

ANNUAL QUALITY ASSURANCE REPORT (AQAR)
2010-11

RAJIV GANDHI GOVT. P. G. COLLEGE,
AMBIKAPUR

Annual Quality Assurance Report (AQAR) of the IQAC

Name of the Institution: RAJIV GANDHI GOVT. P.G. COLLEGE,
AMBIKAPUR, SURGUJA CHHATTISGARH

Year of Report: 2010-11

Part A: The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

The IQAC has been continuing its efforts for quality up-gradation of the institution. At the beginning of the session (2010-11), IQAC had taken some steps to enhance the academic and other activities of the institution. As far as curricular aspect is concerned, College authority had applied for a number of job- oriented vocational courses to the UGC, interface meeting of which is yet to be fixed by the UGC

The faculty members of the college took initiative and kept in contact with the Sarguja University authorities urging them to modify the syllabus of certain subjects. The University authorities also took some remedial steps towards removing the anomalies of the syllabi. The English, Botany, Geography, History and Physics departments of the college organized a number of departmental as well as inter-departmental seminars, popular talks and workshops in the college during the session.

Keeping in mind the teaching, learning and evaluation process, lesson plans are prepared and transmitted to the students by faculty members of different departments at the beginning of the session. The IQAC encourages the practice of collecting and analyzing student's feedback at the end of the session through the department concerned. By providing necessary books and study materials, the faculty members keep in personal contact with the advanced learners. The feed backs make it amply clear that the advanced students have suitably benefited. The teaching learning process has been made more attractive and more effective through frequent use of the OHP, LCD, Multimedia, Cassettes, CD's and Audio-Visuals. The Faculty members of the college have regularly participated in seminars /Workshops /Refresher Courses /Orientation Programmes during this period. As far as Research, Consultancy & Extension is concerned, the college is proud to

have two more Ph. D degree holders during this period. Another three faculty members have completed their research and will be able to submit their theses soon. Some of the faculty members have applied for minor research projects while some are engaged in Minor and Major Research Projects with financial assistance from the UGC. Dr Raj Kamal Mishra, Asst. Professor of English Dept. has completed his MRP on the topic “Colonial Consciousness in Major Indian English Fiction” sponsored by UGC and Dr Vishwasi Ekka, Asst. Professor of Hindi Dept. is undergoing her MRP on “Sarguja ke Lokgeeto me abhivyakt bhakti bhav ka vivechan”. Four faculty members of the college have been recognized as Ph.D. guides by the Sarguja University, and some have even applied for the supervisorship under various universities viz. the Sarguja University, the Guru Ghasidas University, Bilaspur (C.G.) and Pt. Ravishankar Shukla University, Raipur (C.G.). The research promotion cell of the college is involved in creating an environment of research in the campus.

With the utilization of the fund obtained from UGC for building the infrastructure and enhancing the learning resources of the college. It has enabled the college to fulfill the long felt demands like the construction of a Student’s Reading Room adjoining to the Library, purchasing more books & journals for the library, procurement of equipments and renovation and up gradation of the laboratories of Chemistry, Botany and Zoology. In addition, the Photostat machine and other facilities procured for the college library have has made it more student-friendly. The Multi-gym facility installed earlier had attracted the students and enabled them to become more health conscious. With the assistance from UGC, the college has a well furnished English Language Lab, and an Audio-Visual hall well equipped with Digital Board.

The State Government offers financial aids to the students of ST, SC and OBC categories, in the form of scholarships. Special remedial classes for ST, SC students were undertaken for the various streams of Arts, Science and Commerce. For students the college avails the travel concession scheme provided by the Railways. The Career Guidance Cell of the college has been displaying information on the notice board regarding prospective career and job opportunities. Likewise, the Extension Cell and the Women Cell have been extending their activities to a large extent. The Alumni as well as Guardians of the students have been extending their support as and when sought for. In the organizational management field, the college has promulgated the new system of ‘The Chhattisgarh College Employee’s

(Provincialisation) Act 2003' as per the directives of the Director of Higher Education. Under the Chairmanship of Dr V. K. Verma, the Governing Body of the College has been functioning efficiently by taking necessary steps to maintain academic, financial discipline as well as infrastructural development.

