



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Raja Bhoj Government College
• Name of the Head of the institution	Mr. Anil Kumar Shende
• Designation	I/C Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9424352614
• Mobile no	9630279115
• Registered e-mail	rbgovtcollegekatangi@gmail.com
• Alternate e-mail	rajabhoj.iqac@gmail.com
• Address	village Cheechgaon, Seoni road, Ram Nagar, Katangi
• City/Town	Katangi
• State/UT	Madhya Pradesh
• Pin Code	481445
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12 (B)
• Name of the Affiliating University	Raja Shankar Shah University
• Name of the IQAC Coordinator	Dr. Kusumlata Uikey

• Phone No.	9630279115				
• Alternate phone No.	8839743894				
• Mobile	9630279115				
• IQAC e-mail address	rajabhaj.iqac@gmail.com				
• Alternate Email address	rajabhaj.iqac@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.rbgovtkatangi.com/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://rbgovtkatangi.com/academic-calender/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.89	2022	15/03/2022	14/03/2027
6.Date of Establishment of IQAC				08/12/2020	
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	
Dr. Pramod Meshram	Nil	World Bank	2020	11300000	
Dr. Pramod Meshram	Nil	World Bank	2020	10000	
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				1	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?				No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report				View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?				No	
11.Significant contributions made by IQAC during the current year (maximum five bullets)					
Webinar/Workshop on Intellectual property rights.					
Finalized one proposal from world bank or construction of Yoga, Library and Seminar hall in new building					
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				

Conduct of IQAC Meeting	<ul style="list-style-type: none"> • In addition to three IQAC meetings quarterly. • Quality check at various levels and places are continually done and quality enhancement protocols implemented. • IQAC surprise visit to the department for quality check. • Faculty Sensitization towards data collection.
Conduct of National Conferences, Seminar, Workshop and Webinar for faculty members	<ul style="list-style-type: none"> • IQAC conduct Workshop/Webinar on IPR. • Increases in faculty participation on research through conduction subject Conference, Seminar in Research Methodology emphasizing the quality of publication.
Preparation and submission on IIQA	<ul style="list-style-type: none"> • Faculty sensitization program about IIQA submission
Preparation and submission of data to AISHE	<ul style="list-style-type: none"> • Submit data in AISHE web portal.
Apply for 2f and 12B Certification	<ul style="list-style-type: none"> • Submit application to UGC for 2f and 12B certification.
Feedback analysis for various classes	<ul style="list-style-type: none"> • IQAC has been develop feedback mechanism for students.
Conduct and Analysis of Academic and Administrative Audit	<ul style="list-style-type: none"> • IQAC coordinated in the conduction of Academic and Administrative Audit by internal committee. • Recommendation of the audit committee were analyzed and necessarily steps are taken towards achieving the outcome.
Research	<ul style="list-style-type: none"> • Analysis of research articles in journals publicised by the faculty members. • Seminars/Workshop on enhancing the quality of research capacity building and strengthening of IPR.
Creating ECO System	<ul style="list-style-type: none"> • Placing LED light throughout the campus. • Ban of plastics within the campus. • Establishment of Environment club. • Creating Awareness on cleaning and Greenery.
MOU's	Stablishing MOU's between academic bodies and Industry.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	10/02/2022

15. Multidisciplinary / interdisciplinary

Our college include various type of interdisciplinary activity in their curriculums like we include name of student in different types of committee, we include different strims students in various type of programmes etc.

16. Academic bank of credits (ABC):

Presently our college is affiliated to Raja Shankar Shah university so we are following rules and regulation of our university. Our university exam pattern based on percentage basis. We are not following credits systems in our institute.

17. Skill development:

Under the Swami Vivekananda career Guidance cell, the following skill development program were organized for UG and PG students

- (1) Behaviowral skill
- (2) Computer skill
- (3) Enterpreneurship skill

Student were actively engaged in the above skill development programs and we recived a good responce from them.

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

In order to build and effective interface between various knowledge systems in the faculty members are actively involved in organizing various webinar, seminar, expert lecture and field visits. Our college organized webinar in Intellectual Property Rights and or Industry Academia and Innovation under the aggies of IQAC.

Besides from Academics, college organises youth festivals and sports competitions to provide a wider area of scope for students to grow.

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

College has adopted Program Outcomes (POs) and has formulated Program Specific Outcomes (PSOs) for all the programs. Course Outcomes (COs) are also specified by CUC/RDVV in syllabus itself. Every year, the college organizes zero classes/ induction programs for newly admitted student's states and displays the program and course outcomes. There, the syllabus and various modes of internal assessments are discussed, and students are made aware of the cultural program, as well as sports activities. The scope and outcomes of each course and program are clearly stated in terms of what knowledge or skills students will gain through the program or course. The programs scope in terms of career and profession opportunities is also detailed. This information's is also incorporated in the handbook for students. All these enables students to have prior knowledge of the program or course that they wish to pursue. Teachers are also made aware of the program outcomes in order to orient their teaching methods and knowledge for effective curriculum delivery.

