



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution

GOVERMENT NAVEE COLLEGE JANAKPUR

- Name of the Head of the institution **SHRI ATUL KUMAR VERMA**
- Designation **PRINCIPAL (IN-CHARGE)**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **7067806752**
- Mobile No: **9415248896**
- Registered e-mail **gndc.jnk2008@gmail.com**
- Alternate e-mail **atul9580736305@gmail.com**
- Address **NEAR TAHSIL OFFICE JANAKPUR**
- City/Town **JANAKPUR**
- State/UT **Chhattisgarh**
- Pin Code **497778**

2.Institutional status

- Affiliated / Constitution Colleges **AFFILIATED COLLEGE**
- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **SANT GAHIRA GURU UNIVERSITY
SARGUJA AMBIKAPUR**
- Name of the IQAC Coordinator **Dr. AWANISH KUMAR PATEL**
- Phone No. **07835267204**
- Alternate phone No. **7898338824**
- Mobile **9993889272**
- IQAC e-mail address **iqacjnk@gmail.com**
- Alternate e-mail address **drawanishpatel@gmail.com**

**3. Website address (Web link of the AQAR
(Previous Academic Year)**

<http://www.janakpurcollege.ac.in/College.aspx?PageName=Academic%20Calendar>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.janakpurcollege.ac.in/College.aspx?PageName=Academic%20Calendar&topicid=87>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| Cycle 1 | C | 1.61 | 2022 | 27/09/2022 | 27/09/2027 |

6. Date of Establishment of IQAC

16/11/2019

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 |
|-----------------------------------|------------------------|------------------|-----------------------------|-------------|
| Institution | Salary | State Government | 2023/365 | 91.422 Lakh |
| Institution | Other | State Government | 2023/365 | 4 Lakh |
| Institution | Tribal Allowance | State Government | 2023/365 | 0.401 Lakh |
| Institution | Postage Charge | State Government | 2023/365 | 0.03 Lakh |
| Institution | Telephone Charge | State Government | 2023/365 | 0.08 Lakh |
| Institution | Books | State Government | 2023/365 | 10.046 Lakh |
| Institution | Electricity | State Government | 2023/365 | 0.25 Lakh |
| Institution | Vardi | State Government | 2023/365 | 0.55 lakh |
| Institution | Office Stationary | State Government | 2023/365 | 0.05 Lakh |
| Institution | Office Other | State Government | 2023/365 | 1 Lakh |
| Institution | Information Technology | State Government | 2023/365 | 7 Lakh |
| Institution | Repairing | State Government | 2023/365 | 1 Lakh |

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 2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been Nil

uploaded on the institutional website?

- 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)

The IQAC prepared Academic Calendar, Teaching Plan and Time Table for the session July 2023-June 2024 and implemented the planning effectively.

The IQAC developed academic awareness Induction programme for newly admitted students in the beginning of the academic session.

One day orientation workshop was conducted by IQAC to acquaint the newly appointed guest faculty members of the academic programmes, curriculum and administrative policies .

The IQAC properly planned and collected the data for completing the report for the All India Survey of Higher Education (AISHE) as required by 'Ministry of Human Resource Development Department of Higher Education New Delhi'.

The IQAC instructed the teaching faculty to attend various Induction Programme and Refresher Courses simultaneously for development of teaching learning skills. The final year students were motivated to attend CUET for PG courses.

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 |
|---|---|
| Preparation of Academic Calendar and Time Table | The IQAC prepared and implemented the academic calendar in collaboration with the academic calendar provided by the University. It helped in conducting the teaching learning activities timely and in smooth manner. |
| Organising Yuwa Utsav and NSS camp | Yuwa Utsav was organised on 23/01/2024 and NSS camp was organised in village Rend from 01/02/2024 to 07/02/2024 |
| Participation in sports events, cultural programme and field trip | The students participated in sports events organised by the University, cultural programme of the college and field trip in Geography in local area. The Department of Botany and Zoology conducted tours to Horticulture department and CHO. |
| FIP for Teaching Faculty | Some teaching faculty attended FIP conducted by various Universities. |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| IQAC | 18/01/2024 |

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

| | |
|--|--|
| 1.Name of the Institution | GOVERMENT NAVEE COLLEGE JANAKPUR |
| • Name of the Head of the institution | SHRI ATUL KUMAR VERMA |
| • Designation | PRINCIPAL (IN-CHARGE) |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 7067806752 |
| • Mobile No: | 9415248896 |
| • Registered e-mail | gn dc . jnk2008@gmail . com |
| • Alternate e-mail | atul9580736305@gmail . com |
| • Address | NEAR TAHSIL OFFICE JANAKPUR |
| • City/Town | JANAKPUR |
| • State/UT | Chhattisgarh |
| • Pin Code | 497778 |
| 2.Institutional status | |
| • Affiliated / Constitution Colleges | AFFILIATED COLLEGE |
| • Type of Institution | Co-education |
| • Location | Rural |
| • Financial Status | UGC 2f and 12(B) |
| • Name of the Affiliating University | SANT GAHIRA GURU UNIVERSITY SARGUJA AMBIKAPUR |
| • Name of the IQAC Coordinator | Dr . AWANISH KUMAR PATEL |

| • Phone No. | 07835267204 | | | | | | | | | | | | |
|--|---|-------|-----------------------|---------------|-----------------------|---------------|-------------|---------|---|------|------|------------|------------|
| • Alternate phone No. | 7898338824 | | | | | | | | | | | | |
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| • IQAC e-mail address | iqacjnk@gmail.com | | | | | | | | | | | | |
| • Alternate e-mail address | drawanishpatel@gmail.com | | | | | | | | | | | | |
| 3. Website address (Web link of the AQAR (Previous Academic Year)) | http://www.janakpurcollege.ac.in/College.aspx?PageName=Academic%20Calendar | | | | | | | | | | | | |
| 4. Whether Academic Calendar prepared during the year? | Yes | | | | | | | | | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | http://www.janakpurcollege.ac.in/College.aspx?PageName=Academic%20Calendar&topicid=87 | | | | | | | | | | | | |
| 5. Accreditation Details | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>C</td> <td>1.61</td> <td>2022</td> <td>27/09/2022</td> <td>27/09/2027</td> </tr> </tbody> </table> | | Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to | Cycle 1 | C | 1.61 | 2022 | 27/09/2022 | 27/09/2027 |
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| Cycle 1 | C | 1.61 | 2022 | 27/09/2022 | 27/09/2027 | | | | | | | | |
| 6. Date of Establishment of IQAC | 16/11/2019 | | | | | | | | | | | | |
| 7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

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| <ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have | Nil |

| | |
|--|---------------------------|
| been uploaded on the institutional website? | |
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| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| IQAC | 18/01/2024 |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2023-24 | 15/02/2024 |
| 15. Multidisciplinary / interdisciplinary | |

In order to develop multidisciplinary approach and holistic academic growth in students and among various streams the IQAC conducts seminars and webinars for the students and the teachers of different programmes. The faculty members invite guest lectures from each other to acquaint the students of the linkages of subjects with various disciplines. The projects, field trips and tours are based on interdisciplinary approaches to develop understanding of concepts related to different subjects. The students have been greatly benefitted by these interdisciplinary approaches.

16.Academic bank of credits (ABC):

The admission procedure of the University is directly linked to the completion of Academic bank of credits Id by the students. So, all the students have to compulsorily make ABC Id for further administrative and academic purposes. The Academic Bank of Credits is based on the guidelines of the Sant Gahira University, Ambikapur and Higher Education Department, Chhattisgarh. Pedagogical approach of the College is student centric, constructivist, inquiry based, reflective, collaborative and integrative. Summative and Formative assessments and assignments are used to evaluate the student's learning outcome.

17.Skill development:

The College is proactive in conducting career and guidance sessions for the students to aware them regarding Short term and Vocational courses to develop various skills related to post-college life and career. General Knowledge Tests and Quizes are conducted to develop employability of the students. A variety of trainings like Pot making, Millet-processing, Organic fertilizer making, etc. are given to the students to enable them to earn their livelihood while studying. The faculty members are motivated to attend Orientation programmes and Refresher Courses to develop their academic skills and expertise.

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

The Teachers of the College efficiently use bilingual mode in teaching-learning process i.e. in English and Hindi. To achieve this purpose the students are regularly guided and motivated to express themselves during various academic and extra-curricular activities. In order to promote the Local language, Art and Culture, the College has initiated compulsory literacy activities through discussions/interactions/symposiums in local languages which will fetch extra credit to the learners. The community and

Janbhagidari Samiti is also involved in giving the students wider exposure for learning Indian knowledge and local culture.

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

The aim of the learning outcome of academic process and teaching learning is to enable the students academically to undertake all possible endeavours for their own life and the community at large and also to develop responsibilities as a good citizen among students. All the courses under different programmes have been framed in such a way that the final learning of the students is assessed and evaluated through their learning outcomes. The College has made a variety of approaches in teaching Learning process like; Lectures, Seminars, Tutorials/Workshops, Practical, Project work, Dissertation, training programmes for livelihood and field trips. The faculty and the college focusses on quality based teaching-learning with excellence in performance and results.

20.Distance education/online education:

Janakpur College has considerable necessary ICT facilities and has prepared itself to offer vocational course through Open Distance Learning (ODL) mode. Several Classrooms of the College are digitally equipped with internet facility to support and promote online education. Important meetings and seminars are held in online mode and academic group discussions and content sharing is done through online mode. The College is preparing to make available all such types of e- content material to stakeholders through online mode to meet the future challenges. As per the situational needs the faculty members use online mode of teaching learning to enable the students develop their skills and understanding.

Extended Profile

1.Programme

1.1

14

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1

768

Number of students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.2

880

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.3

121

Number of outgoing/ final year students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

3.1

9

Number of full time teachers during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.2

13

Number of Sanctioned posts during the year

| Extended Profile | |
|---|---------------------------|
| 1.Programme | |
| 1.1 Number of courses offered by the institution across all programs during the year | 14 |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 Number of students during the year | 768 |
| File Description | Documents |
| Data Template | View File |
| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 880 |
| File Description | Documents |
| Data Template | View File |
| 2.3 Number of outgoing/ final year students during the year | 121 |
| 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 | 13 |
|---|---------------------------|
| Number of Sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 10 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 70.4 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 30 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Govt. Naveen College Janakpur is affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja, Ambikapur, Chhattisgarh. The College adheres to the affiliating University for syllabus and curriculum and develops the academic calendar for the teaching learning activities. At the beginning of every academic year, the Principal conducts meeting with all faculty members to develop strategies for effective implementation of syllabus as well as extension activities. Teaching faculty members prepare their own plan of action according to the syllabus for effective curriculum delivery. Day to day teaching-learning and execution of teaching plan is maintained regularly in Teaching Diary by the faculty members and the diary is inspected by the principal at the end of the month and the required suggestions are given for academic improvement. All Departments maintain their Departmental libraries and add new text books, reference books and journals to the library to cater to the needs of the students. Besides traditional lectures and seminars, resourceful

infrastructure for the use of ICT in classrooms, like power point presentations and audio visual support, You-Tube assisted learning are all available to make the delivery of the curriculum effective and interesting for the students.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Academic%20Calendar&topicid=47 |

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

The IQAC and Academic Calendar Committee prepare their own Academic Calendar in accordance with the academic calendar of the affiliating University and the Higher Education Department of the state. The Academic Calendar of the College is prepared by keeping in mind all the curricular and co- curricular aspects. The Academic Calendar retains all complete information regarding the Annual Sports, Cultural activities, Youth Festival, NSS and YRC activities, Celebration of National and International days, tentative dates of examination etc. It is mandatory for the students and the faculty to adhere to the Academic Calendar for the effective completion and implementation of academic activities. The Principal of the College regularly conducts meetings for different Committees to ensure the better functioning of the Academic Calendar.

