

**C.L.C. GOVT. ARTS & COMMERCE  
COLLEGE DHAMDHA DIST.DURG**

**ANNUAL QUALITY ASSURANCE REPORT  
2016-17**

**SIRNABHATA , DIST.DURG, CHHATTISGARH , 491331**

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

## Part – A

AQAR for the Year

July 2016 to June 2017)

### I. Details of the Institution

1.1 Name of the Institution

C.L.C.Govt .Arts and Commerce  
College, Dhamdha

1.2 Address Line 1

Sirnabhata, Dhamdha

Address Line 2

Dist -Durg

City/Town

Dhamdha

State

Chhattisgarh

Pin Code

491331

Institution e-mail address

dhamdhacollege@yahoo.in

Contact Nos.

07821 292144

Name of the Head of the Institution:

Dr.G.L.Manhar

Tel. No. with STD Code:

\_\_\_

Mobile:

9977456021

Name of the IQAC Co-ordinator:

Dr. Somali Gupta

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle				
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Pt. Ravishankar Shukla  
University, Raipur Durg  
University, Durg

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

Autonomy by State/Central Govt. / University  No

University with Potential for Excellence  No  UGC-CPE  No

DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other ( <i>Specify</i> )	<input type="text" value="Nil"/>
UGC-COP Programmes	<input type="text" value="No"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="15"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="1136"/>
2.4 No. of Management representatives	<input type="text" value="Nil"/>
2.5 No. of Alumni	<input type="text" value="33"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="No"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="No"/>
2.8 No. of other External Experts	<input type="text" value="No"/>
2.9 Total No. of members	<input type="text" value="3"/>
2.10 No. of IQAC meetings held	05
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="02"/> Faculty <input type="text" value="03"/>
Non-Teaching Staff Students	<input type="text" value="02"/> Alumni <input type="text" value="02"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>

If yes, mention the amount

### 2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  Nil  International  National  State  Institution Level

(ii) Themes

### 2.14 Significant Activities and contributions made by IQAC

- Formation of English Club
- Skill Development week .
- Computer Classes for teachers.
- Institutionalised “ Student of the year” Award

### 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Computer Coaching for teachers.	Formation of English Club
Coaching English	Students participated and achieved recognition at university level.
Students participation in academic, literary and cultural activities	
Skill Development week	

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

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3			
UG	3	Nil	-Nil	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	06	Nil	Nil	Nil
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	
Annual	3

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

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

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

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

The College is affiliated to Pt Ravishankar Shukla University for and hence follows the same syllabus, No change at the college level is permitted.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	11	10		1	

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	1					3			4	

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	44	
Presented papers	07	44	
Resource Persons	02	1	



2.6 Innovative processes adopted by the institution in Teaching and Learning:

Classroom seminars, quiz competitions, group discussions in the classrooms, walking tours organised by the teachers of Botany and Zoology to teach about the local flora and fauna and animal kingdom

2.7 Total No. of actual teaching days during this academic year

191

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

3

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	810	11	9	60	45	70
PG	85	52	80	20		100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC contributes to the teaching learning process by encouraging and brainstorming with the teachers to adopt new methods of teaching. It also encourages more student teacher interactions. It monitors the process by intervening for feedback at intervals.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	Nil

Staff training conducted by the university	1
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	4
Others	2

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	1	01	Nil
Technical Staff	2	1	1	

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The teachers are encouraged to write research papers and present them at various National and International seminars and conferences.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	04	
Non-Peer Review Journals			
e-Journals	03		
Conference proceedings	02		

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

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	Nil			

NIL

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil				
Sponsoring agencies					

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
Nil						

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

03

05

3.19 No. of Ph.D. awarded by faculty from the Institution

03

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level Nil State level Nil  
National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level Nil  
National level Nil International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil  
National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level Nil State level Nil  
National level Nil International level Nil

### 3.25 No. of Extension activities organized

University forum	Nil	College forum	Nil		
NCC	Nil	NSS	02	Any other	03

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

- Swachcha Bharat Abhiyan:
- Yoga Week

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13 Acres			
Class rooms	09			
Laboratories	02			
Seminar Halls	0			
No. of important equipments purchased ( $\geq 1-0$ lakh) during the current year.	<u><math>\geq 10000</math></u>			
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil			
Others	Nil			

#### 4.2 Computerization of administration and library

Rs.20000 approx.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14902	1606925	283	81529	15185	1688454
Reference Books	1604	289317	280	100576	1884	389893
e-Books N-List			N-List			
Journals	12	30950	03	10330	03	10330
e-Journals N-List			N-List			
Digital Database						
CD & Video						
Others (specify)Magazines & newspapers	13	12000	21	7648	21	7648

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	03	-	02	-	-	-	-	-
Added	06	-	01	-	-	-	-	-
Total	09		03					

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

Nil

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

i) ICT	.20
ii) Campus Infrastructure and facilities	
iii) Equipments	1.8
iv) Others	
<b>Total :</b>	2 lakhs

## Criterion – V

### 5. Student Support and Progression

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

Meetings and Circulars regarding the latest facilities available.