20.Distance education/online education:

Our college is situated in rural area so most of the student are come from poor background therefor some students are not able to come regularly due their job and their work. For achieving our vision and mission our college is going to start distance learning through BHOJ university from the session 2021-22. Currently our college is running Chitrakoot open university study centre which offer BSW course.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	349
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File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	3036
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File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	797
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	807
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	35
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	38
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	3350296
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	8
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

College follows the curriculum prescribed by Chhindwara University Chhindwara. It is as per the UGC curriculum. The college offers UG (B.A, B.Sc, B.Com) PG (M.A, M.Sc) programs. Divided into core and elective programs. There is a Janbhagidari Committee that facilitates. Self financed courses at PG level namely-M.A Sociology, Political Science and Economics. B.Sc Computer Science at UG level.

Class rooms and laboratories are equipped with basic facilities. There are two ICT laboratories equipped with projectors. computer system for curriculum. Conventional way of class Room Teaching, other Class Room Oriented Activities.

To ensure students CCE system is followed in the college as prescribed in the curriculum. Internal assessment of students, once obtained, recorded is sent to the respective Universities for final compilation with external examinations results. Yearly feedback of students is taken. Students' performance record are periodically analyzed, assessed. Different laboratories for science, Botany, Chemistry, Physics and Zoology . includes practical learning. The other modes of practical learning include projects, internships, field trip, excursions. Computing facility for students, also Teachers Utilize teaching learning resources for conferences, Seminars, Symposia etc.

The college has academic cells- Remedial classes, career guidance, counseling cells. Activities-Seminars, Workshops, Research are arranged for both students, teachers. The college also hosts Bhoj Open University centre offering various courses.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.rbgovtkatangi.com/#1627851590614-e168c15f-de69

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

All the academic and administrative activities are planned and executive as per the academic calendar issued by the M.P Higher Education. Right from the starting of the session all the activities that include - Starting Classes, Teaching Work, CCE, Practical Examination, Preparation for examination, Semester and ATKT Exam, Extra Curricular Activities like games, NSS, Youth Festivals; Celebration of Important National and International days; Annual Function, Publishing of the Annual Magazine etc are planned and executed as per Academic Calendar.

In the first week of August 'Pravesh Mahotsav' is celebrated for a week to welcome the newly admitted students in order to remove their fear related to ragging and college studies. The competitions for the extracurricular activities related to sports and NSS are completed in the month of October. The data collection for the publishing of the college magazine "PRAYAS" starts from the month of November and the magazine is published till the end of February. Final examination of UG and PG are conduct in the month of April and May.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

D. Any 1 of the above

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

1.2 - Academic Flexibility

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

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

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

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

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 institution follows the syllabus provided either by M.P Higher Education or the Universities which includes the topics related to gender, environment and sustainability, human values and professional ethics in the prescribed syllabus and these are handled with utmost sincerity and sensitivity. A brief description of courses which addresses these issues are:

1. Gender: There any many courses that involves gender issues which shows the status of woman in society or reveals their role in empowering the society. The following courses involves the same:

a. Economics

b. English Language:

c. Sociology:

Environment and Sustainability: Environmental Studies (EVS), a compulsory paper for students of B.A., B.Com. and B.Sc. Second Year include issues related to environment and sustainability in the context of global warming and resource management, water harvesting and solar energy sources. The other courses that deal with the same topic includes.

a. Chemistry:

b. Economics:

c. Political Science

d. Botany:

e. English Language

f. Sociology:

3. Human Values: following courses includes the topics related to Human Values.

a. English Language

b. English Literature

c. Sociology:

4. Professional ethics: following courses includes the topics related to Professional ethics.

a. Commerce :

B.Com I

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

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

7

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

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

174

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

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

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

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1423

File Description	Documents
Any additional information	View File
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

520

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

2.2 - Catering to Student Diversity

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

Learning levels are assessed initially keeping in mind the following objectives:

1. Identification of slow and advanced learners.
2. To meet diverse learning needs of students.
3. To bring fine tuning in teaching learning process.

To meet the above requirements the assessment of the summative evaluation is done in following manner:

Summative Evaluation:

Summative evaluation refers to the assessment of students where the focus is on the outcome of a program. For assessment the Previous semester/year result is analysed. After the identification of the slow and advanced learners the Remedial Classes and Peer Tutoring are organized for the slow learners so that they can keep pace with the class.

Remedial Classes:

Remedial classes are arranged for the slow learners to make them competent with the other students by giving them efforts on college level. These are free classes which are scheduled before or after the main classes providing extra time for their improvement.

Peer Tutoring:

Peer tutoring is a flexible, peer-mediated strategy that involves students serving as academic tutors and tutees. Typically, a higher performing student is paired with a lower performing student to review critical academic or behavioural concepts. It promotes academic and social development for both the tutor and tutee.

