



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Seth R. C. S. Arts & Commerce College Durg
• Name of the Head of the institution	Dr. G. N. Katahare
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07882322457
• Mobile no	9981094566
• Registered e-mail	rcscollege1964@gmail.com
• Alternate e-mail	
• Address	Utai Road, Near Ravishankar Shukla Stadium Durg
• City/Town	Durg
• State/UT	Chhattisgarh
• Pin Code	491001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Hemchand Yadav Vishwavidyalaya Durg				
• Name of the IQAC Coordinator	Dr. Arun Kumar Pandey				
• Phone No.	07882322457				
• Alternate phone No.	9826864211				
• Mobile	7987254066				
• IQAC e-mail address	arunkumarpandey0101@gmail.com				
• Alternate Email address	rcscollege1964@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.rcscollege.com/template.php?mainmenu=IQAC&submenu=AQAR&subsubmenu=2019-20&subsubsubmenu=#mycontent				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.rcscollege.com/admin/templatepdf/22_Academic%20Calendar%20College%202020-21.pdf?mainmenu=STUDENT&submenu=Academic%20calendar&submenu=Academic%20calendar				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.38	2017	30/10/2017	29/10/2022
6.Date of Establishment of IQAC			20/11/2012		
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	
Nil	Nil	Nil	Nil	Nil	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9. No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Quality enhancement of education.	
Webinar on Faculty Development Program.	
Motivated faculties to publish research papers.	
Organized Self Employment Program for Girls.	
Self Defence Program for Girls.	
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
Workshop on online methods of teaching.	Coping with new technology to conduct online class, with the help of webcam and other tools. Also learn to make videos and upload on youtube and other platforms.
Focus on webinar dur to Covid-19 impact.	Students and staff benefitted through such enlighten webinar.
To conduct FDP Program for teachers.	Our faculties get acquaint different ways of teaching process in higher level.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Dr. G. N. Katahare (Principal)	14/03/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	31/01/2022

Extended Profile

1. Programme

1.1 9

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

File Description	Documents
Data Template	View File

2. Student

2.1 1469

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 1325

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

File Description	Documents
Data Template	View File

2.3 656

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 25

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 25

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	9
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1469
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1325
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	656
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	25
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	25
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	18
Total number of Classrooms and Seminar halls	
4.2	35.848568
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	70
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

This college is an affiliated to Hemchand Yadav Vishwavidyalaya Durg and the curriculum designed by the affiliating university. Academic Calander is prepared according to university calendar and all teachers feel duty bound to execute the calendar contents into actual practice with zeal and dedication. Every teacher maintains student's attendance and daily teaching register which is checked by the principal every month. This provision acts as an effective monitoring system which keeps the principal and teachers in a regular contact in regards with teaching learning task performed by the college. Faculty members take utmost care to complete the syllabus in time. Projects, Class Tests, Internal Assessments and Annual Test exams comprise the formal evaluative processes. Students are encouraged to discuss with faculty beyond classroom hours for doubt-clearing and curriculum discussions.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://www.rcscollege.com/admin/templatepdf/15_teachersdiary_compressed.pdf

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

Academic calendar of college is prepared at the beginning of the session which is to be followed by all the departments and faculties. University academic calendar is followed meticulously to plan various activities in such a way that the teaching schedule is not disturbed. This helps in planning academic activities like unit tests, annual exam and semester exam as well as non teaching activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.rcscollege.com/admin/templatepdf/22_Academic%20Calendar%20College%202020-21.pdf

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

A. All 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

9

File Description	Documents
Any additional information	No File Uploaded
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)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

25

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

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Crosscutting issues are core values of the college. institution integrates various life skills, values local and global challenges through its curriculum delivery. The college nine programs includes each and every issues such as civic sense and responsibilities, gender, environmental, sustainable and human values are depicted. Almost all these issues are part of their teaching learning process. Despite teaching the prescribed syllabus institute arranged various activities and programs on these crosscutting issues such as :

Gender Issues : Reservation Policies, Visit to Vidhan Sabha in Political Science. Sex Education and Child Education in Sociology. Demographic issues, Environmental, Pollution prevention, Sustainable development in Economics.

Environmental Issues: Environmental Studies is a compulsory subject in BA and B.Com. and assign environment related projects to students.

Human Values: Human values are covered in curriculum of Political Science, Economics, Hindi Literature and English.

Professional Ethics: In Commerce Professional Ethics are inculcated with subjects like insurance, fundamental of entrepreneurship, Accountancy, Business Regulatory Framework and Business Communication. Apart from this college has taken various steps inculcate these issues among the students. NCC and NSS units of the college play an important role and participate in the national flagship programs and address crosscutting issues at community level.

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

5

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

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

405

File Description	Documents
Any additional information	No File Uploaded
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

D. Any 1 of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://www.rcscollege.com/admin/templatepdf/64_teacherfeedback%20on%20syllabus.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.rcscollege.com/admin/templatepdf/64_teacherfeedback%20on%20syllabus.pdf

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

1469

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

1469

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

ADVANCE LEARNER: Academic performance in the previous academic year is a good indicator to identify the slow and fast learner. Advance students are assessed through their abilities at different levels of exam/tests conducted time to time. Performance in theory and practical class, various competitions conducted by college as well as university like

- Debate, slogan writing, poster making, essay writing, group discussion. These assessments help the college to identify advance learner.
- The top performance in academic, cultural and sports are awarded and felicitated by giving awards in annual prize distribution.
- Other than these outstanding achievers in all fields every year memorial award is given by ex and present employee in the memory of their beloveds.
- Special efforts are made by the faculties to bridge the gap between advance and slow learner by giving additional attention to the slow learner.

SLOW LEARNER: Faculty members critically analyze the performance of slow learner.

- Attendance prove to be one of the criteria for such assessment. Such students are identified and more attention is given to their needs.
- Faculty provides notes and books of their own to help them and try to be in contact with them on mobile.
- Students discuss their problem such interaction mostly prove positive.
- Faculties help students by paying fee of economically weaker students.
- Slow learners are given special guidance by subject teacher

question banks and paper solving series are arranged for the students to excel in the respected subjects.

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

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

Number of Students	Number of Teachers
1469	25

File Description	Documents
Any additional information	No File Uploaded

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

College believes in holistic development of students. Students are encouraged to take part in various activities and development program. we have NCC,NSS units as well as Physical Education Department and P.G departments where experiential learning programs are organized in and out campus which enable students to have experience of teaching more effective rather than normal interactive lecture.

- Industrial visit, library visit, study tour.
- Teachers use ICT tools methods to make their teaching more effective.
- Group Discussion, Role play, Debates, Quiz Competition, slogan writing, poster making, Paper presentation and webinar are organized to make the learning process more participative.
- Student's articles are published in college magazine.
- Extension program activities such as Health Awareness program, Fit India, Swachhat Hi Sewa Abhiyan.
- Extension lectures are organized by different departments which provide the faculty as well as students an opportunity to interact with eminent resource person.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Teachers always try their level best to make teaching learning process more effective by using ICT.

- LCD Projectors are incorporated while teaching in PG classes.
- Each of the department is equipped with computer.
- Online class are conducted on Google class room, zoom meeting with the help of laptop and webcam.
- With the help of Xerox machine students get photocopy of required study material.
- Campus has WiFi facility.
- Smart class is also used by PGDCA department.

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

21

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	No File Uploaded

2.4 - Teacher Profile and Quality

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

25

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

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

2.4.3.1 - Total experience of full-time teachers

344

File Description	Documents
Any additional information	No File Uploaded
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.

Evaluation play vital role in teaching learning process.

- The college follows continuous internal evaluation as directed by university.
- Students are pre informed regarding the class tests which are conducted in oral and written form.
- Students bring their own copy to write class test after evaluation teacher show copies and keep records for the same so, that they can work on their weakness.
- Unit Tests are also conducted in every session to evaluate students knowledge.
- Faculty check and return Unit Test copies and keep record for the same.
- On spot discussion of their performance in U.T is done by each faculty in their respective subjects. Sometime students evaluation is monitored through surprise test.
- Model Examination is also conducted before final exams. Model exam question papers are prepared as per the University pattern.
- Answer copies are provided by college to students for model exam. Paper showing is also done after checking it is compulsory for all the faculty to valued the model exam answer sheet and distribute answer copies back to students.
- Teacher discuss question paper in detail and give tips to attempt annual exam in more effective manner. Suggestions to the teacher are given by the principal to improve the result if necessary.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

UNIVERSITY LEVEL

Examinations are conducted at the college as per university rules.

- There is proper provision for the redresser of grievance of the students, their queries and problems concerned with the examination both at university and college level.
- Grievances and queries related to university exam is resolved by Deen Student welfare (DSW) of the Hemchand Yadav University Durg. Student submit application to (DSW) for grievance.
- Students can also apply through RTI and demand for photocopy of their answer sheet.
- Students have the facility of revaluation of their answer sheets if they are not satisfied with their score.

