin is half done and still there is an unlimited opportunities ahead to work in the area of social services rendered by our teachers as some of the students also wants to emulate their peers.

## 6. Notes

“Aspire Teachers Association” is unique in the sense that it’s not only confined to the boundaries of teacher’s affairs and academic matters. We had started this association with the limited resources but as we go on, we got the satisfaction of serving the society in many ways. We recommend every college in India must have this kind of association which will contribute to a larger periphery and ultimately the society will benefitted out of it. This Environment for educational background should be able to do the following:

- Centralized and automate administration.
- Use self-service and self-guided services.
- Assemble and deliver learning content rapidly.
- Consolidate training initiatives on a scalable web-based platform.
- Support portability and standards.
- Personalize content and enable knowledge reuse.

**On 8<sup>th</sup> March 2018: On the occasion of International Women’s day , Visit by the teachers and students were made to Old age home under the banner of ASPIRE. Where quality time was spend with old people. Games were played and small gifts as token of love and affection was given to them.**

### 7.4 Contribution to environmental awareness/protection

- Cycle rally to conserve energy from college campus to Ghadi Chowk Durg.
- Nukwad natak at Civic centre, Bhilai for spreading awareness against NO CRACKERS in Diwali.

**7.5 Whether environmental audit was conducted?**  Yes  No

**7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)**



## **STRENGTHS:**

- The faculty members are qualified, motivated and are highly experienced with latest blends of learning aptitude.
- Adoption of modern methods of teaching & learning.
- CDs of various lectures of the faculty members are available in the dept.
- Updating of students with upcoming knowledge and skills to become professional.
- Sufficient Books and Journals available in the Library.
- Students are taken for industrial exposure to bridge the gap of course curriculum and industrial need.
- Regular placements are organized to provide opportunities to the students.
- Well equipped infrastructure and amenities for student's well-being.
- Monitoring of each and every student through Mentorship.
- Strong communication system is maintained to inform the students with all the necessary notices and other information.

## **WEAKNESSES**

- Medium of students is Hindi.
- Less research initiatives by the students.
- Attendance of the students.
- Course curriculum is confined to Durg University so amendment could not be done in the subjects according to the industrial need.

## **OPPORTUNITIES**

- Scope to introduce new courses.
- To make students learn in best possible manner.
- To provide them an exposure for giving market and industry view in the learning prospects.
- Give them all the best possible services like placement, experiential learning, enhancement of communication skills, research orientation, motivate the students for participation in various activities and provide them an environment where spirituality may be blended to make them a good human being.

## **THREATS**

- Medium of students is Hindi.
- Less research initiatives by the students.
- Attendance of the students.

- Course curriculum is confined to Durg University so amendment could not be done in the subjects according to the industrial need.

## **Plan of action of the Institution for 2018-19.**

### **ACADEMIC•**

To offer interdisciplinary seminars, workshops and conferences.

o Add-on courses to increase the number of options/electives for students academic excellence in view of results.

### **DEVELOPMENT PROGRAMMES AND COLLABORATIONS•**

o To encourage Faculty to start thinking about new courses

o Firm up collaborations with research labs

o To firm up Faculty and student exchange programmes

### **RESEARCH AND INNOVATIONS•**

o Enhance research funding

o To explore possibilities for active industry participation to create environment of research

### **INSTITUTIONAL SOCIAL INITIATIVES**

o Eco-friendly measures

o Implement the existing awareness programmes on environmental issues.

### **WELFARE PROGRAMMES**

o Evolve a scheme for Non Teaching staff

o Explore housing benefits for more Teaching staff

o Offer Student internships

### **ADMINISTRATIVE•**

o Infrastructural development

o Interactive feedback, analysis and monitoring.

o Offer specific and targeted training.

o Forum for redressal of grievances and reduce turn around time.