File Description	Documents
Paste link for additional information	Nil
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
3036	35

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

Holistic development and meaningful learning is the motto of Raja Bhoj Govt. College and this is made possible through an atmosphere of support and students-teacher interaction. Keeping in view the importance of the student centric learning, the college makes all its efforts to understand dimension of this concept. Every effort is made towards the active involvement of students in the whole process of teaching and learning. Student-centric education is the most distinctive feature of the college. Other than traditional classroom teaching, the teaching-learning process in the college strongly focuses on enhancing skills, experience and knowledge. Experimental learning, participative learning, and problem-solving methodologies which are implemented inside and outside the classrooms include:

1. Providing a conducive and opportune teaching-learning environment.

2. Activity Learning through Educational Tours and Excursions.

3. Project-based learning.

4. Laboratory facilities in all science subjects: Instrumental Laboratories in the Departments of Chemistry, Zoology; Botany are helping students of the institution for creative and experimental learning.

The college also provides a well-stocked library which boasts of latest books and which the faculty uses efficiently to provide comprehensive and latest information to the students. Students are also encouraged to use the library independently that enhances their knowledge.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://rbgovtkatangi.com/download/2-3-1-additional-information/

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

The college follows Information and Communication Technology (ICT) enabled teaching in addition to the traditional classroom education. Teachers are combining technology and traditional modes of instruction to engage students in long-term learning. The faculty

of Raja Bhoj Govt. College use various ICT enabled tools to enhance the quality of teaching learning. These include the following: 1.PowerPoint presentations: Faculty are encouraged to use power-point presentations (PPT) in their classroom instruction by utilizing LCDs and projectors. They also have access to a digital library, online search engines, and websites to help them prepare effective presentations. 2.Online quiz: Faculty use Google Forms to create online quizzes for students. 3.Video Conferencing: Students are counselled with the help of Zoom/Google meet applications. 4.The online learning environments are intended to teach students how to solve open-ended problems. 5.Teachers have used various online tools, such as Google Meet, to teach mathematical subjects online. 6.Most of the faculty use interactive methods for teaching. The primary focus is on classroom interaction through seminars, debates, group discussions, assignments, tests/viva, and laboratory work. 7.Online competitions: Several online competitions like Poster making, Project presentations, paper presentations etc. are being organized with the help of various Information Communication Tools

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

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

35

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

2.4 - Teacher Profile and Quality

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

35

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	View File

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

13

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

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

2.4.3.1 - Total experience of full-time teachers

133

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 process of final evaluation is decided and notified by the University and every college is expected to follow the same. Those subject where practical exams are part of the curriculum, it is mandatory to submit a practical record that is evaluated and their marks are added during the final consolidation of results. The project report is also compulsory for some subjects and is considered for assessment. Few of the teachers are in the examination panel of the university and they render their services in setting the question paper and evaluating answer books.

The college notice boards are used as the medium to give information to the students. The announcements are also made from the principal's office to inform the students and teachers about the latest modifications and notifications regarding exams.

Transparency in Continuous and Comprehensive Evaluation (CCE) :

CCE aims at continuous assessment in theory subjects. CCE is taken in any one of following mode-

Assignment

Class Teaching

Class Test

Viva

Book Review

Poster making

After CCE, answer sheets are shown to the students in the classroom. Expected answers of the questions are discussed by the teacher in the class.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The evaluated answer sheets for internal assesment are shown to students in class, and if a student requests it, faculty will conduct individual grievances with the student on the paper. If any discrepancies are reported by students, the faculty resolves them as soon as possible. The corrected answer scripts at random are verified by Head of Department (HOD) to ensure the standard evaluation process. The marks obtained by the students in CCE/Internal exam are uploaded on the CUC/RDVV university web portal. The college appoints an exam superintendent to ensure the smooth conduction of CUC/RDVV examinations. If students have any issues, they are resolved by the college's exam superintendent. Grievances raised during the conduction of theory/online examinations are considered and discussed with the principal, and if necessary, forwarded to the university by the examination section. Queries about final exam results, corrections to marksheets, and other certificates issued by the university are handled at the CUC/RDVV examination section after being routed through the college examination

section. If students are dissatisfied, they may apply for reevaluation, recounting by paying a fee on online portal of university.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

College has adopted Program Outcomes (POs) and has formulated Program Specific Outcomes (PSOs) for all the programs. Course Outcomes (COs) are also specified by CUC/RDVV in syllabus itself. Every year, the college organizes zero classes/ induction programs for newly admitted student's states and displays the program and course outcomes. There, the syllabus and various modes of internal assessments are discussed, and students are made aware of the cultural program, as well as sports activities. The scope and outcomes of each course and program are clearly stated in terms of what knowledge or skills students will gain through the program or course. The programs scope in terms of career and profession opportunities is also detailed. This information's is also incorporated in the handbook for students. All these enables students to have prior knowledge of the program or course that they wish to pursue. Teachers are also made aware of the program outcomes in order to orient their teaching methods and knowledge for effective curriculum delivery.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://rbgovtkatangi.com/download/po-pso-co/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The curriculum delivery in the institution aims at employability skills and competence. The graduate and postgraduate programmes equip the learners for job opportunities in central and state government services. Though the college is not offering any technical courses but all the traditional programmes and curriculum is designed to deliver the best of knowledge. The programme outcomes and course outcomes primarily aim at imparting knowledge and skills which is critical for building students 'competence and personality. The learning outcomes focus on imparting values, ethics and enhancing their interpersonal and communication skills. Besides classroom teaching and syllabus, the subject content not covered in the curriculum is also important and all efforts are taken to accomplish the same.