The College is imparting degrees in Science, Commerce, Social Sciences, Psychology, Humanities and Law courses as a regular course of study at undergraduate level. There are other streams of studies including the 13 PG courses in English, Hindi, History, Geography, Chemistry, Physics, Sociology, Mathematics, Economics, Botany and Zoology which are taken under the autonomous scheme. Several other courses are also undertaken such as-

- (a) PGDCA course under the Sarguja University.
- (b) Research Centres in English, Hindi, History, Geography, Chemistry, Physics, Psychology, Sociology, Mathematics, Economics, Botany and Zoology of the Sarguja University.

At the same time, the internal roads of the College campus have been metalled and greatly improved. A large garden is under construction in front portion of the college campus. As a part of participatory management different committees as well as different cells comprising of faculty members have been reconstituted for the smooth functioning of the college.

Part B:

1. Activities reflecting the goals and objectives of the institution:

The primary goal is to provide excellent higher education to the youth of this semi-urban area. Some of the activities are mentioned below:

- (a) Post Graduate diploma courses like PGDCA.
- (b) M.A/ M. Sc/ M.Com & other Post Graduate diploma courses.
- (c) Launching of College website www.rgpgcapur.cg.nic.in
- (d) Internet facilities installed.
- (e) Up-gradation of College Library Reading Room by adding new Furnitures and new books.
- (f) Encouragement to the faculty members for attending Seminars, Refresher/Orientation courses etc. and to apply for MRPs and Teachers Fellowships of UGC.

- (g) Encouragement to the teachers as well as students of the college to associate themselves in different extension activities.

2. New academic programmes initiated (UG and PG):

The college has Research centers affiliated to the Sarguja University in various subjects viz. English, Hindi, History, Geography, Chemistry, Physics, Psychology, Sociology, Mathematics, Economics, Botany and Zoology, as also the Post Graduate Diploma in Computer Application (PGDCA) of Sarguja University has been in the college.

3. Innovations in curricular design and transaction:

Faculty members of the college always try to apply new ideas beyond the limit of prescribed syllabus in curriculum design and its transaction with the students. Field trips are arranged by some departments on their own to give practical learning experience to the students. Bioscience departments particularly take initiative in field study to give first-hand knowledge to their students. Similarly, to cater to the curiosity of the students as well as for giving first hand information regarding the constellations, galaxies or identification of stars, special sky observation nights are arranged by the departments of Physics and Mathematics.

4. Inter – disciplinary programmes started:

- (i) Spoken English course run at the Language Lab
- (i) Electronics taught by the Department of Physics.

5. Examination reforms implemented:

The college follows the examination norms formulated by the Sarguja University. The college has adopted a strategy to improve the academic standard of the students by holding unit tests, terminal examinations and test examinations. Marks are displayed in the respective departmental notice boards. The examination for the Post-Graduate courses is conducted semester wise by the Autonomous Department of this college.

6. Candidates qualified: NET/ SLET/ GATE etc.:

The College has some faculties who have qualified NET/ SET/GATE. A number of students of this college have also qualified but systematic records of those students are not available now.

7. Initiative towards faculty development programme:

In spite of the difficulties faced by the college in the arrangement of classes and completion of course curriculum within the specified time period, we do not hesitate to inspire the faculty members to attend refresher and orientation courses, seminars, workshops, conferences etc. at regular intervals. The faculty members are provided all relevant information regarding research methodology as well as the procedures for applying for research projects sponsored by the UGC and other financing bodies.

This year---

Three faculty members participated in the national seminars,

One member participated in national workshop.

One member participated in international seminar.

One member participated in regional workshop.

One member engaged in MRP sponsored by UGC in Physics.

Three members engaged in MRP in English.

Four members have submitted proposals for MRPs to the UGC.

Three members have been awarded with Ph.D degrees.

Two members have completed their MRPs and submitted their theses.

Four members are pursuing their research works.