The teaching faculty of the College, time to time, conducts Group Discussions, Mock-test, Surprise-test, Unit test, Quarterly/Half yearly examination and CCA in CBCS or University pattern to promote continuous internal assessment of the students. Thus, the learners get acquainted with the pattern of University question paper.

The faculty members prepare the students for examination by encouraging them for timely completion of the Assignment, Project Work and Dissertation in specific areas.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Academic%20Calendar&topicid=47 |

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

C. Any 2 of the above

| File Description | Documents |
|--|-------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| Any additional information | No File Uploaded |

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

1

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

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

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

The College is meticulously following the curriculum prescribed by the affiliating Sarguja University. The University curriculum integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum. Following are the selected few courses in the curriculum which focuses on these issues:

Issues focusing on Gender Sensibility:

The courses of Foundation Course containing language papers, Political Science, Sociology and Literature courses have detailed units containing Gender issues. Political Theory provides valid information about Gender Equity.

Issues focusing on Human Values and professional Ethics:

The course of Political Science in UG and PG, Commerce and Sociology has unit wise chapters on Human Values and social ethics

in UG.

The course of Political Science and Literature courses in Hindi and English cover wide area effectively on Human Values with the Indian Government and Politics.

Foundation Course Hindi Language is Compulsory for all UG students. It demonstrates knowledge about Human Values.

The course of Commerce elicits views of Professional Ethics and Human Values by the contextual knowledge of Business Communication, Business Environment etc.

Environment and sustainability:

In all the UG programmes there is a compulsory paper named Environmental Studies in which students have to prepare a project Report on the issues related to environment, environment preservation, sustainability and cleanliness.

The course of Political Science, Economics, English and Zoology has chapters relevant to Environment. The course of Botany gives appropriate knowledge relevant to the Environment and Sustainability with Ecology, Environmental Biology.

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| 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 |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

1

| 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**

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | No File Uploaded |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | No File Uploaded |

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | http://www.janakpurcollege.ac.in/College.aspx?PageName=Feedback&topicid=160 |

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 sanctioned seats during the year

1490

| 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**

880

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

The college has designed well planned system to assess the learning levels of the students. The college has a defined policy for assessment of competency, skills and the different levels of learning, analyzing and assimilating the knowledge. Counseling sessions are organized by faculty members before the commencement of programs to make the students well informed regarding their strength and weaknesses.

To find out the slow and advanced learners, all the disciplines conduct various activities like question-answer session, quiz on general knowledge, topic test, role playing activity, home assignments etc. The academic performance in the previous academic year is also a good indicator to identify the slow and advanced learners.

The initiatives taken by the college for the slow learners are as follows:

Remedial coaching is offered to slow learners and academically weak students. Organizing Topic tests, surprise tests, mid-term tests also help to improve slow learners to certain desired levels.

Encouragement is given to advanced learners to independently prepare lecture notes. Various reference books and notes are provided to both the slow learners and the advanced learners.

| File Description | Documents |
|-----------------------------------|---|
| Link for additional Information | http://www.janakpurcollege.ac.in/College.aspx?PageName=OTHER%20DOCUMENTS&topicid=151 |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 768 | 9 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

Student centric methods are an opportunity for students to develop academic potential, to learn taking initiative, to make decisions and excel in other skills for learning results. The College is constantly working towards a shift from a traditional teaching culture to a holistic learning environment with positive involvement of students.

The College provides a collaborative and participative learning, by adopting Debates, Quiz competitions, Poster presentations,

Cultural programs, Assignments, Seminars, and interaction with experts for a holistic development of students. Skill enhancement programs like English Language and Communication classes enable students to express their feelings and ideas in English and correct their pronunciation. The Department of Computer Science provides an effective platform for inter-department levels to improve computing skill of all students. For this purpose, the PGDCA students conduct class presentation for the students of another department to aware on latest technologies and preparation of their project works/Dissertations and PPT. Teachers also organize intra-departmental interactive lectures and question-answer session in the subjects to encourage innovative interpretation among students. Extension and outreach programs, in collaboration with other agencies, generate a space for the students to practically apply their classroom knowledge in the larger society.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=OTHER%20DOCUMENTS&topicid=152 |

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

In the process of teaching and learning, the college prompts, supports and facilitates the use of ICT based tools to enable better, enhanced and effective teaching-learning process for the benefits of students which is the utmost requirement of the time. It has become very important to use the various e-tools and techniques, various information and technologies to communicate with the students in the field of higher education.

The college has procured overhead projectors and interactive smart boards for classrooms. It encourages and mandates its teaching staff to use ICT enabled tools for effective teaching learning process. Teachers are in the habit of teaching with the help of LCD Projector, use PPT of their lectures and teach students in a newer and participative way. The teaching staff is advised and insisted upon to learn the use of new ICT tools, Internet, Smart Phones, Laptops, Desktops etc. Every teacher in

the college is well versed in digitally disbursing class notes, lectures notes, power points presentations, study material, e-books, e-articles, tutorials You Tube videos from authentic and trusted online resources via Whatsapp or Email to students.

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

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

3

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| 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**

2

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

9

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

The students are the important stakeholders in any institution imparting education and it is our endeavor to make all efforts to ensure transparency in all the assessment of learning outcomes at different stages. By taking this spirit into consideration, the College deals effectively with learning process, internal assessment, examination process and other related grievances transparently, efficiently and in a timely manner.

The teaching faculty of Janakpur College regularly conducts Group Discussions, Mock-test, Surprise-test, Unit test,

Quarterly/Half yearly examination and CCA in CBCS on University pattern to promote internal assessment of the students. Thus the learners get acquainted with the pattern of University question papers.

Teachers also evaluate students through the practice work of previous year question papers.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Exam&topicid=99 |

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

Internal Examination related Grievances- The teaching-learning, assessment process in the College is a transparent and student friendly one. To ensure the transparency in internal examination, guidelines of exam are displayed on notice board, College website and circulated in the class rooms. The internal grievances related to Class tests/Unit tests, CCA, Assignments, Practicals, Dissertations and Project works etc. are resolved by Assessment Grievance Redressal Committee in consultation with respective faculty members.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://www.sggcg.in/public/home/welcome |

2.6 - Student Performance and Learning Outcomes

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

The Programme Outcomes (POs) and Course Outcomes (COs) for all programmes offered by the Government Naveen College Janakpur are stated and displayed on the website as well as in all the classrooms. The objective, scope and career opportunities for a particular course/programme and its related fields are displayed

at the prominent places, the information boards and profile of each Department, which enable the students to visualize the importance of that subject, expected outcomes of the programme that he/she is going to study. The students are also made aware of POs and COs through the prospectus. Course Outcomes are mentioned in the printed syllabus and also available in the Library.

The College has implemented various summative and formative approaches through which POs and COs are reflected and communicated with students.

They are:

- At the beginning of the session the IQAC organizes Induction Program for Newly admitted students. Each individual Teacher apprises the students of POs and COs of specific subject.
- The students are made familiar with POs through Project work, Dissertation, Assignments, and Practicals etc.
- Execution of Guidance and Coaching for Competitive Exams, aware the students about Course outcomes.
- Involvement of students and Teachers in various Camps, Workshops, Seminars and Conferences at local, university, and state level enrich the attainment of POs and COs.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=POs%20and%20COs |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

Evaluation of Attainment of POs & COs:-

Evaluation determines the extent to which a Programme and Course achieves predetermined Outcomes or Goals. Some Direct and Indirect Methods of Assessment are used to evaluate the intended

POs and COs through both Internal and External performances of the students.

Direct Method of Assessment: Internally POs and COs are evaluated directly through the marks obtained by the students in Unit Tests, Quarterly/Half yearly Examinations and CCA which are conducted in each year/semester. These examinations are taken according to the schedule set by the University/Department of higher education.

Assignments, Projects, Internship and Seminars are also used to evaluate learning outcomes. Finally Result of the year end examination reflects the attainment gained by the students.

Indirect Method of Assessment: Externally POs and COs are evaluated through the students progression to higher education, outstanding performance of students in annual exams, other competitive exams of state, national levels.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=POs%20and%20COs |

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

121

| 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)

[NA](#)

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 departments having Research projects funded by government and non government agencies during the year

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution 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 |

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - 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 |

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

0

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

3.3 - Extension Activities

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

The extension activities are carried out in nearby locality to sensitize the students to social issues and help in the overall development of personalities of students and indirectly society as a whole.

Janakpur College carried out the following major extension activities:

- In the context of health and hygiene the YRC of the College organized Health Check-up Camp, AIDS awareness rally, Nasha Mukti Abhiyan rally, etc. The College has set up Electoral Literacy Club (ELC) and carried out the SVEEP plan of Government to make the people aware of voting and its democratic importance for their rights.
- The NSS department of College conducted Clean and Green Campus activities as well as beyond the Campus Environmental Promotion activities in collaboration with Janpad Panchayat and Forest Department Janakpur.
- The NSS and YRC organized Workshops and Awareness Rallies on Tree Plantation, Food Poisoning Awareness, Energy Conservation etc. on a regular basis. Road Safety awareness programs are also conducted in collaboration with District Traffic Police Department to inform the students about traffic rules and safety measures.

Besides above mentioned activities, the College organizes Seminars, Guest lectures, Debates on women empowerment etc. Thus, all the departments of College sensitize the students to social issues and encourage them to participate in community based activities for holistic development.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=NSS&topicid=164 |
| Upload any additional information | View File |

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

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

0

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

3.3.3 - 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

3.3.3.1 - 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

110

| 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 last year (Data Template) | View File |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

| 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 |

3.4 - Collaboration

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

0

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | No File Uploaded |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | No File Uploaded |

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| 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.

Govt. Naveen College Janakpur facilitates the disciplines of Humanities, Commerce and Science. In the field of computer science a new course i.e. PGDCA is also introduced for the students. The College has always taken proactive steps to provide various facilities to develop the infrastructure in the campus in terms of Classrooms with Green Boards, resourceful Library, well-equipped Science Laboratories, Computer facility, Clean Drinking water, Parking facility, separate Wash- Rooms, CCTVs surveillance and other facilities for pupils.

To make the teaching-learning process more comprehensive the following facilities are available:

- **Classrooms:-** The College has a total of 14 classrooms for smooth running of various courses simultaneously.
- **Laboratory Facilities-** There are six (6) Laboratories which include laboratories of Physics (01), Chemistry (02), Botany (01), Zoology (01), and Geography (01). All Laboratories are well equipped as per the academic requirements.

• **Computer Department-** The College has one(01) Computer Laboratory equipped with 17Computers, all provided with internet connectivity.

• **Smart Classrooms Facilities-** College has one (01) Smart Classroom well equipped with ICT tools. It is used by faculty members and students for Power Point Presentation, Students Seminar, Guest Lectures and all types of Audio-Visual presentations. There are two overhead projectors for teaching-learning demonstrations and other academic purposes. Besides, all departments have individual computer for the students.