The faculty is also encouraged to update their subject knowledge and keep pace with changing trends in teaching methodology and delivery by pursuing higher studies, participating in faculty development programmes and seminars. Some undergraduate and postgraduate programmes have mandatory project work/field trip. Along with these other forms of experiential learning events like workshops/seminars/ are used to evaluate the outcomes indirectly. The programme outcomes and programme specific outcomes are also discussed on the basis of student progression to higher education and placement.

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

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

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	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://rbgovtkatangi.com/download/students-satisfaction-survey-report-2020-21/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

0

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

3.2 - Innovation Ecosystem

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

The Institute organizes some innovative activities in order to increase the knowledge of the college students. The faculty members are also involved in all these innovative activities.

The Institute organized seven days' workshop on greeting card making exhibition with objective to explore inner talent of students in other fields.

We have also organized One day webinar on Elevating Mental and Physical fitness to excel in life, for inspiring our students to imbibe mental and physical health activities in our daily life.

The students were taken to a field trip at Selva Nursery, Katangi, whose main objective was to give a practical experience.

The Institute also organized a field trip to warehouse for understanding the functions and management of a business organization.

The institute has also created the Environmental club. Mission of the Environment Club is to create awareness, motivate and importance of environment conservation. We have done several activities and competitions for awaring the students about Environment Protection under *Environmental Club* of the College. We organized guest lecturer, quiz competition, debate competition, and Rangoli competition etc. In these activities our teacher staff worked as coordinator and member of the program and students had participated in the program.

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

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

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

3

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

0

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

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

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

4

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Our college has always been organizing various types of events for the holistic development of our students so that the students can understand their duties and responsibilities towards the society. Several activities have been conducted by the institution to fulfil the above objectives which are mentioned below-

AIDS related information was provided to the students by our college under the Red Ribbon Club, whose purpose was to educate the students about AIDS and other diseases with the right information and to beware about the misconception prevailing in the society.

To promote collaborative efforts and create awareness about the spirit of cleanliness in the society, College Cleanliness Campaign was conducted by the college faculties and students.

Every year women's day is celebrated by the college. The objective of Women's Day is to express love and gratitude towards women's contribution to our lives and society. It honours the power and struggles of women who have broken all barriers and reached the pinnacle of success in every sphere of life.

Our college also conducted a Pulse Polio Campaign for children of neighbouring societies and also organized a programme to raise awareness about child rights and child protection in our society.

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

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

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

0

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

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

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

20

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

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

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

990

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

3.5 - Collaboration

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

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

0

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is spread in 10 acres of land with 2187 sqmts build up area surrounded by a cemented boundary wall. The college is conducting 14 UG (Arts, Science & Commerce) and 07 PG (Arts & Science) programs. The college building consists of two floors. Ground floor of the campus building consist of 02 seminars rooms with ICT facilities, 08 classrooms, Computer, Chemistry, Botany Laboratories, and Examination Control Room. On the first floor, we have the Physics Laboratory, Zoology Laboratory, Department of Mathematics, Girls Common Room, Sick Room, Staff Room, 09 classrooms. The Library has two rooms with collection of 21,849 books along with the subscription of Hindi and English newspaper. There is a diesel generator (7.5 KVA) which ensures uninterrupted power supply. The college is having separate toilet for students and staff. There is a hand pump and a covered well inside the campus. The college has a cement concrete road connecting the entrance gate and college main building. The college has a playground measuring 5805.74 sq. mts. We have SWAN and BSNL Broad Band for staff and students. The main building under the surveillance of CCTV cameras. Separate parking and drinking facility are available in college campus.

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

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

Sports Facilities:

The Institution has facility for students and cultural activities. There is a huge playground where games likes cricket, football, volleyball and Kho - Kho badminton etc. can be organized. Indoor sports, include Table Tennis, Chess, and Carrom. We host sports events for faculties and students. We support and encourage students through campus level festivals & events to inspire them for participating in the District and State levels.

Gymnasium and Yoga centre:

This facility is under process under the guidance of Gymnasium and Yoga center in our college. (Ref. letter No.- Letter No./700/2020, Katangi, Date-23/09/2020)

Cultural Activities:

The cultural unit is one of the strongest assets in the college. Our performance in cultural activities has been outstanding for the last five years. The college always encourages students to participate in various cultural and literary activities and make the students excel in their fields of interest. The college conducts various cultural activities on the occasion of Annual day, Youth Festival, Yoga Day, Independence Day and Republic Day in which students exhibit their talents. The student's participation in cultural activities develop aesthetic sensibility and an appreciation for the arts.