COLLEGE LEVEL

Internal and in-house exam committee deals with the grievances of students through proper channel. Students submit application related exam grievances. Entire process is fair and transparent and carried out within 15 days.

File Description	Documents
Any additional information	No File Uploaded
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.

Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all Programmes offered by the institution are clearly stated and displayed on the college website. . POs and PSOs are also displayed in departmental notice

board for staff, students and public view. The importance of the learning outcomes has been communicated to the teachers in Staff Meeting. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes in class room.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.rcscollege.com/template.php?mainmenu=ABOUT%20US&submenu=Programmes&subsubmenu=PO%20PSO%20CO&subsubsubmenu=#mycontent
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Our Institute is affiliated to Hemchand Yadav Vishwavidyalay, Durg. We offer Under Graduate, Post Graduate and Research. For these programs and courses, the institute follows the curriculum designed by our affiliated university. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students. It is also given in the syllabus of each subject. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution. Following are the evaluation process of PO, PSO and CO.

Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation. Some Assessment methods are as under:

- Unit Test
- Group discussion
- Seminar for PG Students.
- Student projects Assignments.
- Yearly Test (Model Test)

Internal Marks are uploaded online on affiliating university's website on the basis of marks obtained in Unit tests and model test.

After measuring attainment of POs , PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students are increasing progressively.

Besides, The College also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S. and NCC activities, Health Awareness Programs etc.

File Description	Documents
Upload any additional information	No File Uploaded
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

656

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://www.rcscollege.com/admin/templatepdf/34_passpercentage.pdf

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)

http://www.rcscollege.com/admin/templatepdf/63_feedback%20report.pdf

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)	No File Uploaded

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**

7

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)	No File Uploaded
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 faculty & students are encouraged to take up research activities by utilizing the existing resources. We help our students to develop necessary skills & projects in various domains. The institute appoint highly qualified faculty to channelize the young minds. Institute encourage the faculty members to pursue their Ph.D work. Faculty are also encouraged to participate in various skill enhancement programs. Various activities are conducted to nurture and nourish youth's minds. These activities helps students to understand the various problems faced by the society. It enables them to find out solutions on them.

File Description	Documents
Upload any additional information	No File Uploaded
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

0

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

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	http://www.rcscollege.com/template.php?mainmenu=RESEARCH&submenu=Research%20Centre&subsubmenu=PhD%20Enrolled&subsubsubmenu=#mycontent
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

8

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

0

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

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

The college organizes a number of extension activities in neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college organizes various extension activities in the neighbourhood community.

The NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness, Swachhta Abhiyan, Blood donation Camp.

The NSS unit of the college organizes various extension activities as Tree plantation, Road safety awareness, Swachhta Abhiyan, Blood donation Camp, Distribution of Mask and Sanitizer, Covid Vaccination Awareness program etc.

All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self confidence of students.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/57_3.4.1%20extension%20activi.pdf
Upload any additional information	No File Uploaded

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)	No File Uploaded
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

10

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the 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

321

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

3.5 - 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	No File Uploaded

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

1

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.

Our institution has adequate number of class rooms to ensure that students can sit comfortably while attending classes. The Classrooms, Computer lab and Seminar Hall are well equipped along with computing system and Internet facility. We have 16 classrooms, each classroom is equipped with comfortable desks and benches and green boards. The class rooms have proper lighting, fans, and also windows to allow natural light and air to come in. There is one well equipped computer lab for the teaching and learning and conduct of practical. There are 70 computers with latest configuration and one smart classroom is also available for students. IT facility has been provided in seven class rooms and in future we are planning to provide IT facility in all class

rooms. Every department has its own computing facilities to meet the curriculum needs. We have provided free Wi-Fi usage to all staff members and students. We have one auditorium equipped with LCD projectors and screen. IQAC room is also equipped with LCD projector and screen. The Library is well equipped with over 26000 books, magazine, newspapers and journals. It has a reading room with all necessary facilities. The NSS and NCC units are actively involved in community service. Office is also equipped with number of computers and all together.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/35_INFRASTRUCTURE%20TYPE%20compressed.pdf

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

Our college having a well maintained campus. The college believes in the all-round development of our students. There is a lot of encouragement for the students to participate in sports and culture activities simultaneously and thus they are awarded and rewarded accordingly.

Cultural Activities:

Students are encouraged to participate in the cultural events held in the college like Annual Function, Annual Sports, and Farewell etc., to exhibit cultural talents. Various cultural activities like Dance, Song, Play etc. are organized in college annual function. Different competitions like rangoli, mehndi, poster making etc. are also organized by college for students to exhibit their talents. Students are even sent to other colleges for different types of intercollegiate competitions.

Sports, Games (indoor, outdoor), Gymnasium

We have a spacious playground and well equipped Indoor Hall, where pupils can play outdoor and indoor games like badminton, table tennis, cricket, football, kho-kho etc. There is a badminton court in the indoor hall. College has physical education department and have well qualified faculties from different games and sports. The

training and coaching is given by them for different types of indoor and outdoor games. Sports event competitions are conducted in the district and state level in every academic year. The College has a well equipped gymnasium. Equipments and accessories required for conducting all such sports activities are available in the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/37_Cultural%20Sports%20G.pdf

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

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/38_ICT.pdf
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)

15.45299

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)

College library where huge collections of academic books, journals, magazines, other knowledgeable books and newspapers are kept. These books are made available to the students and teachers to increase their knowledge and understanding on various subjects. The Institute installed Integrated Library Management System (ILMS) in the year 2020. The various housekeeping activities of the library such as data entry, issue and return and renewal of books, etc are done through the software. The Books are classified according to Self Classification Scheme. The books are being bar coded.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://www.rcscollege.com/admin/templatepdf/41_LIBRARY%20SOFTWARE%20SCREEN.pdf

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 C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
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)

1.27091

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
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

2.47

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

Continuous up gradation of technology and the infrastructure is one of the quality policies of the institution. IT facilities have been updated regular basis. New equipments are purchased according to requirement. The institution provides IT enabled teaching-learning environment in the campus. Well equipped computer lab

with internet connection and printer. One smart class room equipped with LCD projector and screen. IT facility has been provided in seven class rooms and in future we are planning to provide IT facility in all class rooms. The entire college campus is Wi-Fi enabled. LAN facility and CCTV cameras are also installed to keep an eye everywhere. Departments and office are equipped with computer and printer.

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

4.3.2 - Number of Computers

70

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

32.20426

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.

Infrastructure and academic and physical facilities of institution are well maintained by college. Construction, maintenance and repairing of building, classrooms, library, electrical appliances and other physical infrastructure of college is done by college. HODs, Student union, Students inform principal if any maintenance and repairing is required. In turn principal inform the management regarding the same issues. The principal calls for minimum three quotations and order is given by comparing them when any repair or purchase is to be made. Students are encouraged to avail facilities like library, sports etc. At the end of each academic year a yearly review of property is done. Any such areas which require repairing or renovation are maintained accordingly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rcscollege.com/template.php?mainmenu=ABOUT%20US&submenu=Policies&subsubmenu=Policies%20For%20Maintaining%20And%20Utilizing&subsubsubmenu=#mycontent

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

487

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

91

File Description	Documents
Upload any additional information	View File
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

D. 1 of the above

File Description	Documents
Link to Institutional website	http://www.rcscollege.com/admin/templatepdf/59_selfdefence_compressed.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

63

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

63

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

A. All 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

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

124

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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

2

File Description	Documents
Upload supporting data for the same	View File
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)	No File Uploaded

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)

Student Council which is formed either by electing or nominating according to which ever directives given by the state government. Student Council always joins hand with faculty members, administrative staffs to ensure overall development of college. The students are a part of planning, implementation and execution of all cultural and other activities organized by college. The Student Council is very active and responsible for all students activities throughout the year. Every year in the month of January or February annual cultural programme is organized by college and student council. The Council also very active to solve the students problems. They communicate the principal about problems faced by students and also demand for the facilities that students required time to time. Student Council also helps those students who are not able to pay their fee by using their fund. PG council is also constituted by all PG Departments every year.

According to Government order Student Council Year 2020-21 and 2021-22 werenot formed due to Covid-19.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/70_pgCouncil.pdf
Upload any additional information	No File Uploaded

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

10

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

Due to Covid-19 there is no alumni meet has been conducted in year 2020-21. As it was complete lock down period and there is no contribution in any field of the alumni.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/62_alumni%20registration.pdf
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year

(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

Vision:

Seth R. C. S. Arts & Commerce College, Durg has a understanding of its role in the society as a institution of higher education plays in the Society. Its vision is based on this understanding. It constantly visualizes itself as an effective catalytic agent of Socio-intellectual upliftment of its educationally challenged surrounding through imparting quality education. Besides this, institution strongly believes in the values which are to prove ourselves as an institution which fully carters to the local need of quality higher education and remains wedded to the national goal of producing, productive, morally responsible disciplined and intellectually vibrant citizens and play role for nation building.