• **Library Facilities-** The Library is equipped with important learning resources for the faculty and students. The library has the facility of Reading Room with computers for the students and teachers to browse e-learning materials.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |

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

The College provides comprehensive facilities and support to carry out the activities of Cultural, Sports, Games, Gymnasium and Yoga etc.

• **Facilities for Cultural Activities-** The College has one cultural- cum-academic stage in the campus where cultural events such as Annual day, Youth Festival, Singing, and Dancing etc are organized to give opportunity to students to express their skills, aptitude and inherent creativity.

• **Outdoor Games Facility-** The campus has an open playground which is used for various outdoor sports like Volleyball, Kho-kho, Kabaddi etc. and other athletics events such as Long/High Jump, Shot- put, Discus Throw, Javelin Throw and Yoga.

• **Indoor Games Facility-** The College has one Badminton Court and one sports room for Carom, TT and Chess.

• **Facilities for Gymnasium-** The College Gymnasium Room is located within the campus in the ground floor. A variety of equipment for fitness, exercise and body building are available which cater to the requirements of the students and faculty members. The Gym is being run by the college on PPP model i.e. Public-Private- Partnership model. The local residents and non-collegiate are allowed to use the Gym facility on paid-membership basis.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |
| 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)**70.4**

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

4.2 - Library as a Learning Resource

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

The first and foremost aim of Library is to provide reading facility to the students for proper development of reading skills and exploring the wider world of knowledge.

Our institution is committed to provide quality education to the students of this tribal and rural area. The Library of Govt. Naveen College, Janakpur is located in the academic building itself. There is a Library-cum-reading room which facilitates extensive reading and study area for students and staff.

Three (3) desktop computers have been installed in the Library reading room with Wi-Fi and internet facilities. These Desktops are used to access the online resource required for academic purposes. A Desktop is connected to a Printer so that material accessed on the internet can be printed.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | Nil |

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

books Databases Remote access toe-resources

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

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

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

0

| 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

20

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

Govt. Naveen College, Janakpur adopts policies and techniques for adequate technology deployment and upgradadion that provides

a large range of IT amenities and services to support all students and staff for their teaching, learning, research and administration.

The College campus is partially BSNL Wi-Fi enabled. It provides adequate internet speed for all students and faculty members to get additional information and academic related queries. The "Planet link technology Bharat Fibre BSNL provides 100 MBPS data speed."

The College provides Computer with internet facility especially in Office, Library, Smart Room and selected Blocks through community based broadband internet service.

The College has also purchased BSNL Internet Dongle/Router to enhance internet capabilities and is used for academic and administrative purposes.

The College has redesigned its Website, with updated information, and has made it user-friendly and interactive. The Website is managed and maintained by the teachers and non-teaching staff of the College.

The College campus is under CCTVs surveillance to ensure safety and security to its stakeholders. Besides these facilities other IT equipment like UPS, Printers, Photocopiers, Speakers, Amplifiers, Wireless microphones etc. are available in the College in adequate number. The students are encouraged to use IT infrastructure and resources for exploring the new horizons of knowledge and broaden their insight by synthesizing the gathered information.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |

4.3.2 - Number of Computers

30

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | No File Uploaded |

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

70.4

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The College ensures optimal allocation and utilization of the funds for maintenance and upkeep of different facilities in consultation with purchase committee of the college. Being a Government college, the maintenance of building is undertaken by

the state PWD. Minor maintenance works are done with funds from the Jan-Bhagidari-Samiti.

- Laboratory- There are six well equipped laboratories. The laboratories and their equipment are maintained by Lab-Technician and Lab-Attendants.
- Library- The library advisory committee is constituted to look into the smooth and efficient functioning of the library and also allocate funds for the purchase of books and journals. Library staff ensures the maintenance of library services and helps the students in searching and lending books in the library.
- Sports Complex- The Sports committee of the college is in-charge of the sports complex and equipment. Grade IV staff is assigned for Ground, Courts, Indoor Stadium and Gym maintenance and repair work.
- Computer Facilities- The college ICT committee is responsible for the maintenance of the computers and smooth functioning of the network facilities in the college.
- Classrooms- Regular cleaning and dusting of the classrooms, corridors, toilets, faculty rooms, office, library, college compound etc. is done by Grade IV staff. The students are sensitized regarding cleanliness and motivated for energy conservation by careful and optimum use of electricity in classrooms.
- Other Facilities- Girls' common room, Reading room, water purifier, Fire extinguishers etc. are also maintained properly for the benefit of the students.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |

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

293

| 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 benefited 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) | View File |

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

C. 2 of the above

| File Description | Documents |
|---|---|
| Link to institutional website | http://www.janakpurcollege.ac.in/College.aspx?PageName=Committees&topicid=86 |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

115

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

115

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

5.1.5 - The Institution has a transparent

C. Any 2 of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |

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

26

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

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

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

0

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |

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 university/state/national/international level (During the year) (Data Template) | View File |

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

The College has constituted a very active and functioning Student Council as per the State Government and the University ordinance. The student council comprises of President, Vice President, Secretary, Joint-Secretary and Class Representatives. The council helps the faculty to organize various Academic, Cultural and Sports events and Administrative activities in the College.

Objectives of Student Council:

- To give the students an opportunity to develop leadership qualities.
- To inculcate spirit of discipline. To promote respect for Human Rights.
- To encourage participation in Literary and Cultural activities in the campus and to bring out their leadership and creative talents.

Student Representation:

Students' representation in various Academic and Administrative Committees includes; Anti-ragging committee, Prevention of Sexual Harassment Committee, Student Welfare Committee, NSS Committee, Gym Committee, Excursion and Tour Committee, Sports activity Committee, Cultural activity Committee etc.

Major Activities of Student Council:

- Making policies and taking decisions for various plans and strategies of the College. Planning and managing Academic, Cultural and Sports activities.
- Maintaining discipline and healthy atmosphere in the campus.
- Making necessary arrangements for the extension activities conducted by NSS unit and YRC unit of the College.
- Playing a significant role in Seminars and symposium.

- **Playing a critical role in redressing major grievances.**

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Sport |
| 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

100

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

5.4 - Alumni Engagement

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

The Alumni Association contributes a significant role to overall development of an institution and integrally involves through financial and non-financial means. Govt. Naveen College, Janakpur has a functional Alumni Association, whose suggestions and supports enrich the academic strategies of the College.

The College has created Alumni WhatsApp group and Facebook page for communication and maintains good relations with Alumni Association members. The College organizes interactive meeting with Alumni Association to provide them platform to share their experiences. These Alumni meets strengthen bond between the

passed- out students and the current batch. The Alumni Association of our College gives positive outlook and supports for the innovative activities. The College ensures to implement the valuable suggestions given by the Alumni Association.

The Alumni Association helps to uplift the incremental quality of the College as:

- The Alumni, who are well-placed in the society/industry in other Government and Non-Government Jobs, are able to use their network to facilitate opportunities for the students in career advancement and placements.
- Alumni are also involved in providing funds for infrastructural development and improving learning resources.
- The Alumni Association provides their precious feedback on Curriculum development, Extension activities, Infrastructure improvement as well as holistic development of the College.

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

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

| 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 Govt. NaveenCollege, Janakpuris to endeavor to prepare the economically challenged students of rural and tribal area to face the challenges of highly competitive world. The Mission of the institution is to provide a secure and well conducive environment for the overall development of the students by imparting qualitative education and relevant employability skills.

The effective governance and leadership with the vision and mission of the College is reflected as:

The College organizes Induction Programme every year for newly admitted students, in which the students are appraised of various courses, syllabus, schemes like Carrier Guidance, NSS, YRC, scholarship etc. and facilities like Library, Laborites, Sports, Gym etc.

Teachers introduce the students to their syllabus in such a way that after completing their degrees from the institution they find themselves fit in the present competitive scenario.

The several Committees of the College organize various extension and outreach programs like skill development, Carrier Guidance, Sports, cultural and value added programs for holistic development of the students.

The Scholarship Committee is always aware of the government scholarship and stationery is provided to the rural and economically challenged students.

The Career Guidance Committee provides proper guidance to students for competitive examination through seminars, webinars, Career Talks etc.

The Women Cell of the College is committed towards equity and empowerment of girl students.

All quality control measures are initiated and implemented by the IQAC of the College.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=IQAC%20%20Minutes%20of%20Meeting |
| 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.

The effective governance and leadership of the College in Decentralization and Participation practices is reflected as:

Decentralization Practices: The College has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

1. **Principal Level:** The Principal in consultation with the Teachers' Council frames different committees for planning and implementation of different Academic and student administrative related policies.
2. **Faculty Level:** Faculty members are given representation in various committees like; IQAC, Admission, Examination Cell, Scholarship, Grievance Redressal Cell, Cultural Activity, Sports, Women Cell, YRC, N.S.S, Career Counseling and Placement Committee etc.
3. **Student Level:** The students are the members of several Committees and play an important role in extension activities.

Participative Practices: The College promotes a culture of participative management by involving the staff and students in various activities. Both the students and the faculties are allowed to express their creative ideas and suggestions to improve the excellence of the College in various aspects thereof.

1. **Strategic Level:** The Principal, faculty and staff members are involved in defining the policies and procedures,

framing guidelines and rules and regulations pertaining to admission, discipline, grievance, counseling and library services etc. and effectively implementing the same to ensure smooth and systematic functioning of the College.

2. **Functional Level:** Faculty members share knowledge among students and staff members while working for the committee.

Operational Level: The Principal interacts with faculties, Students and office staffs for the execution of different academic, administrative, extension and extracurricular related activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The specific Institutional Strategic/Perspective/Development plans and its Deployment are as follows:

- **To procure IT Facilities for teaching-learning:** The College has adopted a strategic plan of tasking ICT based teaching and learning. For successful implementation of this strategic plan; One (01) Smart Classroom, one (01) ICT enabled laboratory and nearly 34 Desktops with internet facility have been procured and installed successfully.
- **To Upgrade Library learning Resources:** The College has approved a development plan regarding easy accession of e-learning resources. For satisfactory fulfillment of this development plan three (3) desktops have been installed in the Library reading room.
- **To Create an Ecosystem for Project and Innovations:** The College adopted a strategic plan of concerning the project based learning and Innovations. For successful implementation of this strategic plan; various e-Workshops, Webinars have been

organized on research oriented topics. The faculty members have attended Faculty Development Programme to learn various project based teaching methods and use the same in teaching-learning practices.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

Naveen College, Janakpur is a Government Institution working under the Regulatory authority of Higher Education Department of Chhattisgarh Government. All the key decisions are taken by the institutional bodies as prescribed by the Statutory/Regulatory authority. The Directorate of Higher Education Department Chhattisgarh takes Academic and Administrative decisions which are carried out through the Principal. The powers and functions of various institutional bodies are well enunciated in the government rules and regulations, which help the Internal Committees to exercise effective monitoring of the entire functioning of the College. The Principal is responsible for the administration of the academic and non-academic aspects and ensures proper implementation of the government policies and procedures.