Lectures by external subject experts. Face to face interactions with entrepreneurs, and bank managers . Model exams. Placement cell provide employment opportunities.

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

Regular interaction with the Principal with students body is organised for tracking the progression.

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

UG	PG	Ph. D.	Others
810	85	nil	nil

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

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

Guidance given to the students towards the preparation of competitive exams by the faculty members and the placement cell. Books and magazines on competitive exams are made available to them.

No. of students beneficiaries

30



5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
None	None	None	8

5.8 Details of gender sensitization programmes

1. One lecture was delivered by Dr. S Gaikwad on safety of girls while commuting from home to college.
  2. Workshop conducted by Dr Somali Gupta on Sexual Harassment .

5.9 Students Activities

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

State/ University level

National level

International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	400	6 lakhs
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

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

**Vision:** To provide quality higher education to the rural students leading to an integration of skills and intellect to meet the challenges of the present world while keeping them rooted to their indigenous culture.

**Mission:** To develop the college into an institution that nurtures the rural youth by providing them with easy access to education and develop them as individuals with well integrated personalities capable of being financially independent.

#### 6.2 Does the Institution has a management Information System

No

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

##### 6.3.1 Curriculum Development

No changes are allowed in the curriculum as the college is affiliated to Pt Ravishankar University

##### 6.3.2 Teaching and Learning

Discussions, Walking tours by Botany and Zoology Depts, Classroom Quiz, Classroom Seminars are conducted to enhance learning.

##### 6.3.3 Examination and Evaluation

- Midterm Model test is conducted on the same pattern as the Annual Examination. This prepares the students for the annual exam.
- Classroom tests are conducted by Subject teachers from time to time.

#### 6.3.4 Research and Development

The PG Students are encouraged to write research papers and present them every Saturday.

Research papers by Professors are published in various National and Internal Journals

Research papers by Professors are also presented in various national and International Conferences

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

The library is linked with INFLIBNET N-List through which now both the teachers and students can available books and journals .

#### 6.3.6 Human Resource Management

#### 6.3.7 Faculty and Staff recruitment

2 faculty members are hired as Guest Lecturers in History and Botany. In, Pol Science, Commerce and Chemistry faculty is hired through Jan Bhagidari System. A Sports Officer is also hired through Jan Bhagidari System . One Night Guard is also hired through Jan bhagidari.

#### 6.3.8 Industry Interaction / Collaboration

None

#### 6.3.9 Admission of Students

Done according to the norms of the University.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Scholarships for SC/ST/OBC Post matric & BPL,

6.5 Total corpus fund generated

Janbhagidari  
20,00000/-

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

6.11 Activities and support from the Alumni Association

Alumni supports as guest lecturers.

6.12 Activities and support from the Parent – Teacher Association-

Nil

6.13 Development programmes for support staff

Computer classes held for office staff.

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

Tree plantation, proper disposal of plastics and other wastes. Channelization of waste water to the garden.

## **Criterion – VII**

### **7. Innovations and Best Practices**

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

Formation of English Club. Students learn about various social issues and use the library to read story books.

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

In the beginning of the year meetings were taken and it was decided that this year we shall focus on the research Activities to teachers , promot skill based programmes for students , give coaching to ex students also , do extension work in near by schools and the adopted villege , Deori

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Providing monetary support to financially weak students for admission and hostel accommodation
- Providing special coaching to under privileged students.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Tree plantation NSS.
- Clean green campus drive by students.

7.5 Whether environmental audit was conducted? Yes  No

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

- The biggest weakness in this institution is that there is frequent power cut which hampers work.
- Lack of research facilities

## **8. Plans of institution for next year**

More skill development programmes will be conducted .

Botanical garden with medicinal plants will be made.

Professors will provide their services to the nearby schools .(subject lectures, workshops on gender sensitivity, career selection and other important issues )

Professors will also work towards the development of the villege , Deori

Name: Dr Somali Gupta

Name: Dr G.L.Manhar

Prof of English

Principal

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

\*\*\*

**Annexure I**

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

\*\*\*\*\*