Mission:

We aim at excellence while working to our full potentially within the constraints of infrastructure and resources. Our mission is to be and remain an institution which does its level best to train our students so as to make them able to avail the job opportunities in the present competitive scenario. This college is on the mission to provide a satisfactory access to higher education for the socially and economically marginalized sections of the society. They constitute the majority of our student intake. We also work through our various academic cultural activities for the all round development of our students and teachers personality. In short, the mission of our college is to make it an institution of higher education of excellence which is known for its disciplined morally, responsible and academically strong products, not just academically but also physically through activities conducted by our Physical Education Department. We also need to improve the research activities for PG students of all departments.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/template.php?mainmenu=ABOUT%20US&submenu=Vision%20And%20Mission&subsubmenu=&subsubsubmenu=#mycontent
Upload any additional information	No File Uploaded

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

A case of decentralization and participative management at Seth. R.C.S. Arts & Commerce College representation in staff council committees and other forums. The Staff Council is chaired by the Principal and an elected teacher is the secretary to the staff council. Every faculty in the college is a member of two or more committees in the college. The staff council committees form the backbone of the college. Teachers' engagement in the overall functioning of the college through the staff council is enumerated below:

- Teachers convene and participate in committees that fulfill admissions and academic/workload requirements of the college.
- Participation and fulfilling of executive responsibilities in committees for development and purchase, discipline and code of conduct by heading and participating in staff council committees such as the General Purchase Committee, the Development Committee, the Anti-Ragging Cell, the Discipline Committee, and the Student Advisory Committee. Teachers are also members of the Internal Complaints Committee against Sexual Harassment.
- Representation in staff council committees that nurture discipline and patriotism, equality and community spirit, such as the NCC, the National Service Scheme (NSS), the Equal Opportunity Cell (EOC), and the Women's Development Cell (WDC). Other student-centric committees like the Cultural Committee, the Placement Committee, and the Entrepreneurship Development Cell (EDC), which promote creative development, cultural enrichment, placement and entrepreneurial skills, also function under the supervision of teachers.
- Teachers are appointed as representatives in the Governing Body, fulfill administrative, financial and executive responsibilities.

- Appointment as teachers-in-charge of individual departments to manage the administrative requirements of their respective departments. Teachers-in-charge function as part of a larger, systematized grid of consultation and discussion with the Principal, the IQAC, and with related staff council committees. At the same time, teachers-in-charge also work in consultation with the rest of the department over matters such as discipline papers to be taught, schedule of the internal assessment, department events, assessment of students performance, and so on.
- Another noteworthy aspect of participative management in the college is students representation in the executive bodies of various departments, societies and committees. Student office bearers are assigned responsibilities of leadership, and management of department/committee fests, seminars, webinars, arranging sponsorships etc.
- In sum, teachers and students are involved in supporting the administrative, academics and extracurricular aspects of the college.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/template.php?mainmenu=ABOUT%20US&submenu=Governing%20Body&subsubmenu=Governing%20Body%20Member&subsubsubmenu=#mycontent
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

This college has a quality policy which is stated in our vision and mission statements. The policy is to impart quality education to our learners in the best possible way and to ensure their all round development through different extracurricular and co-curricular activities. The college is an affiliated college so, it follows the curricular content of the various subject as designed by our affiliating university. Though the college has not the syllabus preparation power of its own and does not review the university provided syllabus. Our prime institutional policy for the students is that we organize quality related awareness enhancing programmes, like, lectures and workshops. The faculty members plan their teaching work in a planned systematic way. The head of the institution monitors the teaching work through monthly

perusal of the attendance and daily teaching registers maintained by the faculty members.

Teaching and Learning.

The faculty members are motivated to increase their knowledge and teaching skills through participation in seminars and workshops. The principal monitors the teaching work of the teachers through checking every month attendance and daily teaching registers maintained by them. Periodical tests are taken to assess the impact of teaching on the learning process of the students.

Library resources have been strengthened through addition of e-resources facility. Faculty members are always encouraged to attend Refresher courses, Orientations, short term courses, summer and winter courses etc. They are motivate to use new technique of teaching.

Research and Development.

Faculty members are encouraged to take up research work.

Community engagement.

Our college has NSS/NCC unit. Through which the college regularly engages itself with the nearby community every session. Camps are organized in nearby villages to render community service related with health, hygiene, construction and cleanliness.

Human resource Management.

The college human resources are the prime asset through which the mission of the college can be achieved. The teaching and non-teaching staffs are constantly motivated by the college administrations to upgrade themselves and contribute their best in betterment of the institution.

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

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 organogram of Seth R.C.S. Arts & Commerce College reflects the democratic character and shared responsibilities with which governance takes place. While the overall supervision of administration and the regulation of finances of the college rest with the Governing Body, whose authority is vested in it by the statutes and ordinances of the Heamchand Yadav University Durg, the administration and execution of everyday functions lies in the charge of the Principal. The functions of the Principal in turn are supported by the faculty and the non-teaching staff. The Internal Quality Assurance Cell also collaborates with the Principal in ensuring a quality teaching and learning environment in the college.

- The Governing Body under the leadership of the Chairperson gives direction to the administration and decision-making, finances and regulation, purchases and development, and quality assurance of the college.
- The Principal, as the chief administrator of the college, supervises and manages the overall functioning of the college. The Principal is also the ex-officio chairperson of the Staff Council.
- The Principal, as the chief administrator of the college, supervises and manages the overall functioning of the college. The Principal is also the chairperson of the Staff Council.
- The Staff Council committees administer decisions related to academics, workload, time table, purchases and maintenance, admissions, discipline and codes of conduct, curricular and extracurricular aspects of the college, subject to the provisions and ordinances of the UGC and the Heamchand Yadav University Durg.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.rcscollege.com/admin/templatepdf/48_6.2.2Organogram%20without%20sign.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	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

- For the college staff the following welfare measures are in practice:
 1. EWF/NCPF/CPF/EPFO/ESIC Advance/Part final withdrawal for all staff as per rules.
 2. Medical leave for all staffs.
 3. Casual Leave (CL)
 4. Encashment of Earn leaves as per rules.
 5. Maternity leave for all women staff as per Govt. norms.
 6. Salary Advance facility.
 7. Uniform for all class IV staff provided by institution.
- The college makes efforts to enhance the professional development of its teaching and non-teaching staff. The teachers are encouraged and relieved from college duties to participate in Orientation/Refresher Courses. Attending Seminars / Conferences and Workshops and presenting papers.
- The college provides encouraging and motivating work environment for the staff members. The work culture of the college is conducive to satisfactory performance by them. The college administration sympathetically considers the genuine personal problems of the staff members so that they find themselves at ease and contribute their best to the betterment of the institutional functioning. The faculty's research proposals are promptly forwarded to the approving

agency. They are given responsibilities through committees in accordance with their interest and expertise.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/50_welfare_compressed.pdf
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)	No File Uploaded

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

1

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	No File Uploaded
Upload any additional information	View File
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

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
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

Not collected in 2020-21 due to Corona Pandemic.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audit every year. Internal audit is done by Chartered Accountants appointed by the college. External audit is done by auditor appointed by Higher Education Department, Chhattisgarh. The external audit team verifies all the financial documents related to the public funds utilized by College.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/66_auditreport20-21_compressed.pdf
Upload any additional information	No File Uploaded

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)	No File Uploaded

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

The college gets financial aid from government in the form of the salary grant. The salary grant is exclusively used by the college for the salary of the granted staff member. The salary of the non-granted section is paid out of the fees collected from the students. Fee collection is the only major source of revenue generation for the institute. For other expenditures due process is carried out. Construction, maintenance and repairing of building, classrooms, library, electrical appliances and other physical infrastructure of college is done by college. If Any maintenance and repair is required principal inform the management regarding the same issues. The principal calls for minimum three quotations and order is given by comparing them when any repair or purchase is to be made. Purchases are made with the recommendations of duly constituted purchase committee. The college has a provision of statutory audit. The auditor is appointed by the society. At the end of the financial year the audit is conducted by the statutory auditor.

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

Two practices institutionalized at Seth. R.C.S. Arts & Commerce College with IQAC initiatives are: (i) Academic and Administrative Audit of Departments and (ii) Feedback mechanism.

I. Academic and Administrative Audit (AAA): The IQAC initiated the Academic and Administrative Audit (AAA) primarily to take account of teaching-learning processes in all disciplines and to institutionalize documentation and record-keeping of all academic and administrative matters of every department. The internal academic audit is conducted by academic coordinators every semester for fulfillment of IQAC-driven practices toward quality assurance. The process requires a self-regulated assessment of teaching-learning processes and a systematic management of documents. The peer-review based audit evaluates the fulfillment of the following procedures in teaching-learning processes.