The Internal Committees and the IQAC assist the Principal in administration work and support him in his innovative reforms. The IQAC evaluates and upgrades the quality of the academic and administrative performance of the College. Heads of Departments supervise the departmental activities and cater to the needs of the students. The Librarian in-charge executes smooth functioning of the Library. On the other side, administrative staffs like Head Clerk, Accountant and non-teaching staff are responsible for all the non-academic departments. The representatives of Student Union are also members of various Committees and play an important role in the execution of extension activities.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Rules%20and%20Regulations |
| Link to Organogram of the Institution webpage | http://www.janakpurcollege.ac.in/College.aspx?PageName=OTHER%20DOCUMENTS&topicid=68 |
| 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 | View File |
| Screen shots of user interfaces | View File |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

The existing Chhattisgarh State Government Welfare Schemes are applicable to the employees of the Govt. Naveen College, Janakpur. The College provides a number of Welfare measures for the staff like:

- Provident fund/NPS/
- Group insurance. Loan facility. Reimbursement of Medical expenses.
- Financial support and Academic Leave to Teachers for attending Conference/ workshops/ Seminars/Training programs. Maternity leave for women employees (Six Month).
- Child Care Leave for Women Employees (Two Year). Paternity Leave for Men employees (15-Days).

- Additional increments after acquiring higher degrees like M.Phil and Ph.D.
- Encashment of earned leave. Encashment against the T.A/D.A. Festival advance.
- Uniform and Washing allowance to Class IV employee.

Besides these provisions the Govt. Naveen College, Janakpur takes care of well-being of its employees and provides some other facilities like Well-furnished Staff room, Gym with fitness instruments, Washroom, RO drinking water etc.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Rules%20and%20Regulations |
| Upload any additional information | View File |

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

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

0

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

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

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

0

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| 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

5

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

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

Govt. Naveen College, Janakpur furnishes performance Appraisal System for Teaching and non- Teaching staff. Performance Appraisal is done annually at the end of every Academic Year.

The inherent features of Teaching Staff Appraisal System are:-

As per the UGC guidelines and rules of the Department of Higher Education Chhattisgarh, Teachers have to keep a record file of their Academic endeavors, Research Publication, Refresher/Orientation Course, Workshops/Seminars/FDP and other institutional activities for performance Appraisal.

Moreover teaching staff of the College has to submit annually the prescribed Performance Based Appraisal System (PBAS) form, with all the mandatory attachments. PBAS form accumulates information like Number of professional development programmes attended, Number of teaching hours etc.

Non-Teaching Staff Appraisal System:-

The performance of the non-teaching staff is also assessed through APAR form by looking into the timely completion of their administrative works in a proper manner.

Finally the Principal of the institution scrutinizes the details of APARs, PBAS, API marks and gives his opinion/remark on five point scale like Poor/Satisfactory/Good/Very Good/Excellent.

Principal submits the Confidential Report to the Regional Additional Director of Higher Education Department, Ambikapur (C.G.). Additional Director submits Confidential Reports to Commissioner, Department of Higher Education Chhattisgarh for further action.

| 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 College conducts Internal and External Financial Audits at the end of each academic year.

Internal Financial Audit:

The Internal Audit Committee inspects all the annual financial transactions for transparency, authenticity and integrity. At the end of every year Internal Audit Committee verifies the stock register and bill book of both non consumable and consumable items. The verification committee writes its report on the last page of the stock register that 'all the items purchased during the year have been entered in the stock register and all the balance items are physically present'. The aforesaid report of Internal Audit Committee is then countersigned by the Principal.

External Financial Audit:

The Principal of the College forwards all expenditure bills to the Account Section. Accountant cross-checks the proceeding bills, after being satisfied, all the payments are made by RTGS/Bank Draft/Cheque. The Accountant of the College keeps all the purchase bills and documented in financial record. Finally Annual Income and Expenditure is duly certified by the Principal and Chartered Accountant (CA). The Account of Janbhagidari Samiti is also audited by registered CA.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=NAAC%20SUPPORTING%20DOCUMENTS&topicid=122 |
| Upload any additional information | View File |

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

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

464000

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| 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 major resources of mobilization of funds for the Govt. Naveen College, Janakpur are as follows:

- State Government Fund.
- UGC/RUSA Fund.
- DMF Fund.
- Janbhagidari fund.
- Alumni Fund.
- The State Government of Chhattisgarh provides financial assistance under 'salary head' for office expenses, infrastructure augmentation and for some specific purpose. In addition to this there is corpus of fund collected from the enrolled students known as Janbhagidari fund. The Janbhagidari fund is utilized in the maintenance of infrastructure, salary of temporary staff and in respective requirements. The College also receives separate funds from the Alumni Association, which is used for the development of the College. The District Mineral Fund (DMF) is spent for IT infrastructure and other required equipment. The UGC/RUSA Fund is utilized for infrastructural development of the College.
- The Principal of the College is authorized as the Drawing and Disbursing Officer (DDO) hence monitors and supervises the

sanctioned funds and ensures its effective utilization. The optimal utilization of the financial resources is made after completion of all procedure and policies like; submission of proposal, consultation with the Purchase Committee/concerned department, sought quotations and approval of the Principal and purchase committee, supply Order given to the vendor for purchase of needs-cum-requirements. The funds generated are mainly utilized for development of infrastructure and its maintenance, for up- gradation of library and laboratories, strengthening the technology capacity etc.

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

6.5 - Internal Quality Assurance System

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

The IQAC is constantly striving for quality enhancement of the College with proper functioning of all Academic and Administrative Committees. The IQAC has institutionalized the quality assurance strategies and processes under the following major facets:

- Upgradation of IT Infrastructure:

The IQAC has been trying to keep pace with the ICT enabled tools for teaching-learning methodology. To assure the operation, the College has set up one Ed-Tech Laboratory, one Ed-Tech-Classroom, One Smart Classroom and one Computer Lab for the teachers and the students.

- Strengthening the Project Culture:

The IQAC plays an important role in inculcating project, innovation and research culture in the College. The college has not been identified as Research Centre for Ph.D. Due to non-availability of Post-graduation programmes in the College. The Faculties of the College have organized various project-oriented Workshops/Seminars and has create an ecosystem for innovation

and scientific learning.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=IOAC%20%20Minutes%20of%20Meeting |
| Upload any additional information | View File |

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

The IQAC has taken comprehensive mechanism of reviewing the teaching- learning process, methodology and learning outcomes. The details are as follows:

ICT Enabled Teaching-Learning Method:

- The IQAC encourages the faculty members to adopt advanced teaching methods and approaches for pedagogical activities.
- The Teachers instruct the students to use the ICT learning techniques.
- During COVID-19 teaching-learning method has been supported by virtual platforms and the faculty members also used the advanced ICT tools and techniques for teaching-learning transactions.
- The IQAC Promotes preparation of PPT, Video lectures and online study materials.

Internal Evaluation System:

- All Teachers motivate the Post-Graduate students to prepare Assignments, Project works and Dissertations.
- Practicals, Academic Tours, Seminars etc. are arranged and Unit Tests, Topic Tests, and Surprise Tests are conducted.

- Quarterly and Mid-term examinations are conducted.
- The question papers prepared by the faculty are based on the university examination.
- After evaluation answer sheets are provided to the students, which help them to understand their writing and conceptual mistakes.

Outcome Achieved:

The incremental improvement in teaching-learning process is reflected as-

- In clearing the doubts of students.
- Improves learning ability of students.
- In boosting the confidence of the students.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=FeedbackName=IQAC%20%20Minutes%20of%20Meeting |
| Upload any additional information | View File |

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

C. Any 2 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | http://www.janakpurcollege.ac.in/College.aspx?PageName=AQAR |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| 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

Govt. Naveen College, Janakpur is committed to gender equality and welfare of the women. Being Co-educational institution the College endorses the cause of gender equity, and sensitizes the staff and students to gender-based challenges and its concerns. It's fortunate that gross enrolment of girls in the College is always more than the boys. The topics on gender equity, human rights and women empowerment studies are compulsory for students in the prescribed curriculum for several UG-I year Courses. The Women Cell of the College organizes Seminars/workshops, Awareness Rally, Self-Defense programs, Extension and Outreach programs on gender issues throughout the year. Anti-sexual harassment committee keeps a strict vigil in the entire campus.

To promote gender equality and to safeguard the women the College has initiated the following measures:

- The College has a Girls' Common Room and separate Girls Washrooms, equipped with a working sanitary pad dispensing machine.
- The Women Cell organizes various lectures on women's medical/health issues and legal rights of women as well as Self-Defense training programs for the girls.

- The College administration is sensitive to the health concerns of women employees and has sanctioned Maternity as per the guidelines of the state government.
- Relaxation of 30% in admission is given to the female students as per the guidelines of the State Government.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |
| 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 | http://www.janakpurcollege.ac.in/College.aspx?PageName=NSS&topicid=119 |

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

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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:

The solid waste is collected every week by the respective departments. Bins are kept in various departments to collect solid waste. Waste management programs are carefully planned and implemented by NSS volunteers. Many awareness and cleanliness drives have been carried out by the students. The institution believes in preservation of the resources. Thus, the damaged furniture is not disposed but is reduced through repair. In this way, the institution tries to save and preserve the resources

for future generation.

Liquid waste management:

Liquid waste from laboratories, washrooms, sanitation blocks, working place etc. is collected in large soak pits where it is drained to the soil. It prevents the contamination and pollution of soil and water. The waste water from ROs, toilets is drained to septic tank. The Liquid waste from laboratory is collected in a pit container outside the building.

E-waste management:

Production of e-waste in the college is nil. So, there is no e-waste management system in the college.

Hazardous chemicals and radioactive waste management:

No hazardous chemical and radioactive waste is produced in the Govt. Naveen College,

Janakpur.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | http://www.janakpurcollege.ac.in/College.aspx?PageName=NSS&topicid=5 |
| Any other relevant information | View File |

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

E. None of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

| File Description | Documents |
|--|------------------|
| Geo tagged photos / videos of the facilities | 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

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage 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 | No File Uploaded |
| 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. Naveen College, Janakpur is located in Rural and Tribal area of Chhattisgarh. Janakpur is one of the hilly and backward areas of Chhattisgarh. The majority of the population belongs to Baiga Tribe along with some minor populations of other tribes. The State govt. employees and the local businessmen of Bharatpur-Janakpur area belong to several states of India. Thus, in the College, faculties and students of diverse culture and languages are involved together in teaching-learning. Besides, a large number of students from socio-economically weak sections /special backgrounds from regional neighborhood community are also studying in the College that promotes multiculturalism in the campus.

The major efforts of the College to inculcate tolerance and

communal harmony in young minds are as follows:

- To assure linguistic competence the teachers adopt bilingual mode of teaching, wherever required, and study materials are provided both in English and Hindi.

- To promote inclusiveness of socioeconomically weak students the College facilitates and implements the policies of the Chhattisgarh govt. in admissions, fee concession, scholarships and free books, pen etc for poor background students of SC, ST and OBC category.

- Tribal area allowance is given to all the employees as per the rules and regulation of Chhattisgarh government.

- To inculcate cultural diversity the College organizes many events like Dance and Singing performance, Rangoli and Mehandi competition, Annual function, Yuwa Utsav etc. and important days, anniversaries, occasions and festivals are celebrated to promote communal harmony among the students and the teachers.

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

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

Govt. Naveen College, Janakpur is consistently engaged in sensitizing the students and the employees to the constitutional obligations. The College organizes activities that foster the values, rights, duties and responsibilities of good citizens committed to nation and society. The NSS and the YRC are two integral bodies that commit activities to inculcate patriotism among students and staff.

The Curriculum of the College makes the students aware of social

justice, equality of opportunity, democratic freedom and respect to all religions.

Several Departments organize guest lectures on ethical and human values for students as to sensitize them on prevailing social responsibilities.

The NSS Unit of the College organizes road-safety awareness program in collaboration with district traffic police. The students are informed about the importance of safeguarding human life.