8. Total number of seminars / workshops conducted:

Altogether three national seminars and two national workshops:

- a. Department of Botany: Seminar on 'Conservation of Biodiversity.' (February-March 2011).
- b. Department of English and Dept. of Hindi :Seminar on "Journalism: Past and Present." (2nd-3rd March 2011)
- c. Department of History : Seminar on "Educational Empowerment of Tribal Women" (25th-26th November 2011)

9. Research projects

- (a) Dr. Anil Kumar Sinha, Asst.Prof. Geography: MRP on “Special and Functional Analysis of Growth Centres in Balrampur area of Sarguja District” sponsored by CGCOST.
- (b) Dr Raj Kamal Mishra, Asst.Prof. English: MRP on “Colonial Consciousness in Major Indian English Fiction” sponsored by UGC.
- (c) Dr S.N. Pandey Asst.Prof. English completed MRP.
- (d) Dr Vishwasi Ekka, Asst.Prof. Hindi is engaged in MRP on “Sarguja ke Lokgeeto me abhivyakt bhakti bhav ka vivechan.”
- (e) Dr S.N. Pandey Asst.Prof. English engaged in MRP.

10. Patents generated, if any:

No venture taken in this regard.

11. New collaborative research programmes:

No venture taken in this regard.

12. Research grants received from various agencies:

UGC has sanctioned a sum of Rs. 120000 as monetary assistance for conducting a Minor research Project to Dr.H.D.Maha, a Senior Lecturer of Department of Botany , Dr.SN.Pandey Department of English, Rs.55000 By UGC for Minor Research Project ,Dr.Rajesh Singh, Department of English by UGC, Rs.55000 for Minor Research Project, Dr.Anil Kumar Sinha, Rs.100000 By CGCOST for Minor Research Project.

13. Details of research scholars:

1. Smt.Shilpa Phadnish Kekre, English, Thematic and Technical Study of Novels of Shashi Deshpandey.
2. Smt.Varneeta Bhasin, English, Self Expression of Binding and Bondage in the Novels of Nayantara Shahgal.
3. Sri Ramesh Kumar Jaiswal, Geography, Level Human Resource Development and Planning in Sarguja District, C.G.
4. Sonia Kushwaha, Geography, Spatial and Functional Analysis of Growth Centre in Balrampur District, C.G.
5. Smt.Divya Rani Tripathi, Botany,
6. Ku.Megha Parsai, Physics, Study of the Impact of Microwave Signal Under Dust Storm Condition and Remote Sensing
7. Sri Sameer Kumar Mishra, Physics, Microwave and Millimeter Propagation Characteristic of Signal in Sand and Dust Storm.

14. Citation index of faculty members and impact factor:

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15. Honours /Awards to the faculty:

- Dr. Rajkamal Mishra, Asstt. Professor of English
 - (i) Appraised by Collector Surguja for the contribution in District Saksharta Mission and for Blood Donation.
 - (ii) Best NCC Officer, in NIC, Kollam, Kerla

16. Internal resources generated:

Through the Students fee in Janbhagidari Fund , the College generated a reasonable sum of money in this year.

Total resources generated = Rs. 2085800/-

17. Details of departments getting SAP, CGCOST (ASSIST) / DST. FIST etc. assistance / recognition:

Dr Anil Sinha Asst. Prof., Dept. of Geography has completed MRP with the sponsorship of CGCOST.

18. Community services:

In the session 2009-10 the College had undertaken the following community services:

- (a) In the month of July 2009, Plantation by the volunteers of three Units of NSS and one Company of NCC cadets together with faculty members and staff of the College has been undertaken. Compulsory health checkup of students willing to join NCC and NSS together with other students has been made.
- (b) The days of National and International importance are observed every year as per scheduled which are as follows:
 - National Youth Week is celebrated every year from 12-19th January in the guidance e of NSS been actively participated by the students of the College.
 - National woman Day on 8th, March, World Health Day on &th April, Freedom Movement Day, 8th, August, Independence Day, 15th, August, Communal Harmony Day

on 20th August, Teacher's Day 5th, September, International Literacy Day, 8-14th, September, Voluntary Blood Donation Day 1st October, World Food Day 16th, October, Communal Harmony Day 19-15th, November, NCC Day and Blood Donation Camp 24th, November, World AIDS awareness Week 19th November-1 December, World Human Rights Day, 10 December.

(c) The volunteers of NSS and cadets of NCC actively render the voluntary Services in Pulse-Polio programme, Traffic Safety Week and Hindu festival of Navratri, together with other works assigned to Cadets and volunteers by the District Administration.

19. Teachers and Officers newly recruited:

No new teacher was appointed during this period.

20. Teaching – Non – teaching staff ratio:

25:13

21. Improvements in the library services:

(a) The central College library and the newly built Reading room attached to it, wear a new look with the introduction of user's friendly new library furniture as well as book selves provided to facilitate its users.