- The academic coordinators assess the documents related to the following: preparation of academic calendar; selection of papers to be taught; timely distribution of time table; submission of lesson plan and compliance report of curriculum delivery as per the schedule; and delegation of responsibilities and formation of internal committees for department activities.
- Teaching methodology, use of ICT facilities, and opportunities for learning.

II. Feedback mechanism: The IQAC at Seth R.C.S. College has implemented a feedback system online for students based on institutional parameters such as infrastructure and facilities, curriculum delivery and pedagogy, discipline and environment, staff and support, and so on.

- Feedback system is crucial to institutional progression as it allows for self-reflexivity and reform.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/students_feedback_form.php?mainmenu=FEEDBACK&submenu=STUDENT%20FEEDBACK%20FORM
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 college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes:

- The Academic and Administrative Audit (AAA) is the primary teaching-learning review conducted every year/semester. The AAA evaluates the fulfillment of institutional parameters of planning, execution and record-keeping of teaching practices, curricular, and co-curricular activities. With the implementation of the AAA, there is uniformity in conceptualization of the structure and methodology of academic and extracurricular routine in every academic session. All the departments in the college abide by the institutional norms (initiated by the IQAC) such as: timely submission of workload requirement for forthcoming session;

timely distribution of time table among faculty; course completion according to lesson plan; academic and extracurricular work delegation within the department; use of ICT in teaching practices, wherever applicable; execution and moderation of internal assessment(s); assessment of learning-outcome by identifying high performing and low performing students, analysis of end-semester examination results, and so on. Such detailed institutional parameters have been instrumental in strengthening the competitive spirit on campus and streamlining the entire process of teaching-learning.

- Review of learning-outcome takes place by evaluating students' interactions in classroom, participation in extracurricular activities, and their performance in internal assessment and end semester examination.
- The IQAC at Seth R.C.S. Arts & Commerce College encourages and ensures continual reforms in teaching-learning methodologies. It lays impetus on the adoption of ICT in teaching practices.
- In these ongoing COVID-19 times, teaching-learning has been supported by various virtual platforms. These tools are used for video-lecture and interaction, sharing study materials, and assessing assignments.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.rcscollege.com/template.php?mainmenu=NAAC&submenu=AQAR&subsubmenu=&subsubmenu=#mycontent
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

Our college is committed to educating and following the idea of gender sensitization among the students as their prime duty and part of constitutional obligation. The institution has different committees such as Anti - Ragging Committee, Students Grievance Committee and Anti-sexual harassment Committee which are on heels to provide quick relief to the students and to ensure the maintenance of decent and moral atmosphere within the campus. These committees on various occasions conduct various programs and activities for the students to popularize the idea of gender sensitization and empowerment.

Anti-sexual harassment committee has been taking special care about the girl students and trying to support in terms of instilling confidence among them while they face any types of problems within the campus or outside the campus.

We have maintained a complaint box in the College incase if they are hesitant to come up openly. Through these means the College is able to take necessary measures to maintain cleanliness in the campus including the washrooms. The discipline committee of the College looks after the disciplinary matters, especially protecting the girls students from all kinds of harassment and ensuring their privacy.

The institution accords utmost priority to the safety and security of not only the students but also of the staff, so that every

student, especially girl students, will feel secured and protected to pursue their educational endeavors. In this regard the institution installed CC (Close Circuit) cameras at key places in the campus and also in all the class rooms for a round the clock vigilance. A Common Room with an attached Wash Room is the primary facility required for the girl students to meet their personal needs. As such the institution has provided a spacious Common Room to the girl students with adequate seating facility.

As in college we have Physical Education Department which encourage students to take part in sports events as well as promote fitness among them. Female students who are athletes or incline towards sports are nurtured and the result of which student opt B. P. Ed. Degree program.

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	http://www.rcscollege.com/admin/templatepdf/53_women%20facilities.pdf

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	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

The Institution practices smart initiative like reuse and recycle

to enhance the current green efforts to maintain cleanliness and eco-balance in the campus. Separate bins for dry and wet recycle and other solid wastes are kept at prominent places in the campus. Bins are placed to collect the remnants of food. Bio-degradable waste materials are dumped only in the eco friendly waste containers. All forms of Bio degradable and degradable material is finally collected from the campus by Nagar Nigam and been destroyed. Each room of the college is provided with the dustbin to segregate waste. All the departments produce solid waste like assignment and answer sheet and it is used to dispose once in three years.

Liquid Waste:

Liquid waste from toilets is collected in the separate septic pits. Since the efficient pits are not located near the water bodies, the effluent water get naturally filtered. This process is under taken in a place off the campus so that the environment is not vitiated.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 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	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

B. Any 3 of the above

5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

India is a land of diversity. College takes many initiatives to provide a healthy atmosphere for every one with tolerance and harmony.

- To promote the religious harmony we celebrate festivals like Ganesh Utsav, Garva, Diwali Milan, Saraswati Puja, Vishwakarma Puja etc.
- Induction program for fresh college students is conducted to acquaint them with college culture.
- Senior students of the college welcome to the junior.
- College always helps economically poor but academically bright students financially or by any other means.
- As many of the students come from under privilege section of the society. So faculty personally helps them by providing books and other required things.
- During the period of Covid-19 college extends their helping hand to the local surrounding by the distributing mask and sanitizer. Our college students were part of free food program during pandemic and provide food to homeless people near railway station.
- As a socio-economic activities college conduct program like rallies, road safety, swatchhata pakhwara and other awareness programs.
- Every year blood donation camp is organized by NCC and NSS unit which is a help to local community.

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

Every year Republic Day, Independence Day, Gandhi Jayanti, Constitutional Day, Human Rights Day and Army Day is celebrated in our college campus. These days make us aware of our duties towards our nation and help to promote patriotism and national unity. On a whole such activities help in creating intellectually sound, socially responsible and morally upright citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.rcscollege.com/admin/templatepdf/67_7.1.9%20Sensitization%20of%20students%20and%20emplo.pdf
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 awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college pays tribute to all national and international days. The observation of these days makes us aware towards our duties.

- International Women Day is celebrated in the college. The women cell of the institution organizes various programs on this day.
- International Yoga Day is celebrated on 21st June of every year with a motive to promote yoga as a daily routine and also to bring peace, harmony, happiness and success in life.
- The college organizes Human Rights Day every year.
- Teachers Day is celebrated every year.
- Librarian's Day is celebrated by Library Science Department.
- Hindi Diwas, Matrabhasha Diwas, Tulsidas Jayanti and Premchand Jayanti is celebrated.

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	View File

7.2 - Best Practices

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

Best Practice - 1

Title of the Practice: Enhancement and all round development of specially abled persons.

Objectives of the Practice

1. Enhancement and all round development of specially abled persons/athletes.
2. Sports are effective means of building knowledge and awareness among specially abled persons.
3. Sports empowers specially abled persons so that they may recognize their own potential and advocate for change in society.
4. To develop motor skills overall cognitive abilities through sports in them.

The Context: College is sensitive to the position of specially abled persons in society. The Physical education department of college always shows devotion for disable sports (Special Olympics, Para Olympics) for overall development of physically & mentally challenged persons/athletes.

The Practice: Our College is only one in the state where enhancement and all round development programme for specially abled children is running with the help of Special Olympics Bharat. Through these practice we prepare around 170 coaches for special sports who give coaching to different special schools. One of the faculty members Dr. Pramod Tiwari is National Trainer and National Coach of special Olympic & student Mr. Ravi Jain belonging small village was selected as National Youth Leader by Special Olympics Bharat

Evidence of Success

Following activities organized by our college under this best practice:-

- Special Smile Screening (Dental Checkup of Special abled)
- Fit Feet (Physical test of Specially abled)
- Family Forum
- Advance Coaches Training Camp(ACTC)
- Specially abled Sports
- Youth Leader Orientation Programmes
- Young Athlete Programme
- Unified Sports
- Enhancement and All Round Development of People with Special needs

Problems Encountered and Resources Required: To convince parents to bring their specially abled children on this platform was a big challenge.

Best Practice - 02

Title of the Practice - Nirdhan Chhatra Sahayata Kosh

Goal -

- To help poor and needy students.
- This fund is provided to students for paying college fee, books and other items for educational needs.

The Context -

Students have to produce income certificate certified by Tehsildar to get this fund. With the help of notice, college students come to know about this fund and applications are invited for the same.

The Practice -

Nirdhan Chhatra Sahayata Kosh committee verifies the application before giving the fund to the needy and poor students. Committee conduct meeting and provide fund to the selected students.