The YRC/NSS volunteers donate blood, wherever required. The NSS Unit of the College works towards reaching out to the larger community and engaging in social work creates a duty conscious community.

The College enshrines the sovereign rights and democratic values of our nation by commemorating the Independence Day and Republic Day.

Constitutional day (on 26th November) is celebrated every year in the College and Constitution oath is taken to inculcate democratic consciousness among the students and the staff. The College adheres to Civil Services Code of Conduct Rules 1965 issued by the Government of Chhattisgarh and also has a prescribed Code of conduct for all stakeholders. The Code of Conduct is displayed on the College website and the campus.

| File Description | Documents |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

C. Any 2 of the above

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

| 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

Govt. Naveen College, Janakpur celebrates National/International Commemorative Days, Festivals and Memories of the great freedom fighters to instill patriotic sprit and to foster unity among the students and the faculty. It is the practical approach to pave way to make the students good citizens. The following activities are conducted in this regard:

- The College celebrates the Independence Day and the Republic Day. It is taught to the students that the sacrifice of our freedom fighters is the price of our independence.
- Hindi Diwas is celebrated on 14th September every year to commemorate the adoption of Hindi as the official language of the country.
- The National Youth Day is celebrated every year on 12th January to commemorate the birth anniversary of Swami

Vivekananda and spread the philosophy of Swami Vivekananda i.e. 'service to the mankind is the greatest service to the god' amongst the youth.

- International Yoga Day is celebrated every year on 21st June to promote awareness towards a healthy living and the coordination of body, mind and spirit.
- World Environment Day is celebrated every year on 5th June to heighten awareness about the environment and conservation of the wild life and the natural resources.
- International Day for Biological Diversity is celebrated on 22th May to engage young minds towards new possibilities of living a world full of diverse flora and fauna.
- Mahatma Gandhi Jayanti and Swachh Bharat Abhiyan is celebrated on 2 October. The College organises Swachh Bharat campaign and Tree plantation drives.

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

7.2 - Best Practices

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

BEST PRACTICE-I:

Title of the Practice: 'Empowering Women by Raising Awareness against violence, discrimination and inequality.'

Objective: To aware the girl students about their Rights in family, society and work Place.

Evidence of Success:

In the last five years consistent efforts have been made to empower the girl students to encourage the women of their neighbourhood towards literacy, education and awareness creations.

Problem Encountered:

Govt. Naveen College, Janakpur is situated in the rural and tribal area.

Resources Required:

Establishment of Traditional Economic Organization and its role in the empowerment of marginal tribal girls.

BEST PRACTICE-II:

Title of the Practice: Reaching the Feeding Institutions of the Area.

Objectives of the practice:To promote collaborative engagement between the institution and neighborhood Government Schools.

The Practice:

The very concept was practised in many institutions of the nearby vicinity and a formal letter about the practice was sent by the Government Naveen College, Janakpur to the District Collector, and the Commissioner, Dept. Of Higher Education, the District Education Officer and the concerned schools.

Evidence of Success:

The practice has exercised a great motivational influence on the student community of the feeding institutions.

Resources Required:

Government's intervention in fulfilling the vacant posts in schools to increase the number of permanent teaching faculties.

Data like name and contact numbers of the teachers and the students of all such schools.

| File Description | Documents |
|--|------------------|
| Best practices in the Institutional web site | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

Govt. Naveen College, Janakpur is Distinctive in its Priority and Thrust for CAPACITY BUILDING of Teaching, non-Teaching Staff and the students. In the past five years, the practice of Capacity Building has been strengthened in multifold dimensions.

The portrayal of performance towards Capacity Building is as follows:

For Teaching Staff:

- The IQAC encourages young and newly recruited faculties to participate in skill enhancement programmes like Orientations/Refresher Courses/ FDPs. In order to maintain quality of teaching profession several teachers partake in various training programmes and ensure to keep their skill

and knowledge up-to-date.

- The College creates an ecosystem for project/innovation and transfer of knowledge. As a result, the College is recognized as an important centre of knowledge and excellence.

For non-teaching staff:

- Basic and advanced ICT workshops have been organized to increase efficiency in work outcomes.
- Administrative and accounts related workshops for non-teaching staff have been held for updating knowledge and skills.
- For students: Students are encouraged to organize a wide range of activities under the umbrella of departmental and other academic societies/cells to learn beyond the boundaries of the classroom.

With this thrust in capacity building, Janakpur College is poised to take on greater academic challenges in the future and become the most sought after institution of higher education.

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

Govt. Naveen College Janakpur is affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja, Ambikapur, Chhattisgarh. The College adheres to the affiliating University for syllabus and curriculum and develops the academic calendar for the teaching learning activities. At the beginning of every academic year, the Principal conducts meeting with all faculty members to develop strategies for effective implementation of syllabus as well as extension activities. Teaching faculty members prepare their own plan of action according to the syllabus for effective curriculum delivery. Day to day teaching-learning and execution of teaching plan is maintained regularly in Teaching Diary by the faculty members and the diary is inspected by the principal at the end of the month and the required suggestions are given for academic improvement. All Departments maintain their Departmental libraries and add new text books, reference books and journals to the library to cater to the needs of the students. Besides traditional lectures and seminars, resourceful infrastructure for the use of ICT in classrooms, like power point presentations and audio visual support, You-Tube assisted learning are all available to make the delivery of the curriculum effective and interesting for the students.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Academic%20Calendar&topicid=47 |

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

The IQAC and Academic Calendar Committee prepare their own

Academic Calendar in accordance with the academic calendar of the affiliating University and the Higher Education Department of the state. The Academic Calendar of the College is prepared by keeping in mind all the curricular and co-curricular aspects. The Academic Calendar retains all complete information regarding the Annual Sports, Cultural activities, Youth Festival, NSS and YRC activities, Celebration of National and International days, tentative dates of examination etc. It is mandatory for the students and the faculty to adhere to the Academic Calendar for the effective completion and implementation of academic activities. The Principal of the College regularly conducts meetings for different Committees to ensure the better functioning of the Academic Calendar.

The teaching faculty of the College, time to time, conducts Group Discussions, Mock-test, Surprise-test, Unit test, Quarterly/Half yearly examination and CCA in CBCS or University pattern to promote continuous internal assessment of the students. Thus, the learners get acquainted with the pattern of University question paper.

The faculty members prepare the students for examination by encouraging them for timely completion of the Assignment, Project Work and Dissertation in specific areas.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Academic%20Calendar&topicid=47 |

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

C. Any 2 of the above

| File Description | Documents |
|--|-------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| Any additional information | No File Uploaded |

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

1

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

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

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

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

The College is meticulously following the curriculum

prescribed by the affiliating Sarguja University. The University curriculum integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum. Following are the selected few courses in the curriculum which focuses on these issues:

Issues focusing on Gender Sensibility:

The courses of Foundation Course containing language papers, Political Science, Sociology and Literature courses have detailed units containing Gender issues. Political Theory provides valid information about Gender Equity.

Issues focusing on Human Values and professional Ethics:

The course of Political Science in UG and PG, Commerce and Sociology has unit wise chapters on Human Values and social ethics

in UG.

The course of Political Science and Literature courses in Hindi and English cover wide area effectively on Human Values with the Indian Government and Politics.

Foundation Course Hindi Language is Compulsory for all UG students. It demonstrates knowledge about Human Values.

The course of Commerce elicits views of Professional Ethics and Human Values by the contextual knowledge of Business Communication, Business Environment etc.

Environment and sustainability:

In all the UG programmes there is a compulsory paper named Environmental Studies in which students have to prepare a project Report on the issues related to environment,

environment preservation, sustainability and cleanliness.

The course of Political Science, Economics, English and Zoology has chapters relevant to Environment. The course of Botany gives appropriate knowledge relevant to the Environment and Sustainability with Ecology, Environmental Biology.

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| 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 |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

1

| 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

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | No File Uploaded |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | No File Uploaded |

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | http://www.janakpurcollege.ac.in/College.aspx?PageName=Feedback&topicid=160 |

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 sanctioned seats during the year

1490

| 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**

880

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity**2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

The college has designed well planned system to assess the learning levels of the students. The college has a defined policy for assessment of competency, skills and the different levels of learning, analyzing and assimilating the knowledge. Counseling sessions are organized by faculty members before the commencement of programs to make the students well informed regarding their strength and weaknesses.

To find out the slow and advanced learners, all the disciplines conduct various activities like question-answer session, quiz on general knowledge, topic test, role playing activity, home assignments etc. The academic performance in the previous academic year is also a good indicator to identify the slow and advanced learners.

The initiatives taken by the college for the slow learners are as follows:

Remedial coaching is offered to slow learners and academically weak students. Organizing Topic tests, surprise tests, mid- term tests also help to improve slow learners to certain desired levels.

Encouragement is given to advanced learners to independently prepare lecture notes. Various reference books and notes are provided to both the slow learners and the advanced learners.

| File Description | Documents |
|-----------------------------------|---|
| Link for additional Information | http://www.janakpurcollege.ac.in/College.aspx?PageName=OTHER%20DOCUMENTS&topicid=151 |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 768 | 9 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

Student centric methods are an opportunity for students to develop academic potential, to learn taking initiative, to make decisions and excel in other skills for learning results. The College is constantly working towards a shift from a traditional teaching culture to a holistic learning environment with positive involvement of students.

The College provides a collaborative and participative learning, by adopting Debates, Quiz competitions, Poster presentations, Cultural programs, Assignments, Seminars, and interaction with experts for a holistic development of students. Skill enhancement programs like English Language and Communication classes enable students to express their feelings and ideas in English and correct their pronunciation. The Department of Computer Science provides an effective platform for inter-department levels to improve computing skill of all students. For this purpose, the PGDCA students conduct class presentation for the students of another department to aware on latest technologies and preparation of their project works/Dissertations and PPT. Teachers also organize intra-departmental interactive lectures and question-answer session in the subjects to encourage innovative interpretation among students. Extension and outreach programs, in collaboration with other agencies, generate a space for the students to practically apply their classroom knowledge in the larger society.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=OTHER%20DOCUMENTS&topicid=152 |

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

In the process of teaching and learning, the college prompts, supports and facilitates the use of ICT based tools to enable better, enhanced and effective teaching-learning process for the benefits of students which is the utmost requirement of the time. It has become very important to use the various e-tools and techniques, various information and technologies to communicate with the students in the field of higher education.

The college has procured overhead projectors and interactive smart boards for classrooms. It encourages and mandates its teaching staff to use ICT enabled tools for effective teaching learning process. Teachers are in the habit of

teaching with the help of LCD Projector, use PPT of their lectures and teach students in a newer and participative way. The teaching staff is advised and insisted upon to learn the use of new ICT tools, Internet, Smart Phones, Laptops, Desktops etc. Every teacher in the college is well versed in digitally disbursing class notes, lectures notes, power points presentations, study material, e-books, e-articles, tutorials You Tube videos from authentic and trusted online resources via Whatsapp or Email to students.

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

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

3

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| 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

2

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

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

2.4.3.1 - Total experience of full-time teachers

9

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

The students are the important stakeholders in any institution imparting education and it is our endeavor to make all efforts to ensure transparency in all the assessment of learning outcomes at different stages. By taking this spirit into consideration, the College deals effectively with learning process, internal assessment, examination process and other related grievances transparently, efficiently and in a timely manner.