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

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

2

File Description	Documents
Upload any additional information	View File

Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File
4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)	
4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)	
3350296	
File Description	Documents
Upload any additional information	No File Uploaded
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)	
<p>Currently, the Library of Raja Bhoj Govt. College Katangi do not have the facility of Integrated Library Management System (ILMS). The Library is eagerly willing to use the ILMS facility for Library Automation (for the benefit of College students and faculty members) and has included it in the requirement list. The Library office has sent the requirement of Integrated Library Management System (ILMS) to the Department of Higher Education Govt. of Madhya Pradesh Bhopal for the further proceedings. Till now we have not received any update regarding the Library Software for Library Automation. In the lack of above facility, the college library is functioning in manual way.</p>	
File Description	Documents
Upload any additional information	View File
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-resources	E. None of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
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

22

File Description	Documents
Any additional information	No File Uploaded
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

The Wi-Fi facility for the college office is provided by MP SWAN (State Wide Area Network) which is an initiative of the Government of Madhya Pradesh to facilitate Government Offices of Madhya Pradesh with Free Internet Connection. The Bandwidth of the internet connection at Tehsil Level (Katangi) is 8 MBPS while the bandwidth of the internet connection at the college level is 3-4 MBPS. All the online administrative works/online communications (e-mails etc.) of the college are facilitated by SWAN. For the purpose of online teaching-learning and personal usages faculties, students and non-teaching members of the college utilize their personal laptops and mobile internet connection/Wi-Fi/Hot-Spot to operate computer systems and projector in the college. Currently, the college is also using the internet facility provided by BSNL.

S. No.

Type/Name of IT Facility

Quantity

1.

Computer System (Monitor +System Unit (CPU)
+ Keyboard + Mouse)

08

2.

Printer

4

3.

Photocopy Machine

01

4.

LCD TV

01

5.

LCD Projector

02

6.

LCD Projector Screen

02

7.

CCTV Camera

11

8.

Wi - Fi Router

06

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

4.3.2 - Number of Computers

08

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

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

110096

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 has a structured system for maintaining and utilizing the facilities present in the campus. There are various committees working at the college level that ensures the proper maintenance and utilization of the available resources. Annual maintenance and repair of the infrastructure is done by the college management whenever it is required.

Classroom Facility Maintenance and Computer

Regular Cleaning, dusting and maintenance etc. of the classrooms and computer room are carried out by the assigned staff members or professionals under the guidance of the Head of the Institution.

Sports Facility Maintenance:

The sports facilities of the College are maintained by the Sports Office. A stock register and an issue register are maintained to ensure the proper handling of the sports items. Regular maintenance of the play area is conducted under the supervision of the Sports Officer of the college.

Library Maintenance:

Library advisory committee which looks after the overall maintenance of the library. Regular stock verification process carried out by the college.

Laboratory Maintenance:

All the laboratories have with proper light and ventilation. A stock register is maintained for the purchase of lab equipment, instruments, materials and chemicals for each laboratory.

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

2646

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

B. 3 of the above

File Description	Documents

Link to Institutional website	Nil
Any additional information	View File
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

725

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

725

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

5.1.5 - The Institution has a transparent 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

C. Any 2 of the above

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	View File

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

2

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

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

56

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	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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)

Raja Bhoj Government College Katangi Balaghat conducts various curricular and co-curricular activities to encourage the students through these events and activities. Students and academic staff of institute participate and regulate the activities and events together. Teacher- student council of institute is entrusted for conducting and organizing the events such as Annual Sports Meet, Yuva Mahotsava, Annual Function.

A brief summary of the procedure followed for these activities are as follows:

1. Annual Sports Meet- Institute organizes annual sports meet program every year on 29th August to commemorate the birth anniversary of major Dhayan Chand which is celebrated as National Sports Day. Sports meet serves as point to show the caliber and excellence in various sports program.
2. Yuva Mahotsava- Various cultural activities are conducted at the institute like Rangoli Competition, Spot Painting, Slogan Writing, Debates on contemporary Socio-Economic Problems. Winner students are then promoted to participate at the lead district college level and then promoted to take part at the University level events.
3. Annual Function- Institute and its student union jointly organize annual function every year at the institute premises. The events enrich the culture atmosphere of the

institute and create an environment of harmony and brotherhood among the students.

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

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

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

26

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

5.4 - Alumni Engagement

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

At present the Alumni Association is not registered however under the World Bank Project, a conference of alumni students is conducted in the session 2020-21 on March 15, 2021. In this alumnus meet 25 students participated and shared their experience and feedback about the college under the chairmanship of the principal. Information related to employment and career was provided to the students. The speakers shared their views regarding the interest of the students for the development of the college in front of the head of the institution. However through these two Alumni meet there was not any significant to the development of the institution financially but the meet was successful in delivering the valuable information related to the employment and career.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

To Endeavour to transform the college into a hub of learning, capable of churning out career-oriented dynamic citizens equipped with professional skills.

Mission

To provide equal opportunity of quality education to the students of weaker sections of the society.

To help improve the social and economic standards of students by molding them into productive

and skillful individuals.

To promote women employment by enhancing their creative and intellectual capacity.

Both the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation. Through its academic policy, extension activities and extra and co-curricular activities, it helps the students in acquiring knowledge, inculcating values, imbibing good citizenship, culture, developing life skills as well as training them for successful careers.

Perspective plans toward achieving the vision and mission of Raja Bhoj Government college:

Introducing more graduate and postgraduate courses.