Uniqueness -

91 poor students applied for this scheme and all are benefited. Total amount distributed Rs. 259600/- in the year 2020-21.

Evidence of Success

S.No.

Year

Number of application received

Selected application

Disbursed Amount

1

2018-19

132

127

196700.00

2

2019-20

128

128

229200.00

3

2020-21

91

91

259600.00

File Description	Documents
Best practices in the Institutional website	http://www.rcscollege.com/admin/templatepdf/69_Best%20Practice%2020-21.pdf
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

Our College has well defined vision, mission and objective to provide vibrant learning environment for students who belong to under privileged section of the society. To shapeup these students and to generate confidence in this competitive world.

College has BA, MA Economics, MA Political Science in Arts Disciplinary, B.Com, M. Com. other than this job oriented courses

like B.Lib., M.Lib., PGDCA and B.P.Ed. are also there. College has research center in Political Science. Beyond the syllabus we focus on holistic development of students.

Teachers prepare teaching diary for each session which is evaluated by principal every month. To inculcate values life truth, honesty character sacrifice curbing social exploitation various activities are conducted in our college.

At the same time the college provide opportunities to students to enhance their skills, potential, responsibilities, sportsman spirit through NCC, NSS and Red cross, Sports, Cultural activities and career oriented courses.

The ICT facilities and other learning resources are available in the institution for academic and administrative purpose.

The institution provide platform to enhance their skills, intelligence and potentials with social responsibilities and carried out various activities like students blood donation camp, road safety rally, Pulse Polio camp, cleanliness programs, awareness program for Covid Vaccination.

As result college has got great success in the university examination. Our students show best performance in the sports and also secure position in various games.

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

This college is an affiliated to Hemchand Yadav Vishwavidyalaya Durg and the curriculum designed by the affiliating university. Academic Calander is prepared according to university calendar and all teachers feel duty bound to execute the calendar contents into actual practice with zeal and dedication. Every teacher maintains student's attendance and daily teaching register which is checked by the principal every month. This provision acts as an effective monitoring system which keeps the principal and teachers in a regular contact in regards with teaching learning task performed by the college. Faculty members take utmost care to complete the syllabus in time. Projects, Class Tests, Internal Assessments and Annual Test exams comprise the formal evaluative processes. Students are encouraged to discuss with faculty beyond classroom hours for doubt-clearing and curriculum discussions.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://www.rcscollege.com/admin/templatepdf/15_teachersdiary_compressed.pdf

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

Academic calendar of college is prepared at the beginning of the session which is to be followed by all the departments and faculties. University acadmic calendar is followed meticulously to plan various activities in such a way that the teaching schedule is not disturbed. This helps in planning academic activities like unit tests, annual exam and semester exam as well as non teaching activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.rcscollege.com/admin/templatepdf/22_Academic%20Calendar%20College%202020-21.pdf

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

A. All 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

9

File Description	Documents
Any additional information	No File Uploaded
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)**

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

25

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

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Crosscutting issues are core values of the college. institution integrates various life skills, values local and global challenges through its curriculum delivery. The college nine programs includes each and every issues such as civic sense and responsibilities, gender, environmental, sustainable and human values are depicted. Almost all these issues are part of their teaching learning process. Despite teaching the prescribed syllabus institute arranged various activities and programs on these crosscutting issues such as :

Gender Issues : Reservation Policies, Visit to Vidhan Sabha in Political Science. Sex Education and Child Education in Sociology. Demographic issues, Environmental, Pollution prevention, Sustainable development in Economics.

Environmental Issues: Environmental Studies is a compulsory subject in BA and B.Com. and assign environment related projects to students.

Human Values: Human values are covered in curriculum of Political Science, Economics, Hindi Literature and English.

Professional Ethics: In Commerce Professional Ethics are inculcated with subjects like insurance, fundamental of entrepreneurship, Accountancy, Business Regulatory Framework and Business Communication. Apart from this college has taken various steps inculcate these issues among the students. NCC and NSS units of the college play an important role and participate in the national flagship programs and address crosscutting issues at community level.

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

5

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

1.3.3 - Number of students undertaking project work/field work/ internships	
405	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
File Description	Documents
URL for stakeholder feedback report	http://www.rcscollege.com/admin/templatepdf/64_teacherfeedback%20on%20syllabus.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.rcscollege.com/admin/templatepdf/64_teacherfeedback%20on%20syllabus.pdf
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**

1469

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**

1469

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

ADVANCE LEARNER: Academic performance in the previous academic year is a good indicator to identify the slow and fast learner. Advance students are assessed through their abilities at different levels of exam/tests conducted time to time. Performance in theory and practical class, various competitions conducted by college as well as university like

- Debate, slogan writing, poster making, essay writing, group discussion. These assessments help the college to identify advance learner.
- The top performance in academic, cultural and sports are awarded and felicitated by giving awards in annual prize distribution.
- Other than these outstanding achievers in all fields every year memorial award is given by ex and present employee in the memory of their beloveds.
- Special efforts are made by the faculties to bridge the

gap between advance and slow learner by giving additional attention to the slow learner.

SLOW LEARNER: Faculty members critically analyze the performance of slow learner.

- Attendance prove to be one of the criteria for such assessment. Such students are identified and more attention is given to their needs.
- Faculty provides notes and books of their own to help them and try to be in contact with them on mobile.
- Students discuss their problem such interaction mostly prove positive.
- Faculties help students by paying fee of economically weaker students.
- Slow learners are given special guidance by subject teacher question banks and paper solving series are arranged for the students to excel in the respected subjects.

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

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

Number of Students	Number of Teachers
1469	25

File Description	Documents
Any additional information	No File Uploaded

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

College believes in holistic development of students. Students are encouraged to take part in various activities and development program. we have NCC,NSS units as well as Physical Education Department and P.G departments where experiential learning programs are organized in and out campus which enable

students to have experience of teaching more effective rather than normal interactive lecture.

- Industrial visit, library visit, study tour.
- Teachers use ICT tools methods to make their teaching more effective.
- Group Discussion, Role play, Debates, Quiz Competition, slogan writing, poster making, Paper presentation and webinar are organized to make the learning process more participative.
- Student's articles are published in college magazine.
- Extension program activities such as Health Awareness program, Fit India, Swachhat Hi Sewa Abhiyan.
- Extension lectures are organized by different departments which provide the faculty as well as students an opportunity to interact with eminent resource person.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Teachers always try their level best to make teaching learning process more effective by using ICT.

- LCD Projectors are incorporated while teaching in PG classes.
- Each of the department is equipped with computer.
- Online class are conducted on Google class room, zoom meeting with the help of laptop and webcam.
- With the help of Xerox machine students get photocopy of required study material.
- Campus has WiFi facility.
- Smart class is also used by PGDCA department.

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

21

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	No File Uploaded

2.4 - Teacher Profile and Quality

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

25

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

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

2.4.3.1 - Total experience of full-time teachers

344

File Description	Documents
Any additional information	No File Uploaded
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.

Evaluation play vital role in teaching learning process.

- The college follows continuous internal evaluation as directed by university.
- Students are pre informed regarding the class tests which are conducted in oral and written form.
- Students bring their own copy to write class test after evaluation teacher show copies and keep records for the same so, that they can work on their weakness.
- Unit Tests are also conducted in every session to evaluate students knowledge.
- Faculty check and return Unit Test copies and keep record for the same.
- On spot discussion of their performance in U.T is done by each faculty in their respective subjects. Sometime students evaluation is monitored through surprise test.

- Model Examination is also conducted before final exams. Model exam question papers are prepared as per the University pattern.
- Answer copies are provided by college to students for model exam. Paper showing is also done after checking it is compulsory for all the faculty to valued the model exam answer sheet and distribute answer copies back to students.
- Teacher discuss question paper in detail and give tips to attempt annual exam in more effective manner. Suggestions to the teacher are given by the principal to improve the result if necessary.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

UNIVERSITY LEVEL

Examinations are conducted at the college as per university rules.

- There is proper provision for the redresser of grievance of the students, their queries and problems concerned with the examination both at university and college level.
- Grievances and queries related to university exam is resolved by Deen Student welfare (DSW) of the Hemchand Yadav University Durg. Student submit application to (DSW) for grievance.
- Students can also apply through RTI and demand for photocopy of their answer sheet.
- Students have the facility of revaluation of their answer sheets if they are not satisfied with their score.

COLLEGE LEVEL

Internal and in-house exam committee deals with the grievances of students through proper channel. Students submit application related exam grievances. Entire process is fair and transparent and carried out within 15 days.

File Description	Documents
Any additional information	No File Uploaded
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.

Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all Programmes offered by the institution are clearly stated and displayed on the college website. . POs and PSOs are also displayed in departmental notice board for staff, students and public view. The importance of the learning outcomes has been communicated to the teachers in Staff Meeting. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes in class room.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.rcscollege.com/template.php?mainmenu=ABOUT%20US&submenu=Programmes&subsubmenu=PO%20PSO%20CO&subsubsubmenu=#mycontent
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Our Institute is affiliated to Hemchand Yadav Vishwavidyalay, Durg. We offer Under Graduate, Post Graduate and Research. For these programs and courses, the institute follows the curriculum designed by our affiliated university. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students. It is also given in the syllabus of each subject. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution. Following are the evaluation

process of PO, PSO and CO.

Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation. Some Assessment methods are as under:

- Unit Test
- Group discussion
- Seminar for PG Students.
- Student projects Assignments.
- Yearly Test (Model Test)

Internal Marks are uploaded online on affiliating university's website on the basis of marks obtained in Unit tests and model test.

After measuring attainment of POs , PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students are increasing progressively.

Besides, The College also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S. and NCC activities, Health Awareness Programs etc.

File Description	Documents
Upload any additional information	No File Uploaded
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

656

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://www.rcscollege.com/admin/templatepdf/34_passpercentage.pdf

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)

http://www.rcscollege.com/admin/templatepdf/63_feedback%20report.pdf

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)	No File Uploaded

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

7

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)	No File Uploaded
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 faculty & students are encouraged to take up research activities by utilizing the existing resources. We help our students to develop necessary skills & projects in various domains. The institute appoint highly qualified faculty to channelize the young minds. Institute encourage the faculty members to pursue their Ph.D work. Faculty are also encouraged to participate in various skill enhancement programs. Various activities are conducted to nurture and nourish youth's minds. These activities helps students to understand the various problems faced by the society. It enables them to find out solutions on them.

File Description	Documents
Upload any additional information	No File Uploaded
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

0

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

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	http://www.rcscollege.com/template.php?mainmenu=RESEARCH&submenu=Research%20Centre&subsubmenu=PhD%20Enrolled&subsubsubmenu=#mycontent
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

8

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**

0

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

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

The college organizes a number of extension activities in neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college organizes various extension activities in the neighbourhood community.

The NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness, Swachhta Abhiyan, Blood donation Camp.

The NSS unit of the college organizes various extension activities as Tree plantation, Road safety awareness, Swachhta

Abhiyan, Blood donation Camp, Distribution of Mask and Sanitizer, Covid Vaccination Awareness program etc.

All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self confidence of students.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/57_3.4.1%20extension%20activi.pdf
Upload any additional information	No File Uploaded

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)	No File Uploaded
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

10

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the 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

321

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

3.5 - 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	No File Uploaded

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

1

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.

Our institution has adequate number of class rooms to ensure that students can sit comfortably while attending classes. The Classrooms, Computer lab and Seminar Hall are well equipped along with computing system and Internet facility. We have 16 classrooms, each classroom is equipped with comfortable desks and benches and green boards. The class rooms have proper lighting, fans, and also windows to allow natural light and air to come in. There is one well equipped computer lab for the teaching and learning and conduct of practical. There are 70 computers with latest configuration and one smart classroom is also available for students. IT facility has been provided in seven class rooms and in future we are planning to provide IT facility in all class rooms. Every department has its own computing facilities to meet the curriculum needs. We have provided free Wi-Fi usage to all staff members and students. We have one auditorium equipped with LCD projectors and screen. IQAC room is also equipped with LCD projector and screen. The Library is well equipped with over 26000 books, magazine, newspapers and journals. It has a reading room with all necessary facilities. The NSS and NCC units are actively involved in community service. Office is also equipped with

number of computers and all together.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/35_INFRASTRUCTURE%20TYPE%202_compressed.pdf

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

Our college having a well maintained campus. The college believes in the all-round development of our students. There is a lot of encouragement for the students to participate in sports and culture activities simultaneously and thus they are awarded and rewarded accordingly.

Cultural Activities:

Students are encouraged to participate in the cultural events held in the college like Annual Function, Annual Sports, and Farewell etc., to exhibit cultural talents. Various cultural activities like Dance, Song, Play etc. are organized in college annual function. Different competitions like rangoli, mehndi, poster making etc. are also organized by college for students to exhibit their talents. Students are even sent to other colleges for different types of intercollegiate competitions.

Sports, Games (indoor, outdoor), Gymnasium

We have a spacious playground and well equipped Indoor Hall, where pupils can play outdoor and indoor games like badminton, table tennis, cricket, football, kho-kho etc. There is a badminton court in the indoor hall. College has physical education department and have well qualified faculties from different games and sports. The training and coaching is given by them for different types of indoor and outdoor games. Sports event competitions are conducted in the district and state level in every academic year. The College has a well equipped gymnasium. Equipments and accessories required for conducting all such sports activities are available in the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/37_Cultural%20Sports%20G.pdf

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

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/38_ICT.pdf
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)

15.45299

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)

College library where huge collections of academic books, journals, magazines, other knowledgeable books and newspapers are kept. These books are made available to the students and teachers to increase their knowledge and understanding on various subjects. The Institute installed Integrated Library Management System (ILMS) in the year 2020. The various housekeeping activities of the library such as data entry, issue and return and renewal of books, etc are done through the software. The Books are classified according to Self Classification Scheme. The books are being bar coded.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://www.rcscollege.com/admin/templatepdf/41_LIBRARY%20SOFTWARE%20SCREEN.pdf

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
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)

1.27091

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
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

2.47

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

Continuous up gradation of technology and the infrastructure is one of the quality policies of the institution. IT facilities have been updated regular basis. New equipments are purchased according to requirement. The institution provides IT enabled teaching-learning environment in the campus. Well equipped computer lab with internet connection and printer. One smart class room equipped with LCD projector and screen. IT facility has been provided in seven class rooms and in future we are planning to provide IT facility in all class rooms. The entire college campus is Wi-Fi enabled. LAN facility and CCTV cameras are also installed to keep an eye everywhere. Departments and office are equipped with computer and printer.

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

4.3.2 - Number of Computers

70

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

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

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

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)

32.20426

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.

Infrastructure and academic and physical facilities of institution are well maintained by college. Construction, maintenance and repairing of building, classrooms, library, electrical appliances and other physical infrastructure of

college is done by college. HODs, Student union, Students inform principal if any maintenance and repairing is required. In turn principal inform the management regarding the same issues. The principal calls for minimum three quotations and order is given by comparing them when any repair or purchase is to be made. Students are encouraged to avail facilities like library, sports etc. At the end of each academic year a yearly review of property is done. Any such areas which require repairing or renovation are maintained accordingly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rcscollege.com/template.php?mainmenu=ABOUT%20US&submenu=Policies&subsubmenu=Policies%20For%20Maintaining%20And%20Utilizing&subsubsubmenu=#mycontent

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

487

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

91

File Description	Documents
Upload any additional information	View File
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

D. 1 of the above

File Description	Documents
Link to Institutional website	http://www.rcscollege.com/admin/templatepdf/59_selfdefence_compressed.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

63

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

63

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

5.1.5 - The Institution has a transparent 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

A. All 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

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

124

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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

2

File Description	Documents
Upload supporting data for the same	View File
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)	No File Uploaded

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)

Student Council which is formed either by electing or nominating according to which ever directives given by the state government. Student Council always joins hand with faculty members, administrative staffs to ensure overall development of college. The students are a part of planning, implementation and execution of all cultural and other activities organized by college. The Student Council is very active and responsible for all students activities throughout the year. Every year in the month of January or February annual cultural programme is organized by college and student council. The Council also very active to solve the students problems. They communicate the principal about problems faced by students and also demand for the facilities that students required time to time. Student Council also helps those students who are not able to pay their fee by using their fund. PG council is also constituted by all PG Departments every year.