The teaching faculty of Janakpur College regularly conducts Group Discussions, Mock-test, Surprise-test, Unit test, Quarterly/Half yearly examination and CCA in CBCS on University pattern to promote internal assessment of the students. Thus the learners get acquainted with the pattern of University question papers.

Teachers also evaluate students through the practice work of previous year question papers.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Exam&topicid=99 |

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

Internal Examination related Grievances- The teaching-learning, assessment process in the College is a transparent and student friendly one. To ensure the transparency in internal examination, guidelines of exam are displayed on notice board, College website and circulated in the class rooms. The internal grievances related to Class tests/Unit tests, CCA, Assignments, Practicals, Dissertations and Project works etc. are resolved by Assessment Grievance Redressal Committee in consultation with respective faculty members.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://www.sggcg.in/public/home/welcome |

2.6 - Student Performance and Learning Outcomes

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

The Programme Outcomes (POs) and Course Outcomes (COs) for all programmes offered by the Government Naveen College Janakpur are stated and displayed on the website as well as in all the classrooms. The objective, scope and career opportunities for a particular course/programme and its related fields are displayed at the prominent places, the information boards and profile of each Department, which enable the students to visualize the importance of that subject, expected outcomes of the programme that he/she is going to study. The students are also made aware of POs and COs through the prospectus. Course Outcomes are mentioned in the printed syllabus and also available in the Library.

The College has implemented various summative and formative approaches through which POs and COs are reflected and communicated with students.

They are:

- At the beginning of the session the IQAC organizes Induction Program for Newly admitted students. Each individual Teacher apprises the students of POs and COs of specific subject.
- The students are made familiar with POs through Project work, Dissertation, Assignments, and Practicals etc.
- Execution of Guidance and Coaching for Competitive Exams, aware the students about Course outcomes.
- Involvement of students and Teachers in various Camps, Workshops, Seminars and Conferences at local, university, and state level enrich the attainment of POs and COs.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=POs%20and%20COs |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

Evaluation of Attainment of POs & COs:-

Evaluation determines the extent to which a Programme and Course achieves predetermined Outcomes or Goals. Some Direct and Indirect Methods of Assessment are used to evaluate the intended POs and COs through both Internal and External performances of the students.

Direct Method of Assessment: Internally POs and COs are evaluated directly through the marks obtained by the students in Unit Tests, Quarterly/Half yearly Examinations and CCA which are conducted in each year/semester. These examinations are taken according to the schedule set by the University/Department of higher education.

Assignments, Projects, Internship and Seminars are also used to evaluate learning outcomes. Finally Result of the year end examination reflects the attainment gained by the students.

Indirect Method of Assessment: Externally POs and COs are evaluated through the students progression to higher education, outstanding performance of students in annual exams, other competitive exams of state, national levels.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=POs%20and%20COs |

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

121

| 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)

[NA](#)

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 departments having Research projects funded by government and non government agencies during the year

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution 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 |

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - 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 |

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

0

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

3.3 - Extension Activities

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

The extension activities are carried out in nearby locality to sensitize the students to social issues and help in the overall development of personalities of students and indirectly society as a whole.

Janakpur College carried out the following major extension activities:

• In the context of health and hygiene the YRC of the College organized Health Check-up Camp, AIDS awareness rally, Nasha Mukti Abhiyan rally, etc. The College has set up Electoral Literacy Club (ELC) and carried out the SVEEP plan of Government to make the people aware of voting and its democratic importance for their rights.

• The NSS department of College conducted Clean and Green Campus activities as well as beyond the Campus Environmental Promotion activities in collaboration with Janpad Panchayat and Forest Department Janakpur.

• The NSS and YRC organized Workshops and Awareness Rallies on Tree Plantation, Food Poisoning Awareness, Energy Conservation etc. on a regular basis. Road Safety awareness programs are also conducted in collaboration with District Traffic Police Department to inform the students about traffic rules and safety measures.

Besides above mentioned activities, the College organizes Seminars, Guest lectures, Debates on women empowerment etc. Thus, all the departments of College sensitize the students to social issues and encourage them to participate in community based activities for holistic development.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=NSS&topicid=164 |
| Upload any additional information | View File |

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

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

0

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

3.3.3 - 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

3.3.3.1 - 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

110

| 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 last year (Data Template) | View File |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

| 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 |

3.4 - Collaboration

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

0

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | No File Uploaded |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | No File Uploaded |

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| 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.

Govt. Naveen College Janakpur facilitates the disciplines of Humanities, Commerce and Science. In the field of computer science a new course i.e. PGDCA is also introduced for the students. The College has always taken proactive steps to provide various facilities to develop the infrastructure in the campus in terms of Classrooms with Green Boards, resourceful Library, well-equipped Science Laboratories, Computer facility, Clean Drinking water, Parking facility, separate Wash- Rooms, CCTVs surveillance and other facilities for pupils.

To make the teaching-learning process more comprehensive the following facilities are available:

- Classrooms:- The College has a total of 14 classrooms for smooth running of various courses simultaneously.
- Laboratory Facilities- There are six (6) Laboratories which include laboratories of Physics (01), Chemistry (02), Botany (01), Zoology (01), and Geography (01). All Laboratories are well equipped as per the academic requirements.
- Computer Department- The College has one(01) Computer Laboratory equipped with 17Computers, all provided with internet connectivity.
- Smart Classrooms Facilities- College has one (01) Smart Classroom well equipped with ICT tools. It is used by faculty members and students for Power Point Presentation, Students Seminar, Guest Lectures and all types of Audio-Visual presentations. There are two overhead projectors for teaching- learning demonstrations and other academic purposes. Besides, all departments have individual computer for the students.

• **Library Facilities-** The Library is equipped with important learning resources for the faculty and students. The library has the facility of Reading Room with computers for the students and teachers to browse e-learning materials.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |

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

The College provides comprehensive facilities and support to carry out the activities of Cultural, Sports, Games, Gymnasium and Yoga etc.

• **Facilities for Cultural Activities-** The College has one cultural- cum-academic stage in the campus where cultural events such as Annual day, Youth Festival, Singing, and Dancing etc are organized to give opportunity to students to express their skills, aptitude and inherent creativity.

• **Outdoor Games Facility-** The campus has an open playground which is used for various outdoor sports like Volleyball, Kho-kho, Kabaddi etc. and other athletics events such as Long/High Jump, Shot- put, Discus Throw, Javelin Throw and Yoga.

• **Indoor Games Facility-** The College has one Badminton Court and one sports room for Carom, TT and Chess.

• **Facilities for Gymnasium-** The College Gymnasium Room is located within the campus in the ground floor. A variety of equipment for fitness, exercise and body building are available which cater to the requirements of the students and faculty members. The Gym is being run by the college on PPP model i.e. Public-Private- Partnership model. The local residents and non-collegiate are allowed to use the Gym

facility on paid-membership basis.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |
| 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)**

70.4

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

4.2 - Library as a Learning Resource

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

The first and foremost aim of Library is to provide reading facility to the students for proper development of reading skills and exploring the wider world of knowledge.

Our institution is committed to provide quality education to the students of this tribal and rural area. The Library of Govt. Naveen College, Janakpur is located in the academic building itself. There is a Library-cum-reading room which facilitates extensive reading and study area for students and staff.

Three (3) desktop computers have been installed in the Library reading room with Wi-Fi and internet facilities. These Desktops are used to access the online resource required for academic purposes. A Desktop is connected to a Printer so that material accessed on the internet can be printed.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-

D. Any 1 of the above

| resources | |
|--|---------------------------|
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |
| 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs) | |
| 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs) | |
| 0 | |
| 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 | |
| 20 | |
| File Description | Documents |
| Any additional information | View File |
| Details of library usage by teachers and students | View File |
| 4.3 - IT Infrastructure | |
| 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi | |
| Govt. Naveen College, Janakpur adopts policies and techniques for adequate technology deployment and upgradadion that | |

provides a large range of IT amenities and services to support all students and staff for their teaching, learning, research and administration.

The College campus is partially BSNL Wi-Fi enabled. It provides adequate internet speed for all students and faculty members to get additional information and academic related queries. The "Planet link technology Bharat Fibre BSNL provides 100 MBPS data speed."

The College provides Computer with internet facility especially in Office, Library, Smart Room and selected Blocks through community based broadband internet service.

The College has also purchased BSNL Internet Dongle/Router to enhance internet capabilities and is used for academic and administrative purposes.

The College has redesigned its Website, with updated information, and has made it user-friendly and interactive. The Website is managed and maintained by the teachers and non-teaching staff of the College.

The College campus is under CCTVs surveillance to ensure safety and security to its stakeholders. Besides these facilities other IT equipment like UPS, Printers, Photocopiers, Speakers, Amplifiers, Wireless microphones etc. are available in the College in adequate number. The students are encouraged to use IT infrastructure and resources for exploring the new horizons of knowledge and broaden their insight by synthesizing the gathered information.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |

4.3.2 - Number of Computers

30

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | No File Uploaded |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

70.4

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The College ensures optimal allocation and utilization of the funds for maintenance and upkeep of different facilities in

consultation with purchase committee of the college. Being a Government college, the maintenance of building is undertaken by the state PWD. Minor maintenance works are done with funds from the Jan-Bhagidari-Samiti.

- Laboratory- There are six well equipped laboratories. The laboratories and their equipment are maintained by Lab-Technician and Lab-Attendants.
- Library- The library advisory committee is constituted to look into the smooth and efficient functioning of the library and also allocate funds for the purchase of books and journals. Library staff ensures the maintenance of library services and helps the students in searching and lending books in the library.
- Sports Complex- The Sports committee of the college is in-charge of the sports complex and equipment. Grade IV staff is assigned for Ground, Courts, Indoor Stadium and Gym maintenance and repair work.
- Computer Facilities- The college ICT committee is responsible for the maintenance of the computers and smooth functioning of the network facilities in the college.
- Classrooms- Regular cleaning and dusting of the classrooms, corridors, toilets, faculty rooms, office, library, college compound etc. is done by Grade IV staff. The students are sensitized regarding cleanliness and motivated for energy conservation by careful and optimum use of electricity in classrooms.
- Other Facilities- Girls' common room, Reading room, water purifier, Fire extinguishers etc. are also maintained properly for the benefit of the students.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |

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

293

| 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) | View File |
| 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 | C. 2 of the above |
| File Description | Documents |
| Link to institutional website | http://www.janakpurcollege.ac.in/College.aspx?PageName=Committees&topicid=86 |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |
| 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 115 | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 115 | |
| File Description | Documents |
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |
| 5.1.5 - The Institution has a transparent | C. Any 2 of the above |

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |

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

26

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

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

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

0

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |

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 university/state/national/international level (During the year) (Data Template) | View File |

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

The College has constituted a very active and functioning Student Council as per the State Government and the University ordinance. The student council comprises of President, Vice President, Secretary, Joint-Secretary and Class Representatives. The council helps the faculty to organize various Academic, Cultural and Sports events and Administrative activities in the College.

Objectives of Student Council:

- To give the students an opportunity to develop leadership qualities.
- To inculcate spirit of discipline. To promote respect for Human Rights.
- To encourage participation in Literary and Cultural activities in the campus and to bring out their leadership and creative talents.

Student Representation:

Students' representation in various Academic and Administrative Committees includes; Anti-ragging committee, Prevention of Sexual Harassment Committee, Student Welfare Committee, NSS Committee, Gym Committee, Excursion and Tour Committee, Sports activity Committee, Cultural activity Committee etc.