Establishing a facility for producing video/audio lectures

Increasing entrepreneurial literacy in women

Creating a digital ecosystem

Upgrading classrooms, laboratories, library

Identifying and availing opportunities put forward by various non- government funding agencies,

Institutions and industries.

Empowering training and placement cell.

Involving more teachers in administrative processes

Setting up departmental libraries, Digital library.

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

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

The institution has adopted an inclusive policy of shared responsibility and utilization of human resources by ensuring maximum involvement of teachers and students. A sizeable number of committees have been framed with their own responsibilities and powers to look into the functioning and growth of the college. The heads of departments are given independent charge and authority in matters related to their respective departments. The student body of the college is entrusted with maintenance of discipline and decorum among the students.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is focusing to start new UG and Post Graduate Courses. The perspective institutional plan involves infrastructure expansion. The perspective institutional plan is developed following the procedure of involving the cooperation of teachers, students and members. In order to formulate the strategy of development and deployment, the committees are constituted for each and every developmental work.

Teachers have to participate in all the institutional plans and wherever the situation demands, students and members of Janbhagidari samiti (JBS) are

involved. Student representatives have to participate in all the institutional plans. All the program

Coordinators have generated prospective plans involving their faculties and send to the principal for further actions. The strength is enhanced, weakness/areas for improvements are identified, the opportunities are evaluated and efforts are made to nullify the threats.

In May, 2020 college received instrument for chemistry laboratory which includes flame atomic absorption spectrophotometer (AAS) and Hydride accessory for atomic absorption.

In September 2020, college has received laboratory instruments for Botany, Chemistry and Zoology labs which includes centrifuge machine, Heating mantle Hot plate, Magnetic stirrer, table top weighing scale.

In November 2020, college received furniture (visitors chair, office table with glass, benches, racks) for classroom, common room, principal cabin.

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.

The university and the guidelines framed by higher education Department are also included in the organization structure of the institution. A Committee comprising faculty members and administrative staff is involved in the planning and implementation, academic audit and evaluation.

An optimum level of decentralization and participative decision making process are well in practice.

Organizational Structure:

The Principal is the Head of the institution and hence heads both the academic and the administrative functioning of the college. The faculty members are assigned as academic and administrative heads of their departments. They prepare the time-table, ensure its functioning, conducts the practical exams, CCE tests, project work, and stores departmental record and monitor the teaching-learning processes of the department. Along with teaching, teachers are involved in administration related work such as, admission process, scholarship process and as supporting manpower in various government schemes of student welfare.

The office staffs takes care of teachers attendance, their leaves, salary, students grievances, their admission, scholarship, keeping clean and green surrounding.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File

	Uploaded
Screen shots of user inter faces	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 college is an institution of the Higher Education Department of the Government of Madhya Pradesh and governed by rules and regulations as affirm by the UGC. Being a government institution, the staffs are extended appreciable welfare benefits, some of which are mentioned below:

- Two years study leave with full pay for teachers to undergo Ph.D. program.
- Medical treatment fees are borne by the government for the staffs and their dependents as well.
- Maternity leave of six months.
- Teachers are permitted to attend career advancement programs at any time of the year.
- Housing and associated facilities as well as HRA are provided.
- Provision of T.A/D.A as and when permissible.
- Employees are extended various kinds of leave such as casual leave, medical leave, earned leave, etc.
- Medical reimbursement facility as per government rules is available for staffs.

The faculty and staff of the college have also constituted welfare schemes to address events such as hospitalization, deaths, retirements, etc.

File Description	Documents
Paste link for additional information	Nil
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).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
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

13

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

The Department of Higher Education, Government of Madhya Pradesh has framed a mechanism to appraise college teachers and non-teaching staff through Annual Performance Assessment Report (APAR) .

The Principal of the institution checks all reports of the teaching staff, marks his opinion and Sends them to the commissioner, department of higher education for further assessment and actions. Under APAR, teachers are not only evaluated in their teaching methodology but also their overall performance and involvement in other areas such as translation work, creation of ICT mediated teaching, E-contend, design of new curricula and courses, career counseling ,research projects, extension services, paper publications, research, workshops, Seminars, conferences or webinars . In short, APAR is important report as it provides fundamental and vital inputs for further development of staff. The IQAC of the college keeps helping staff to improve their APAR in all possible ways before submission to higher authority.

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

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 accounts of the college are audited regularly at two stages-.

(i) Internal auditing of college and Janbhagidari Committee's accounts by a registered C.A.

(ii) External auditing done by the office of the Accountant General

M.P. Government.

There is also a cashbook and Fee Monitoring and Examining 'Committee that examines the cashbook and the fee received books, AF, Sports, NSS, and Janbhagidari accounts. All the accounts of various departments, cashbooks, fee and other receipts are examined carefully and report is

submitted to the Principal. The internal audit is done by the appointed C.A. yearly and external audit is carried out by office of the Accountant General M.P. Government.

File Description	Documents
Paste link for additional information	Nil
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)

0

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

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

The institution is government funded. All the recurring expenditures are borne by the Government of M.P.