According to Government order Student Council Year 2020-21 and 2021-22 werenot formed due to Covid-19.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/70_pgscouncil.pdf
Upload any additional information	No File Uploaded

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

10

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

Due to Covid-19 there is no alumni meet has been conducted in year 2020-21. As it was complete lock down period and there is no contribution in any field of the alumni.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/62_alumni%20registration.pdf
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year

(INR in Lakhs)	
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Vision:</p> <p>Seth R. C. S. Arts & Commerce College, Durg has a understanding of its role in the society as a institution of higher education plays in the Society. Its vision is based on this understanding. It constantly visualizes itself as an effective catalytic agent of Socio-intellectual upliftment of its educationally challenged surrounding through imparting quality education. Besides this, institution strongly believes in the values which are to prove ourselves as an institution which fully carter to the local need of quality higher education and remains wedded to the national goal of producing, productive, morally responsible disciplined and intellectually vibrant citizens and play role for nation building.</p> <p>Mission:</p> <p>We aim at excellence while working to our full potentially within the constraints of infrastructure and resources. Our mission is to be and remain an institution which does its level best to train our students so as to make them able to avail the job opportunities in the present competitive scenario. This college is on the mission to provide a satisfactory access to higher education for the socially and economically marginalized sections of the society. They constitute the majority of our student intake. We also work through our various academic cultural activities for the all round development of our students and teachers personality. In short, the mission of our college is to make it an institution of higher education of excellence which is known for its disciplined morally, responsible and academically strong products, not just academically but also physically through activities conducted by our Physical Education Department. We also need to improve the research activities for PG students of all departments.</p>	

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/template.php?mainmenu=ABOUT%20US&submenu=Vision%20And%20Mission&subsubmenu=&subsubsubmenu=#mycontent
Upload any additional information	No File Uploaded

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

A case of decentralization and participative management at Seth. R.C.S. Arts & Commerce College representation in staff council committees and other forums. The Staff Council is chaired by the Principal and an elected teacher is the secretary to the staff council. Every faculty in the college is a member of two or more committees in the college. The staff council committees form the backbone of the college. Teachers' engagement in the overall functioning of the college through the staff council is enumerated below:

- Teachers convene and participate in committees that fulfill admissions and academic/workload requirements of the college.
- Participation and fulfilling of executive responsibilities in committees for development and purchase, discipline and code of conduct by heading and participating in staff council committees such as the General Purchase Committee, the Development Committee, the Anti-Ragging Cell, the Discipline Committee, and the Student Advisory Committee. Teachers are also members of the Internal Complaints Committee against Sexual Harassment.
- Representation in staff council committees that nurture discipline and patriotism, equality and community spirit, such as the NCC, the National Service Scheme (NSS), the Equal Opportunity Cell (EOC), and the Women's Development Cell (WDC). Other student-centric committees like the Cultural Committee, the Placement Committee, and the Entrepreneurship Development Cell (EDC), which promote creative development, cultural enrichment, placement and entrepreneurial skills, also function under the supervision of teachers.
- Teachers are appointed as representatives in the

Governing Body, fulfill administrative, financial and executive responsibilities.

- Appointment as teachers-in-charge of individual departments to manage the administrative requirements of their respective departments. Teachers-in-charge function as part of a larger, systematized grid of consultation and discussion with the Principal, the IQAC, and with related staff council committees. At the same time, teachers-in-charge also work in consultation with the rest of the department over matters such as discipline papers to be taught, schedule of the internal assessment, department events, assessment of students performance, and so on.
- Another noteworthy aspect of participative management in the college is students representation in the executive bodies of various departments, societies and committees. Student office bearers are assigned responsibilities of leadership, and management of department/committee fests, seminars, webinars, arranging sponsorships etc.
- In sum, teachers and students are involved in supporting the administrative, academics and extracurricular aspects of the college.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/template.php?mainmenu=ABOUT%20US&submenu=Governing%20Body&subsubmenu=Governing%20Body%20Member&subsubsubmenu=#mycontent
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

This college has a quality policy which is stated in our vision and mission statements. The policy is to impart quality education to our learners in the best possible way and to ensure their all round development through different extracurricular and co-curricular activities. The college is an affiliated college so, it follows the curricular content of the various subject as designed by our affiliating university. Though the college has not the syllabus preparation power of its own and does not review the university provided syllabus. Our prime institutional policy for the students is that we

organize quality related awareness enhancing programmes, like, lectures and workshops. The faculty members plan their teaching work in a planned systematic way. The head of the institution monitors the teaching work through monthly perusal of the attendance and daily teaching registers maintained by the faculty members.

Teaching and Learning.

The faculty members are motivated to increase their knowledge and teaching skills through participation in seminars and workshops. The principal monitors the teaching work of the teachers through checking every month attendance and daily teaching registers maintained by them. Periodical tests are taken to assess the impact of teaching on the learning process of the students.

Library resources have been strengthened through addition of e-resources facility. Faculty members are always encouraged to attend Refresher courses, Orientations, short term courses, summer and winter courses etc. They are motivate to use new technique of teaching.

Research and Development.

Faculty members are encouraged to take up research work.

Community engagement.

Our college has NSS/NCC unit. Through which the college regularly engages itself with the nearby community every session. Camps are organized in nearby villages to render community service related with health, hygiene, construction and cleanliness.

Human resource Management.

The college human resources are the prime asset through which the mission of the college can be achieved. The teaching and non-teaching staffs are constantly motivated by the college administrations to upgrade themselves and contribute their best in betterment of the institution.

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

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 organogram of Seth R.C.S. Arts & Commerce College reflects the democratic character and shared responsibilities with which governance takes place. While the overall supervision of administration and the regulation of finances of the college rest with the Governing Body, whose authority is vested in it by the statutes and ordinances of the Heamchand Yadav University Durg, the administration and execution of everyday functions lies in the charge of the Principal. The functions of the Principal in turn are supported by the faculty and the non-teaching staff. The Internal Quality Assurance Cell also collaborates with the Principal in ensuring a quality teaching and learning environment in the college.

- The Governing Body under the leadership of the Chairperson gives direction to the administration and decision-making, finances and regulation, purchases and development, and quality assurance of the college.
- The Principal, as the chief administrator of the college, supervises and manages the overall functioning of the college. The Principal is also the ex-officio chairperson of the Staff Council.
- The Principal, as the chief administrator of the college, supervises and manages the overall functioning of the college. The Principal is also the chairperson of the Staff Council.
- The Staff Council committees administer decisions related to academics, workload, time table, purchases and maintenance, admissions, discipline and codes of conduct, curricular and extracurricular aspects of the college, subject to the provisions and ordinances of the UGC and the Heamchand Yadav University Durg.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.rcscollege.com/admin/templatepdf/48_6.2.2Organogram%20without%20sign.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	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

- For the college staff the following welfare measures are in practice:
 1. EWF/NCPF/CPF/EPFO/ESIC Advance/Part final withdrawal for all staff as per rules.
 2. Medical leave for all staffs.
 3. Casual Leave (CL)
 4. Encashment of Earn leaves as per rules.
 5. Maternity leave for all women staff as per Govt. norms.
 6. Salary Advance facility.
 7. Uniform for all class IV staff provided by institution.
- The college makes efforts to enhance the professional development of its teaching and non-teaching staff. The

teachers are encouraged and relieved from college duties to participate in Orientation/Refresher Courses. Attending Seminars / Conferences and Workshops and presenting papers.

- The college provides encouraging and motivating work environment for the staff members. The work culture of the college is conducive to satisfactory performance by them. The college administration sympathetically considers the genuine personal problems of the staff members so that they find themselves at ease and contribute their best to the betterment of the institutional functioning. The faculty's research proposals are promptly forwarded to the approving agency. They are given responsibilities through committees in accordance with their interest and expertise.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/50_welfare_compressed.pdf
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)	No File Uploaded

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

1	
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	No File Uploaded
Upload any additional information	View File
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	
4	
File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
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	
Not collected in 2020-21 due to Corona Pandemic.	

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audit every year. Internal audit is done by Chartered Accountants appointed by the college. External audit is done by auditor appointed by Higher Education Department, Chhattisgarh. The external audit team verifies all the financial documents related to the public funds utilized by College.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/admin/templatepdf/66_auditreport20-21_compressed.pdf
Upload any additional information	No File Uploaded

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)	No File Uploaded

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

The college gets financial aid from government in the form of the salary grant. The salary grant is exclusively used by the college for the salary of the granted staff member. The salary of the non-granted section is paid out of the fees collected from the students. Fee collection is the only major source of revenue generation for the institute. For other expenditures due process is carried out. Construction, maintenance and repairing of building, classrooms, library, electrical appliances and other physical infrastructure of college is done by college. If Any maintenance and repair is required principal inform the management regarding the same issues. The principal calls for minimum three quotations and order is given by comparing them when any repair or purchase is to be made. Purchases are made with the recommendations of duly constituted purchase committee. The college has a provision of statutory audit. The auditor is appointed by the society. At the end of the financial year the audit is conducted by the statutory auditor.

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

Two practices institutionalized at Seth. R.C.S. Arts & Commerce College with IQAC initiatives are: (i) Academic and Administrative Audit of Departments and (ii) Feedback mechanism.

I. Academic and Administrative Audit (AAA): The IQAC initiated the Academic and Administrative Audit (AAA) primarily to take account of teaching-learning processes in all disciplines and to institutionalize documentation and record-keeping of all academic and administrative matters of every department. The internal academic audit is conducted by academic coordinators every semester for fulfillment of IQAC-driven practices toward quality assurance. The process requires a self-regulated assessment of teaching-learning processes and a systematic

management of documents. The peer-review based audit evaluates the fulfillment of the following procedures in teaching-learning processes.

- The academic coordinators assess the documents related to the following: preparation of academic calendar; selection of papers to be taught; timely distribution of time table; submission of lesson plan and compliance report of curriculum delivery as per the schedule; and delegation of responsibilities and formation of internal committees for department activities.
- Teaching methodology, use of ICT facilities, and opportunities for learning.