Major Activities of Student Council:

- Making policies and taking decisions for various plans and strategies of the College. Planning and managing Academic, Cultural and Sports activities.
- Maintaining discipline and healthy atmosphere in the campus.
- Making necessary arrangements for the extension activities conducted by NSS unit and YRC unit of the

College.

- Playing a significant role in Seminars and symposium.
- Playing a critical role in redressing major grievances.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Sport |
| 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

100

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

5.4 - Alumni Engagement

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

The Alumni Association contributes a significant role to overall development of an institution and integrally involves through financial and non-financial means. Govt. Naveen College, Janakpur has a functional Alumni Association, whose suggestions and supports enrich the academic strategies of the College.

The College has created Alumni WhatsApp group and Facebook page for communication and maintains good relations with

Alumni Association members. The College organizes interactive meeting with Alumni Association to provide them platform to share their experiences. These Alumni meets strengthen bond between the passed- out students and the current batch. The Alumni Association of our College gives positive outlook and supports for the innovative activities. The College ensures to implement the valuable suggestions given by the Alumni Association.

The Alumni Association helps to uplift the incremental quality of the College as:

- The Alumni, who are well-placed in the society/industry in other Government and Non-Government Jobs, are able to use their network to facilitate opportunities for the students in career advancement and placements.
- Alumni are also involved in providing funds for infrastructural development and improving learning resources.
- The Alumni Association provides their precious feedback on Curriculum development, Extension activities, Infrastructure improvement as well as holistic development of the College.

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

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 Govt. NaveenCollege, Janakpuris to endeavor to prepare the economically challenged students of rural and tribal area to face the challenges of highly competitive world. The Mission of the institution is to provide a secure and well conducive environment for the overall development of the students by imparting qualitative education and relevant employability skills.

The effective governance and leadership with the vision and mission of the College is reflected as:

The College organizes Induction Programme every year for newly admitted students, in which the students are appraised of various courses, syllabus, schemes like Carrier Guidance, NSS, YRC, scholarship etc. and facilities like Library, Laborites, Sports, Gym etc.

Teachers introduce the students to their syllabus in such a way that after completing their degrees from the institution they find themselves fit in the present competitive scenario.

The several Committees of the College organize various extension and outreach programs like skill development, Carrier Guidance, Sports, cultural and value added programs for holistic development of the students.

The Scholarship Committee is always aware of the government scholarship and stationery is provided to the rural and economically challenged students.

The Career Guidance Committee provides proper guidance to students for competitive examination through seminars, webinars, Career Talks etc.

The Women Cell of the College is committed towards equity and empowerment of girl students.

All quality control measures are initiated and implemented by the IQAC of the College.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=IQAC%20%20Minutes%20of%20Meeting |
| 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.

The effective governance and leadership of the College in Decentralization and Participation practices is reflected as:

Decentralization Practices: The College has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

1. **Principal Level:** The Principal in consultation with the Teachers' Council frames different committees for planning and implementation of different Academic and student administrative related policies.
2. **Faculty Level:** Faculty members are given representation in various committees like; IQAC, Admission, Examination Cell, Scholarship, Grievance Redressal Cell, Cultural Activity, Sports, Women Cell, YRC, N.S.S, Career Counseling and Placement Committee etc.
3. **Student Level:** The students are the members of several Committees and play an important role in extension activities.

Participative Practices: The College promotes a culture of participative management by involving the staff and students in various activities. Both the students and the faculties are allowed to express their creative ideas and suggestions to improve the excellence of the College in various aspects thereof.

1. **Strategic Level:** The Principal, faculty and staff members are involved in defining the policies and procedures, framing guidelines and rules and regulations pertaining to admission, discipline, grievance, counseling and library services etc. and effectively implementing the same to ensure smooth and systematic functioning of the College.
2. **Functional Level:** Faculty members share knowledge among students and staff members while working for the committee.

Operational Level: The Principal interacts with faculties, Students and office staffs for the execution of different academic, administrative, extension and extracurricular related activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The specific Institutional Strategic/Perspective/Development plans and its Deployment are as follows:

- **To procure IT Facilities for teaching-learning:** The College has adopted a strategic plan of tasking ICT based teaching and learning. For successful implementation of this strategic plan; One (01) Smart Classroom, one (01) ICT enabled laboratory and nearly 34 Desktops with internet facility have been procured and installed successfully.
- **To Upgrade Library learning Resources:** The College has approved a development plan regarding easy accession of e-learning resources. For satisfactory fulfillment of this development plan three (3) desktops have been installed in the Library reading room.
- **To Create an Ecosystem for Project and Innovations:** The

College adopted a strategic plan of concerning the project based learning and Innovations. For successful implementation of this strategic plan; various e-Workshops, Webinars have been organized on research oriented topics. The faculty members have attended Faculty Development Programme to learn various project based teaching methods and use the same in teaching-learning practices.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

Naveen College, Janakpur is a Government Institution working under the Regulatory authority of Higher Education Department of Chhattisgarh Government. All the key decisions are taken by the institutional bodies as prescribed by the Statutory/Regulatory authority. The Directorate of Higher Education Department Chhattisgarh takes Academic and Administrative decisions which are carried out through the Principal. The powers and functions of various institutional bodies are well enunciated in the government rules and regulations, which help the Internal Committees to exercise effective monitoring of the entire functioning of the College. The Principal is responsible for the administration of the academic and non-academic aspects and ensures proper implementation of the government policies and procedures.

The Internal Committees and the IQAC assist the Principal in administration work and support him in his innovative reforms. The IQAC evaluates and upgrades the quality of the academic and administrative performance of the College. Heads of Departments supervise the departmental activities and cater to the needs of the students. The Librarian in-charge executes smooth functioning of the Library. On the other side, administrative staffs like Head Clerk, Accountant and non-teaching staff are responsible for all the non-academic

departments. The representatives of Student Union are also members of various Committees and play an important role in the execution of extension activities.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Rules%20and%20Regulations |
| Link to Organogram of the Institution webpage | http://www.janakpurcollege.ac.in/College.aspx?PageName=OTHER%20DOCUMENTS&topicid=68 |
| 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 | View File |
| Screen shots of user interfaces | View File |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

The existing Chhattisgarh State Government Welfare Schemes are applicable to the employees of the Govt. Naveen College, Janakpur. The College provides a number of Welfare measures for the staff like:

- Provident fund/NPS/
- Group insurance. Loan facility. Reimbursement of

Medical expenses.

- Financial support and Academic Leave to Teachers for attending Conference/ workshops/ Seminars/Training programs. Maternity leave for women employees (Six Month).
- Child Care Leave for Women Employees (Two Year). Paternity Leave for Men employees (15-Days).
- Additional increments after acquiring higher degrees like M.Phil and Ph.D.
- Encashment of earned leave. Encashment against the T.A/D.A. Festival advance.
- Uniform and Washing allowance to Class IV employee.

Besides these provisions the Govt. Naveen College, Janakpur takes care of well-being of its employees and provides some other facilities like Well-furnished Staff room, Gym with fitness instruments, Washroom, RO drinking water etc.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=Rules%20and%20Regulations |
| Upload any additional information | View File |

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

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

0

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

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

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

0

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| 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

5

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

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

Govt. Naveen College, Janakpur furnishes performance Appraisal System for Teaching and non- Teaching staff. Performance Appraisal is done annually at the end of every Academic Year. The inherent features of Teaching Staff Appraisal System are:-

As per the UGC guidelines and rules of the Department of Higher Education Chhattisgarh, Teachers have to keep a record file of their Academic endeavors, Research Publication, Refresher/Orientation Course, Workshops/Seminars/FDP and other institutional activities for performance Appraisal.

Moreover teaching staff of the College has to submit annually the prescribed Performance Based Appraisal System (PBAS) form, with all the mandatory attachments. PBAS form accumulates information like Number of professional development programmes attended, Number of teaching hours etc.

Non-Teaching Staff Appraisal System:-

The performance of the non-teaching staff is also assessed through APAR form by looking into the timely completion of their administrative works in a proper manner.

Finally the Principal of the institution scrutinizes the details of APARs, PBAS, API marks and gives his opinion/remark on five point scale like Poor/Satisfactory/Good/Very Good/Excellent.

Principal submits the Confidential Report to the Regional Additional Director of Higher Education Department, Ambikapur (C.G.). Additional Director submits Confidential Reports to Commissioner, Department of Higher Education Chhattisgarh for further action.

| 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 College conducts Internal and External Financial Audits at the end of each academic year.

Internal Financial Audit:

The Internal Audit Committee inspects all the annual financial transactions for transparency, authenticity and integrity. At the end of every year Internal Audit Committee verifies the stock register and bill book of both non consumable and consumable items. The verification committee writes its report on the last page of the stock register that 'all the items purchased during the year have been entered in the stock register and all the balance items are physically present'. The aforesaid report of Internal Audit Committee is then countersigned by the Principal.

External Financial Audit:

The Principal of the College forwards all expenditure bills

to the Account Section. Accountant cross-checks the proceeding bills, after being satisfied, all the payments are made by RTGS/Bank Draft/Cheque. The Accountant of the College keeps all the purchase bills and documented in financial record. Finally Annual Income and Expenditure is duly certified by the Principal and Chartered Accountant (CA). The Account of Janbhagidari Samiti is also audited by registered CA.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=NAAC%20SUPPORTING%20DOCUMENTS&topicid=122 |
| Upload any additional information | View File |

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

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

464000

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| 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 major resources of mobilization of funds for the Govt. Naveen College, Janakpur are as follows:

- State Government Fund.

- UGC/RUSA Fund.
 - DMF Fund.
 - Janbhagidari fund.
 - Alumni Fund.
- The State Government of Chhattisgarh provides financial assistance under 'salary head' for office expenses, infrastructure augmentation and for some specific purpose. In addition to this there is corpus of fund collected from the enrolled students known as Janbhagidari fund. The Janbhagidari fund is utilized in the maintenance of infrastructure, salary of temporary staff and in respective requirements. The College also receives separate funds from the Alumni Association, which is used for the development of the College. The District Mineral Fund (DMF) is spent for IT infrastructure and other required equipment. The UGC/RUSA Fund is utilized for infrastructural development of the College.
- The Principal of the College is authorized as the Drawing and Disbursing Officer (DDO) hence monitors and supervises the sanctioned funds and ensures its effective utilization. The optimal utilization of the financial resources is made after completion of all procedure and policies like; submission of proposal, consultation with the Purchase Committee/concerned department, sought quotations and approval of the Principal and purchase committee, supply Order given to the vendor for purchase of needs-cum-requirements. The funds generated are mainly utilized for development of infrastructure and its maintenance, for up-gradation of library and laboratories, strengthening the technology capacity etc.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for

institutionalizing the quality assurance strategies and processes

The IQAC is constantly striving for quality enhancement of the College with proper functioning of all Academic and Administrative Committees. The IQAC has institutionalized the quality assurance strategies and processes under the following major facets:

- Upgradation of IT Infrastructure:

The IQAC has been trying to keep pace with the ICT enabled tools for teaching-learning methodology. To assure the operation, the College has set up one Ed-Tech Laboratory, one Ed-Tech-Classroom, One Smart Classroom and one Computer Lab for the teachers and the students.