The Janbhagidari Committee of the college levy development fee on the students and collect extra fee through its various courses. The fee collected by Janbhagidari is spent on development and renovation of infrastructure and in paying salaries to temporary employee appointed by it.

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

6.5 - Internal Quality Assurance System

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

The IQAC plays dual role to improve and enhance the knowledge capabilities of the students as well as the teachers. IQAC'S major focus is at two level

a) Teacher-centric b) Student-centric.

For teachers: In order to boost and enhance the knowledge and teaching skills of the teachers, the college has started organizing workshops/seminars as well as departmental seminars. Teachers are Encouraged to pursue higher their higher studies, attend orientation and refresher courses, short term courses, etc.

b) Students centric: The IQAC is working on several measures to monitor the students' overall performance, particularly with regard to academic progress and attendance records. Their academic performance and attendance are continuously monitored. Students' attendances are subjected to strict rules and regulations. Students failing

to attain 75% in their attendance are not allowed to sit for the end-semester exam or there are asked to give potential reasons for their absentee. Similarly, malpractices during exams are strictly dealt with.

The IQAC with help of other faculty members or committees also organizes activities like Essay writing, quiz, sketching, poster making competition, slogan writing, extempore. Apart from all these IQAC regularly conducts meeting for discussing new ideas and monitoring old ones.

File Description	Documents
Paste link for additional information	Nil
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 teaching-learning process is continuously reviewed through the performance of the students in the internal CCE (Continuous and Comprehensive, Evaluation) examination in which students performance is evaluated through extension activities, debates, essay writing, role play, assignments and written examination etc. The College not only considers the attendance of students but tries to increase the attendance of students in the classroom. For reviewing the teaching process, all the teachers have to write a teaching diary mentioning the task done, the method used, topic taught and the hours spent in laboratory and library. All the faculty members prepare course objectives (CO) of their subject for the attainment of PO and PSO's and timely completion of syllabus. CO's are assessed through CCE, project, assignments and exams. Heads of the department design program specific objectives (PSO) and program objective (PO) for the respective department. For slow learning students remedial classes are organised where a subject expert teacher teaches students in layman language. In this Covid -19 pandemic times, teaching-learning has been supported by online platforms. For delivering video lectures Google meet, Cisco WebEx and YouTube platforms were used. For providing study material social media application proved to be very useful.

File Description	Documents
Paste link for additional information	Nil
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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	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

a) Right of women against sexual harassment at work place, right of women against any kind of gender discrimination is upheld and continuously monitored by various legal and institutional level mechanisms. College has discipline committee, anti-ragging

cell and grievance redressal committee which monitors the safety and security of women members of in college campus. The entire campus is covered under CCTV cameras there are fifteen cameras which are operational, the footage of the recording is continuously monitored by the discipline committee. College from time to time organizes lectures of eminent personalities to create legal Awareness, health and hygiene among the students.

b) career counseling committee of institute conducts all important activities associated with the counseling of the students. Formal and informal counseling is done in the college. Staff members motivate the students to improve their overall personality by participating in various activities organized by the college.

c) Common room facility is one of the essential basic amenities which is required for the college students. The common rooms have essential facilities for relax, study and discussion in free time available. Newspaper and journals are also placed in the common reading room.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

The institute is working towards to maintain clean and green campus. Institute encourages the idea of 'reduce-reuse-recycle' The faculties and students are regularly advised to reduce waste to lower extent and Put waste in separate bins kept at different places on the college campus.

Solid waste - Dustbins of different color combinations are placed in the classroom, labs and corridors. Solid waste generated at the institute level is mandatorily categorized segregated and put in the respective dustbins placed. Students and college staff is made aware of the different color code of dustbins kept. Biodegradable solid waste collected is disposed at the pit hole created in the college campus.

Liquid waste- at institute level very less liquid waste is generated. College is situated on the sloppy uneven surface as a result there is no stagnant water. Biodegradable liquid waste is put in the pit hole where it is degraded naturally.

Hazardous chemical waste- very less amount of hazardous chemical waste is generated. Volatile hazardous chemicals generated from the laboratories is currently kept in the used waste glass bottles. Acidic solutions and waste is treated by mixing lime and sodium carbonate to make it neutral and then it is stored separately

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

7.1.4 - Water conservation facilities available in the

D. Any 1 of the above

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

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

D. Any 1 of the above

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

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

E. None of the above

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded

Any other relevant information	No File Uploaded
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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).

Raja Bhoj Government College welcomes the deprived, weaker and minority to take up more and more admissions. Institute is committed to provide an environment where students from different sections of society live in harmony. Institute is keen to provide not only quality education but also develop among them values and respect towards different cultures, regional diversities and linguistics variations. Environment of institute is such that it promotes cooperation tolerance and harmony among the diverse sections of students.

Social activities- institute recognizes its commitment towards society for this purpose it organizes activities outside the campus from time to time. Staff and students of institute undertakes the tours of nearby villages. There they contribute in the cleanliness of the village and addresses the people about importance of cleanliness and hygienic practices. Due to Covid-19 outbreak activities were not performed during this session.