(b) To make the students aware about the rules and regulations of the library, the Librarian in association with other faculty members conducted a one day interactive programme with the newly admitted students of the college during the month of August 2011.

22. New books / journals subscribed and their value:

Number of Books purchased = 3352

Value = Rs. 114720

Number of Journals subscribed = NIL

Value -
Number of Periodicals = 66
Value = Rs. 2090
Number of daily News Paper = 3600
Value = Rs. 11342
Total: Rs. 128152

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

Student assessment of teachers is introduced in Three Year Degree Courses of Science, Arts and Commerce. A Questionnaires prescribed by NAAC is supplied to the students. The responses are analyzed by the Feed Back Committee and then conveyed to the respective teacher or department concerned for further improvements.

.24. Unit cost of education:

[Unit Cost = Total annual expenditure in budget (actual) divided by the number of students enrolled.]

Total expenditure during this period including the salary = Rs56188167

Total no. of students enrolled during this period =2569

Unit cost of education (Including the salary component) = Rs.21871

Unit cost of education (excluding the salary component) = Rs. 1080.8

25. Computerization of administration and the process of admissions and examination results, issue of certificate:

The computerization of admission process such as processing of application forms, preparation of merit list etc. has already been initiated. Similarly, the process of entering the bio-data of the admitted students for future records has been continuing since few years back.

The process of college unit test and test examination are partially computerized. computerization of annual results of University examinations are yet to be completed. College certificates are issued on printed sheets. On the other hand, the college is planning for complete computerization of the office during the current academic session.

26. Increase in infrastructural facilities:

Infrastructural facilities have increased as follows –

- a) New furniture were added to the Reading Room adjacent to the Library.
- b) A new garden is being built in the front section of the college building.
- c) Internal roads have been metalled and improved.
- d) With the assistance of UGC, the college has acquired a well furnished English Language Lab, an Audio-Visual Hall well equipped with Digital Interactive Board.
- e) Additional desks & benches have been purchased for students

27. Technology up-gradation

The following equipments/ gazettes have been procured:

Photo-stat machines.

Fax Machine.

A large number of computers.

TV with disk antenna.

Audio-video facility for the class rooms.

In addition to this, a large number of CDs and Cassettes having great academic value are added every year to the IGNOU Study Centre of the College.

28. Computer and internet access and training to teachers and students:

Almost all the faculty members and a majority of students are acquainted with the use of computer. The habit of internet surfing by an increasing number of students is an indication of the computer savvy environment of the college. The computer-facilities offered by the college as well as access to Internet have been availed by most of the faculty members to its optimum. Both the facilities are availed by the senior students. .

29. Financial aid to students:

Financial aids in the form of State and National scholarships are offered to the students of ST/SC/OBC categories of the college. In addition to this, the College authorities sympathetically consider the economically disadvantaged students and felicitate such students in getting admission to the college as well as at the time of deposition of the examination fee to university on installment basis and in certain cases waiving of fees. The

College also helps the students to avail the benefit of the Railway Travel Concession.

30. Activities and support from the Alumni Association:

The Alumni of the college had already an association prior to the year of the previous NAAC assessment of the college. Though the activities of the Association were marginal one during the session and that too not in an organized form, some of the alumni in their individual capacity were involved in academic activities. Delivering talks, seminar lectures, sharing knowledge and information with the students and teachers or extending help in organizing different programmes which reflects the emotional bonding of the alumni with the college community.

31. Activities and support from the Parent – Teacher Association:

Formal Parent Teacher association is yet to be formed. But some parents at their individual level have offered support and extended their advices and suggestions at the time of need.

32. Health services:

- a) The hygienic condition of the college canteen has been regularly monitored by the members of the sub-committee for Health & Hygiene.
- b) Students and staff of the college utilized the newly established Multi-gym facility during the entire session.
- c) Records of blood group of teaching and non teaching staff of the along with their phone numbers has been prepared and circulated among staff members. It is also displayed in the notice board for the benefit of the college fraternity.

33. Performance in sports activities:

Students of the college have always taken an active interest in sports activities and enthusiastically participated in various sporting events like Hand-ball, Badminton, Cricket, Chess, Football, Volleyball, Basketball, Table-Tennis and Athletics. In this session About 45 of our students participated in various State Level Tournaments and 15 students took part in the Inter-University Tournament held at National Level.