- Strengthening the Project Culture:

The IQAC plays an important role in inculcating project, innovation and research culture in the College. The college has not been identified as Research Centre for Ph.D. Due to non-availability of Post-graduation programmes in the College. The Faculties of the College have organized various project-oriented Workshops/Seminars and has create an ecosystem for innovation and scientific learning.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=IQAC%20%20Minutes%20of%20Meeting |
| Upload any additional information | View File |

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

The IQAC has taken comprehensive mechanism of reviewing the teaching- learning process, methodology and learning outcomes. The details are as follows:

ICT Enabled Teaching-Learning Method:

- The IQAC encourages the faculty members to adopt advanced teaching methods and approaches for pedagogical activities.
- The Teachers instruct the students to use the ICT learning techniques.
- During COVID-19 teaching-learning method has been supported by virtual platforms and the faculty members also used the advanced ICT tools and techniques for teaching-learning transactions.
- The IQAC Promotes preparation of PPT, Video lectures and online study materials.

Internal Evaluation System:

- All Teachers motivate the Post-Graduate students to prepare Assignments, Project works and Dissertations.
- Practicals, Academic Tours, Seminars etc. are arranged and Unit Tests, Topic Tests, and Surprise Tests are conducted.
- Quarterly and Mid-term examinations are conducted.
- The question papers prepared by the faculty are based on the university examination.
- After evaluation answer sheets are provided to the students, which help them to understand their writing and conceptual mistakes.

Outcome Achieved:

The incremental improvement in teaching-learning process is reflected as-

- In clearing the doubts of students.
- Improves learning ability of students.

- In boosting the confidence of the students.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.janakpurcollege.ac.in/College.aspx?PageName=FeedbackName=IOAC%20%20Minutes%20of%20Meeting |
| Upload any additional information | View File |

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

C. Any 2 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | http://www.janakpurcollege.ac.in/College.aspx?PageName=AOAR |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| 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

Govt. Naveen College, Janakpur is committed to gender equality and welfare of the women. Being Co-educational institution the College endorses the cause of gender equity,

and sensitizes the staff and students to gender-based challenges and its concerns. It's fortunate that gross enrolment of girls in the College is always more than the boys. The topics on gender equity, human rights and women empowerment studies are compulsory for students in the prescribed curriculum for several UG-I year Courses. The Women Cell of the College organizes Seminars/workshops, Awareness Rally, Self-Defense programs, Extension and Outreach programs on gender issues throughout the year. Anti-sexual harassment committee keeps a strict vigil in the entire campus.

To promote gender equality and to safeguard the women the College has initiated the following measures:

- The College has a Girls' Common Room and separate Girls Washrooms, equipped with a working sanitary pad dispensing machine.
- The Women Cell organizes various lectures on women's medical/health issues and legal rights of women as well as Self- Defense training programs for the girls.
- The College administration is sensitive to the health concerns of women employees and has sanctioned Maternity as per the guidelines of the state government.
- Relaxation of 30% in admission is given to the female students as per the guidelines of the State Government.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | http://www.janakpurcollege.ac.in/College.aspx?PageName=Infrastructure |
| 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 | http://www.janakpurcollege.ac.in/College.aspx?PageName=NSS&topicid=119 |

7.1.2 - The Institution has facilities for

C. Any 2 of the above

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**

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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:

The solid waste is collected every week by the respective departments. Bins are kept in various departments to collect solid waste. Waste management programs are carefully planned and implemented by NSS volunteers. Many awareness and cleanliness drives have been carried out by the students. The institution believes in preservation of the resources. Thus, the damaged furniture is not disposed but is reduced through repair. In this way, the institution tries to save and preserve the resources for future generation.

Liquid waste management:

Liquid waste from laboratories, washrooms, sanitation blocks, working place etc. is collected in large soak pits where it is drained to the soil. It prevents the contamination and pollution of soil and water. The waste water from ROs, toilets is drained to septic tank. The Liquid waste from laboratory is collected in a pit container outside the building.

E-waste management:

Production of e-waste in the college is nil. So, there is no e-waste management system in the college.

Hazardous chemicals and radioactive waste management:

No hazardous chemical and radioactive waste is produced in the Govt. Naveen College,

Janakpur.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | http://www.janakpurcollege.ac.in/College.aspx?PageName=NSS&topicid=5 |
| Any other relevant information | View File |

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

E. None of the above

| File Description | Documents |
|--|------------------|
| Geo tagged photos / videos of the facilities | 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

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage 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 | No File Uploaded |
| 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. Naveen College, Janakpur is located in Rural and Tribal area of Chhattisgarh. Janakpur is one of the hilly and backward areas of Chhattisgarh. The majority of the population belongs to Baiga Tribe along with some minor populations of other tribes. The State govt. employees and the local businessmen of Bharatpur-Janakpur area belong to several states of India. Thus, in the College, faculties and students of diverse culture and languages are involved together in teaching-learning. Besides, a large number of students from socio-economically weak sections /special backgrounds from regional neighborhood community are also studying in the College that promotes multiculturalism in the campus.

The major efforts of the College to inculcate tolerance and communal harmony in young minds are as follows:

- To assure linguistic competence the teachers adopt bilingual mode of teaching, wherever required, and study materials are provided both in English and Hindi.
- To promote inclusiveness of socioeconomically weak students the College facilitates and implements the policies of the Chhattisgarh govt. in admissions, fee concession, scholarships and free books, pen etc for poor background

students of SC, ST and OBC category.

- Tribal area allowance is given to all the employees as per the rules and regulation of Chhattisgarh government.

- To inculcate cultural diversity the College organizes many events like Dance and Singing performance, Rangoli and Mehendi competition, Annual function, Yuwa Utsav etc. and important days, anniversaries, occasions and festivals are celebrated to promote communal harmony among the students and the teachers.

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

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

Govt. Naveen College, Janakpur is consistently engaged in sensitizing the students and the employees to the constitutional obligations. The College organizes activities that foster the values, rights, duties and responsibilities of good citizens committed to nation and society. The NSS and the YRC are two integral bodies that commit activities to inculcate patriotism among students and staff.

The Curriculum of the College makes the students aware of social justice, equality of opportunity, democratic freedom and respect to all religions.

Several Departments organize guest lectures on ethical and human values for students as to sensitize them on prevailing social responsibilities.

The NSS Unit of the College organizes road-safety awareness

program in collaboration with district traffic police. The students are informed about the importance of safeguarding human life.

The YRC/NSS volunteers donate blood, wherever required. The NSS Unit of the College works towards reaching out to the larger community and engaging in social work creates a duty conscious community.

The College enshrines the sovereign rights and democratic values of our nation by commemorating the Independence Day and Republic Day.

Constitutional day (on 26th November) is celebrated every year in the College and Constitution oath is taken to inculcate democratic consciousness among the students and the staff. The College adheres to Civil Services Code of Conduct Rules 1965 issued by the Government of Chhattisgarh and also has a prescribed Code of conduct for all stakeholders. The Code of Conduct is displayed on the College website and the campus.

| File Description | Documents |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

| 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

Govt. Naveen College, Janakpur celebrates National/International Commemorative Days, Festivals and Memories of the great freedom fighters to instill patriotic sprit and to foster unity among the students and the faculty. It is the practical approach to pave way to make the students good citizens. The following activities are conducted in this regard:

- The College celebrates the Independence Day and the Republic Day. It is taught to the students that the sacrifice of our freedom fighters is the price of our independence.
- Hindi Diwas is celebrated on 14th September every year to commemorate the adoption of Hindi as the official language of the country.
- The National Youth Day is celebrated every year on 12th January to commemorate the birth anniversary of Swami Vivekananda and spread the philosophy of Swami Vivekananda i.e. 'service to the mankind is the greatest service to the god' amongst the youth.
- International Yoga Day is celebrated every year on 21st

June to promote awareness towards a healthy living and the coordination of body, mind and spirit.

- World Environment Day is celebrated every year on 5th June to heighten awareness about the environment and conservation of the wild life and the natural resources.
- International Day for Biological Diversity is celebrated on 22th May to engage young minds towards new possibilities of living a world full of diverse flora and fauna.
- Mahatma Gandhi Jayanti and Swachh Bharat Abhiyan is celebrated on 2 October. The College organises Swachh Bharat campaign and Tree plantation drives.

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

7.2 - Best Practices

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

BEST PRACTICE-I:

Title of the Practice: 'Empowering Women by Raising Awareness against violence, discrimination and inequality.'

Objective: To aware the girl students about their Rights in family, society and work Place.

Evidence of Success:

In the last five years consistent efforts have been made to empower the girl students to encourage the women of their neighbourhood towards literacy, education and awareness creations.

Problem Encountered:

Govt. Naveen College, Janakpur is situated in the rural and tribal area.

Resources Required:

Establishment of Traditional Economic Organization and its role in the empowerment of marginal tribal girls.

BEST PRACTICE-II:

Title of the Practice: Reaching the Feeding Institutions of the Area.

Objectives of the practice:To promote collaborative engagement between the institution and neighborhood Government Schools.

The Practice:

The very concept was practised in many institutions of the nearby vicinity and a formal letter about the practice was sent by the Government Naveen College, Janakpur to the District Collector, and the Commissioner, Dept. Of Higher Education, the District Education Officer and the concerned schools.

Evidence of Success:

The practice has exercised a great motivational influence on the student community of the feeding institutions.

Resources Required:

Government's intervention in fulfilling the vacant posts in schools to increase the number of permanent teaching faculties.

Data like name and contact numbers of the teachers and the students of all such schools.

| File Description | Documents |
|--|------------------|
| Best practices in the Institutional web site | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

Govt. Naveen College, Janakpur is Distinctive in its Priority and Thrust for CAPACITY BUILDING of Teaching, non-Teaching Staff and the students. In the past five years, the practice of Capacity Building has been strengthened in multifold dimensions.

The portrayal of performance towards Capacity Building is as follows:

For Teaching Staff:

- The IQAC encourages young and newly recruited faculties to participate in skill enhancement programmes like Orientations/Refresher Courses/ FDPs. In order to

maintain quality of teaching profession several teachers partake in various training programmes and ensure to keep their skill and knowledge up-to-date.

- The College creates an ecosystem for project/innovation and transfer of knowledge. As a result, the College is recognized as an important centre of knowledge and excellence.

For non-teaching staff:

- Basic and advanced ICT workshops have been organized to increase efficiency in work outcomes.
- Administrative and accounts related workshops for non-teaching staff have been held for updating knowledge and skills.
- For students: Students are encouraged to organize a wide range of activities under the umbrella of departmental and other academic societies/cells to learn beyond the boundaries of the classroom.

With this thrust in capacity building, Janakpur College is poised to take on greater academic challenges in the future and become the most sought after institution of higher education.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

1. To organize professional development/administrative training programs for teaching and non-teaching staff

of the institute.

2. To encourage the teachers to be recognized as research guides.
3. To conduct workshops/seminars on research methodology, IPR and entrepreneurship.
4. To encourage the teachers to publish research papers in the journals notified on UGC Website.
5. To encourage the teachers and the students for maximum utilization of library and other reading facilities.
6. To encourage the faculty members to use ICT enabled tools for effective teaching-learning.
7. To encourage the teachers to organize special classes for slow learners and the smart learners.
8. To organize extension activities in the neighborhood community to sensitizing students to social issues.
9. To take initiatives for further capacity building and skill enhancement program.
10. To conduct guidance activities and career counseling programs for competitive examinations like NET/SLET etc.
11. To Purchase new books, e-books and journals, e-journals.
12. To celebrate national and international commemorative days, events and festivals.
13. To take initiatives for the promotion of gender equity.
14. To develop a transparent mechanism for timely redressal of students' grievances.
15. To conduct administrative audit and internal/external financial audit.