

ANNUAL QUALITY ASSURANCE REPORT (AQAR)
2009-10

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: 2009-10

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 of the College monitors the Academic Research performance and teaching - learning process of the college. The IQAC meets from time to time and its final approval is needed for starting any new course or programme. As the college is well aware of the students' need the college has applied for a number of job oriented courses to the state government.

The College has autonomy at PG level. So, the curriculum of PG programmes is reviewed every year in the Boards of Studies of the concerned departments. As far as the UG level is concerned, faculty members of the College take initiatives and forward their suggestions to the Central Boards of Studies of the relevant subjects. The PG departments of the College organize popular tutorials and guest lecturers in which students get opportunity to interact with subject experts and scholars.

The teachers of different departments inform the students regarding the syllabus, examination pattern and the unit-wise marks-distribution in the beginning of the session. The syllabus is distributed in form of a lesson plan for the whole year and then is sub-divided month-wise by teachers teaching the concerned courses. The progress is monitored in the monthly meetings of the department. The students are given all the possible questions related to their topics as well as their model answers which help them prepare for the relevant examinations without any difficulty. Besides the lecture method, the OHP, and Audio- visual aides are used for class room teaching.

The faculty members of the college are encouraged to participate in Orientation and Refresher courses, and Seminars and Conferences as well. Many of the teachers have UGC funded Minor Research Projects in hand,

while some more have applied for the same. Two of the faculty members have been awarded Ph.Ds whereas those who have not already done their Ph.D., are perusing their research works. Extension activities are conducted by the college through its NCC Unit, and three NSS Units.

The College strives for its infrastructural development and upgradation regularly and in a planned way. As a result 100 seater Boys/ Hostel and 50 Seater Girls' Hostel, 5 class-rooms and three department offices have already been built. The Central and Departmental libraries are regularly enriched with new books as per the new UGC Syllabi.

Apart from this, the College encourages all its students to apply for scholarships in time and to avail it. The students are also assisted to avail travel concessions. The college has been providing all necessary information regarding jobs available in different fields and spheres. The Grievance Redressal Cell and Woman Cell work for furthering the interests of students, especially the girl-students.

As the College is imparting degrees in Science, Commerce, Social Sciences, Psychology, Humanities and Law as regular courses of study at undergraduate level, it has other streams of studies including 13 PG courses in English, Hindi, History, Geography, Chemistry, Physics, Sociology, Mathematics, Economics, Botany and Zoology. Several other courses are also undertaken such as-

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

The internal roads of the College campus have been vastly improved. A large garden is under construction in the front section of the college campus. As a part of participatory management different committees as well as cells comprising of faculty members have been constituted for the smooth performance of various curricular and co-curricular activities.

Part B:

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

The primary focus is on providing high quality education to the youth of this semi-urban area.

The main activities are mentioned below:

- (a) Proposals to start new courses like PGDCA, BCA and B.Sc. have been sent to the State Government for approval.
- (b) Faculty members are encouraged to attend Seminar, Conferences, Workshops, Orientation and Refresher Courses.
- (c) Promoting Research among faculties in form of Research Project and Ph.D.
- (d) Motivation of the faculties to send proposals of Minor and Major Research Projects, Seminar and Workshop to UGC and other funding agencies.
- (e) Students and teachers are encouraged to participate in extension activities.
- (f) Observation of Days of National/International importance.

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

UG level	-	BCA, B.Sc. IT
PG Level	-	PGDCA, M.S.W.

3. Innovations in curricular design and transaction:

- Local needs are kept in view in curricular design.
- Practical portions are added in IV paper of M.A. -IV Semester Hindi.
- Interdisciplinary aspects are added.

4. Inter – disciplinary programmes started:

- Open courses in spoken English

- Historical works are added in M.A. English Syllabus.
- Interdisciplinary Research is promoted.

5. Examination reforms implemented:

- Semester system of examination is adopted at PG level under the Autonomous Scheme.
- UFM is strictly prohibited.
- Examination Reformation System formulated by the parent University is followed.

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

The college has some faculties who have qualified NET/ SET/GATE. A number of students have also qualified but systematic record of such students is not available at present.

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 Geography: Seminar on 'Economic Development in Sarguja District of Chhattisgarh.' (February-March 2010).

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.Xavier Kujur,Asst.Prof. English: MRP on 'Khushwant Singh : Historian as an Artist.

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. 100 000/- as monetary assistance for conducting a Minor research Project to a Senior Asst.Prof. of Physics Department Rs.100000 to a Senior Asst.Prof. of Geography Department Rs.100000 has been sanctioned to Senior Asst. Prof. Of Geography by the CGCOST .

13. Details of research scholars:

1. Smt.Shabanam Khanam ,Geography, 'Analysis of Fertility,Mortalityand Medical Facility System in Surguja District,C.G
2. Smt. Kajal Moitra, Geography,Disparity of Transport System in Chhattisgarh
- 3Barat Ram Patel,Geography,The Impact of Rural Development Programmes in Schedule Cast in the District of Champa –Janjgir in C.G.
- 4Sri U.N.Kurre,English,Human Crisis in the Novels of Girish Karnad

5. Sri A.S.Bahadur,English,Non-Fictional Work of D.H.Lawrence: A Critical Perspective

Sri Ved Prakash Pandey,English, Changing Human Relations in the Novels of Shashi Deshpandey.

6.Anjum Firdausi,English,Diasporal Dream in the Novels of Bharati Mukharjee

14. Citation index of faculty members and impact factor:

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15. Honours /Awards to the faculty:

Dr. Anil Kumar Sinha, Asstt. Professor of Geography

(i)Best NSS Programme Officer award by Govt. of C.G.

(ii) Appraised by Collector Surguja for the contribution in District Saksharta Mission

16. Internal resources generated:

Through students' fees in Janbhagidari Fund , the College generated a reasonable sum of money in this year.

Total resources generated = Rs. 957350/-

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 of NSS been actively participated by the students of the College.
 - National woman Day on 8th, March, World Health Day on 4th 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 = Rs18446000/-

Total no. of students enrolled during this period =2988

Unit cost of education (Including the salary component) = Rs.6694.5/-

Unit cost of education (excluding the salary component) = Rs. 557.9/-

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 was 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.

Launching and updating of own website.

Audio-video facility for the class rooms.

In addition to this, a large number of CDs and Cassettes having great academic value are added to English Language 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 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 Counseling 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) 10 faculty members are guiding M. Phil and Ph. D students.

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

(f) 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.

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

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

(i) 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 2010-11)

- 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 enrich 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 Celebrate The Golden Jubilee of the College
- To Prepare and send proposal for avail UGC Grant Under Golden Jubilee Scheme.
- 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 meets.
- 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 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

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