34. Incentives to outstanding sports person:

The college has provisions according to which incentives are given to outstanding sports persons. For instance the college felicitated two of the students, Manish Gupta and Venkat Gaurav Prasad, Badminton players of International recognition who have dually participated in various events in several countries and who are placed in Government Services. Ashutosh Pratap Singh, another student has played in the Ranji Trophy and is a former Captain of the Madhya Pradesh cricket-team. Another student, Manoj Singh has played in the national 20-20 Cricket Tournament, the ICL league. Many students have have been able to get recruitments in the State Police Services and in Defence Services through the Sports Quota.

35. Student achievements and awards:

A good number of students from different departments have secured first class with Distinction / first division at the Graduation level Examinations as well as at Post Graduate level Examinations. Likewise many of the students have showed proficiency in cultural events, and some have been awarded by the state/university.

36. Activities of the Guidance and Counselling unit:

Besides, providing the career counseling to students of all the three faculties together with students of Computer Science and Law at college level in collaboration with leading institutes and personals almost 60% of the faculty members are also actively associated with research Guidance and career counseling

37. Placement services provided to students:

No venture taken in this regard.

38. Development programmes for non – teaching staff:

(a) For performing official works, computers are provided to the non – teaching staff. The bearers of various departments are trained to use the departmental computers.

(b) From time to time, laboratory bearers are given training on laboratory maintenance by departmental Staff members.

(c) At the request of the college authority the H. S. Jaiswal & Co. Chartered Accountants gave training to the UDA & LDA on Accounts Keeping, calculation of Income Tax etc.

39. Healthy practices of the institution:

a) College authorities ensure that value-based education is imparted to the students. On some occasions like Freshman-Social, Annual Day etc. academicians or learned persons of the locality are invited to delivering speech and to interact with students.

b) For the sake of exposure, students as well as teachers of the college are encouraged to participate in the programmes organized by other institutions.

c) Popular talks on various topics are arranged for creating scientific temperament, eradicating superstition, prevention of AIDS, to inculcate the importance of preserving the healthy natural environment etc. and spreading the message to the society through the students.

d) The Republic Day, Independence Day, National Science Day and World Environment Day are observed in the college campus with the active participation of students and faculty members. NSS members have been playing an active role in keeping the college campus clean and green.

40. Linkages developed with National / International, academic / Research bodies:

Still in process

41. Any other relevant information the institution wishes to add:

(a) The number of students who have excelled in academic as well as in other extra-curricular activities is increasing every year, thereby indicating an upward trend.

(b) A new Audio- Video Hall has been constructed.

(c) Four faculty members are guiding Ph. D students.

(d) Two faculty members were awarded the degree of Doctor of Philosophy.

(e) Two faculty members have already completed their research work and are on the verge of submitting their thesis for the degree of Doctor of Philosophy.

(f) Three faculty members have been pursuing their research works.

(g) Different programmes of M.A/ M. Sc/ M.Com are offered to the students under Autonomy.

(k) The Mathematics department of the college conducted the Maths Olympiad conducted by CCOST.

Part C: Detail the plans of the institution for the next year: (For the year 2011-12)

- To supplement the already existing basic subjects of Science, Arts, Commerce and Law streams, college is also planning to introduce few add-on Career Oriented Courses as well as a few certificate courses.
- The college is also aiming to increase the number of books in the library, its complete computerization and expansion of the internet facility and to procure more computers.
- Complete computerization of the college office is also in its agenda.
- To increase the number of extension activities and opening of consultancy service in some specific areas.
- To improve the College garden.
- Planned to enhance the computer programming skills of a majority of students.
- To improve the facilities in the student's common room.
- To increase the frequency of Alumni, parents meet.
- To procure sophisticated equipments for laboratories.
- To renovate the laboratories and construct new ones.
- Planning is on for competence building initiatives.
- To launch initiatives for examination reform.
- To set up a health care unit and better canteen facilities.
- To provide more germ-free clean drinking water facility with cooling system
- To enhance of intake capacity of the college.
- To develop infrastructure to facilitate remedial coaching for ST/SC/OBC (non creamy layer) and minorities.
- To develop and equip the existing Career and Counseling Unit.

(Dr. K.L.Vishwakarma)

Coordinator, IQAC

(Dr.S.K.Tripathi)

Chairperson,IQAC