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

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

Raja Bhoj Government College is committed to abide, inculcate and promote among students and citizens values enshrined in the constitution. Constitutional values of equality, liberty, justice, fraternity and integrity are the cardinal values which act as the guiding principle for the institutions.

26 January- republic day is celebrated every year at the institute premises. National flag is hoisted by the college principal and national anthem is sung by the group of students. This is followed by the speech of college principal where ideals, obligations and values of constitution, rights, duties and responsibilities are shared and expressed.

15 August - Independence Day is celebrated every year at the institute. Independence Day celebration is the expression of the ideas and values that motivated and led the independence struggle.

26 November - constitution day is organized from last 3 years at the institute. Constitution day celebration at the institute involves the reading out of the preamble of constitution. Preamble to the constitution represents ideals and aspirations of our constitution framers. The ideals and values e.g., liberty, equality integrity, and fraternity are made aware about to the students and staff.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual

D. Any 1 of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

Raja Bhoj Govt College Katangi has diverse set of culturally and religiously different sect of students and faculties. In order to maintain the harmony, mutual trust and develop the feeling of brotherhood among the students and staff members of the institute, institute celebrates various national international days, events and festivals from time to time.

Gandhi jayanti and Madha nished diwas- every year 2nd October is celebrated as Gandhi Jayanti. Gandhiji and contribution to Indian independence and his philosophy is remembered on this day.

Swami Vivekananda Jayanti national youth day- every year institute celebrates 12th January as the swami Vivekananda Jayanti and national youth day. The ideals of Swamiji is reiterated. Students are motivated and encouraged to participate in the various career counselling activities and seminars.

International women's day- 8th march of every year is celebrated as the international women's day. Women are made aware about their constitutional rights and special protection provided under the constitution and various laws of the state.

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

7.2 - Best Practices

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

1. Title of the Practice

Maintaining dress code

1. Objectives of the Practice

- To maintain discipline and etiquette among the students.
- To promote equality and reduce peer pressure.
- To minimize diversion.

3 Practice

Gate keeper is ordered to follow and keep an eye on the students. instruction given for students coming for the admission are advised to follow dress code all the time at the institute. a display board is also placed at entrance gate which mentions the code of conduct which includes the following of uniform.

Best Practice II:

1. Title of the Practice

Career guidance and personality development

2. Objectives of the Practice

- To plan Personal and career goals of students.
- To improve presentation skills/written skills and oral communication skills.
- To improve academic skill, general aptitude proficiency.

1. Practice

Under the practice institute has career guidance cell and a team of expert faculties. Students are given training and awareness about the technical skill and soft skill. Under the technical skill students are introduced with the modern technological development.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

Raja Bhoj Government College is the leading educational institute in the Katangi subdivision. Of the total number of the students admitted to the Institute more than 70% of them are the women students. Majority of women students belong to educationally, economically and socially backward classes. Students coming to the institute do not have mechanical means of transportation available. Due to poor economic condition and low social awareness, they are not aware about their rights and duties.

Under such circumstances it becomes the primary duty of institute to take up the cause of girl students under the theme Education a tool to women empowerment.

Under the women empowerment theme a number of activities, events and programs are organized throughout the year. Special initiatives started by the institute includes -

1. Institute encourages the girl students to take up more and more admission and continue the study without dropouts.
2. Special session and classes are held for weaker girl students from time to time.
3. Girl students are also provided the special self-defense sessions from time to time.
4. They are made aware about their legal rights and legal and emotional counseling is done at various intervals.

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

7.3.2 - Plan of action for the next academic year

IQAC Plan of Action and Outcome

Plan of Action

Achievements/Outcomes

Conduct of IQAC Meeting

- In addition to three IQAC meetings quarterly.

- Quality check at various levels and places are continually done and quality enhancement protocols implemented.
- IQAC surprise visit to the department for quality check.
- Faculty Sensitization towards data collection.

Conduct of National Conferences, Seminar, Workshop and Webinar for faculty members

- IQAC conduct Workshop/Webinar on IPR.
- Increases in faculty participation on research through conduction subject Conference, Seminar in Research Methodology emphasizing the quality of publication.

Preparation and submission on IIQA

- Faculty sensitization program about IIQA submission

Preparation and submission of data to AISHE

- Submit data in AISHE web portal.

Apply for 2f and 12B Certification

- Submit application to UGC for 2f and 12B certification.

Feedback analysis for various classes

- IQAC has been develop feedback mechanism for students.

Conduct and Analysis of Academic and Administrative Audit

- IQAC coordinated in the conduction of Academic and Administrative Audit by internal committee.
- Recommendation of the audit committee were analysed and necessarily steps are taken towards achieving the outcome.

Research

- Analysis of research articles in journals publicised by the faculty members.
- Seminars/Workshop on enhancing the quality of research capacity building and strengthening of IPR.

Creating ECO System

- Placing LED light throughout the campus.
- Ban of plastics within the campus.
- Establishment of Environment club.
- Creating Awareness on cleaning and Greenery.

MOU' s

Stablising MOU' s between academic bodies and Industry.