II. Feedback mechanism: The IQAC at Seth R.C.S. College has implemented a feedback system online for students based on institutional parameters such as infrastructure and facilities, curriculum delivery and pedagogy, discipline and environment, staff and support, and so on.

- Feedback system is crucial to institutional progression as it allows for self-reflexivity and reform.

File Description	Documents
Paste link for additional information	http://www.rcscollege.com/students_feedback_form.php?mainmenu=FEEDBACK&submenu=STUDENT%20FEEDBACK%20FORM
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 college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes:

- The Academic and Administrative Audit (AAA) is the primary teaching-learning review conducted every year/semester. The AAA evaluates the fulfillment of institutional parameters of planning, execution and record-keeping of teaching practices, curricular, and co-curricular activities. With the implementation of the AAA, there is uniformity in conceptualization of the

structure and methodology of academic and extracurricular routine in every academic session. All the departments in the college abide by the institutional norms (initiated by the IQAC) such as: timely submission of workload requirement for forthcoming session; timely distribution of time table among faculty; course completion according to lesson plan; academic and extracurricular work delegation within the department; use of ICT in teaching practices, wherever applicable; execution and moderation of internal assessment(s); assessment of learning-outcome by identifying high performing and low performing students, analysis of end-semester examination results, and so on. Such detailed institutional parameters have been instrumental in strengthening the competitive spirit on campus and streamlining the entire process of teaching-learning.

- Review of learning-outcome takes place by evaluating students' interactions in classroom, participation in extracurricular activities, and their performance in internal assessment and end semester examination.
- The IQAC at Seth R.C.S. Arts & Commerce College encourages and ensures continual reforms in teaching-learning methodologies. It lays impetus on the adoption of ICT in teaching practices.
- In these ongoing COVID-19 times, teaching-learning has been supported by various virtual platforms. These tools are used for video-lecture and interaction, sharing study materials, and assessing assignments.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.rcscollege.com/template.php?mainmenu=NAAC&submenu=AQAR&subsubmenu=&subsubsubmenu=#mycontent
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

Our college is committed to educating and following the idea of gender sensitization among the students as their prime duty and part of constitutional obligation. The institution has different committees such as Anti - Ragging Committee, Students Grievance Committee and Anti-sexual harassment Committee which are on heels to provide quick relief to the students and to ensure the maintenance of decent and moral atmosphere within the campus. These committees on various occasions conduct various programs and activities for the students to popularize the idea of gender sensitization and empowerment.

Anti-sexual harassment committee has been taking special care about the girl students and trying to support in terms of instilling confidence among them while they face any types of problems within the campus or outside the campus.

We have maintained a complaint box in the College incase if they are hesitant to come up openly. Through these means the College is able to take necessary measures to maintain cleanliness in the campus including the washrooms. The discipline committee of the College looks after the disciplinary matters, especially protecting the girls students from all kinds of harassment and ensuring their privacy.

The institution accords utmost priority to the safety and

security of not only the students but also of the staff, so that every student, especially girl students, will feel secured and protected to pursue their educational endeavors. In this regard the institution installed CC (Close Circuit) cameras at key places in the campus and also in all the class rooms for a round the clock vigilance. A Common Room with an attached Wash Room is the primary facility required for the girl students to meet their personal needs. As such the institution has provided a spacious Common Room to the girl students with adequate seating facility.

As in college we have Physical Education Department which encourage students to take part in sports events as well as promote fitness among them. Female students who are athletes or incline towards sports are nurtured and the result of which student opt B. P. Ed. Degree program.

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	http://www.rcscollege.com/admin/templatepdf/53_women%20facilities.pdf

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	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

The Institution practices smart initiative like reuse and recycle to enhance the current green efforts to maintain cleanliness and eco-balance in the campus. Separate bins for dry and wet recycle and other solid wastes are kept at prominent places in the campus. Bins are placed to collect the remnants of food. Bio-degradable waste materials are dumped only in the eco friendly waste containers. All forms of Bio degradable and degradable material is finally collected from the campus by Nagar Nigam and been destroyed. Each room of the college is provided with the dustbin to segregate waste. All the departments produce solid waste like assignment and answer sheet and it is used to dispose once in three years.

Liquid Waste:

Liquid waste from toilets is collected in the separate septic pits. Since the efficient pits are not located near the water bodies, the effluent water get naturally filtered. This process is under taken in a place off the campus so that the environment is not vitiated.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

B. Any 3 of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 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	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built

B. Any 3 of the above

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

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

India is a land of diversity. College takes many initiatives to provide a healthy atmosphere for every one with tolerance and harmony.

- To promote the religious harmony we celebrate festivals like Ganesh Utsav, Garva, Diwali Milan, Saraswati Puja, Vishwakarma Puja etc.
- Induction program for fresh college students is conducted to acquaint them with college culture.
- Senior students of the college welcome to the junior.
- College always helps economically poor but academically bright students financially or by any other means.
- As many of the students come from under privilege section of the society. So faculty personally helps them by providing books and other required things.
- During the period of Covid-19 college extends their helping hand to the local surrounding by the distributing mask and sanitizer. Our college students were part of

free food program during pandemic and provide food to homeless people near railway station.

- As a socio-economic activities college conduct program like rallies, road safety, swatchhata pakhwara and other awareness programs.
- Every year blood donation camp is organized by NCC and NSS unit which is a help to local community.

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

Every year Republic Day, Independence Day, Gandhi Jayanti, Constitutional Day, Human Rights Day and Army Day is celebrated in our college campus. These days make us aware of our duties towards our nation and help to promote patriotism and national unity. On a whole such activities help in creating intellectually sound, socially responsible and morally upright citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.rcscollege.com/admin/templatepdf/67_7.1.9%20Sensitization%20of%20students%20and%20emplo.pdf
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

C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college pays tribute to all national and international days. The observation of these days makes us aware towards our duties.

- International Women Day is celebrated in the college. The women cell of the institution organizes various programs on this day.
- International Yoga Day is celebrated on 21st June of every year with a motive to promote yoga as a daily routine and also to bring peace, harmony, happiness and success in life.
- The college organizes Human Rights Day every year.
- Teachers Day is celebrated every year.
- Librarian's Day is celebrated by Library Science Department.
- Hindi Diwas, Matrabhasha Diwas, Tulsidas Jayanti and Premchand Jayanti is celebrated.

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	View File

7.2 - Best Practices

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

Best Practice - 1

Title of the Practice: Enhancement and all round development of specially abled persons.

Objectives of the Practice

1. Enhancement and all round development of specially abled persons/athletes.
2. Sports are effective means of building knowledge and awareness among specially abled persons.
3. Sports empowers specially abled persons so that they may recognize their own potential and advocate for change in society.
4. To develop motor skills overall cognitive abilities through sports in them.

The Context: College is sensitive to the position of specially abled persons in society. The Physical education department of college always shows devotion for disable sports (Special Olympics, Para Olympics) for overall development of physically & mentally challenged persons/athletes.

The Practice: Our College is only one in the state where enhancement and all round development programme for specially abled children is running with the help of Special Olympics Bharat. Through these practice we prepare around 170 coaches for special sports who give coaching to different special schools. One of the faculty members Dr. Pramod Tiwari is National Trainer and National Coach of special Olympic & student Mr. Ravi Jain belonging small village was selected as National Youth Leader by Special Olympics Bharat

Evidence of Success

Following activities organized by our college under this best practice:-

- Special Smile Screening (Dental Checkup of Special abled)
- Fit Feet (Physical test of Specially abled)
- Family Forum

- Advance Coaches Training Camp(ACTC)
- Specially abled Sports
- Youth Leader Orientation Programmes
- Young Athlete Programme
- Unified Sports
- Enhancement and All Round Development of People with Special needs

Problems Encountered and Resources Required: To convince parents to bring their specially abled children on this platform was a big challenge.

Best Practice - 02

Title of the Practice - Nirdhan Chhatra Sahayata Kosh

Goal -

- To help poor and needy students.
- This fund is provided to students for paying college fee, books and other items for educational needs.

The Context -

Students have to produce income certificate certified by Tehsildar to get this fund. With the help of notice, college students come to know about this fund and applications are invited for the same.

The Practice -

Nirdhan Chhatra Sahayata Kosh committee verifies the application before giving the fund to the needy and poor students. Committee conduct meeting and provide fund to the selected students.

Uniqueness -

91 poor students applied for this scheme and all are benefited. Total amount distributed Rs. 259600/- in the year 2020-21.

Evidence of Success

S.No.

Year

Number of application received

Selected application

Disbursed Amount

1

2018-19

132

127

196700.00

2

2019-20

128

128

229200.00

3

2020-21

91

91

259600.00

File Description	Documents
Best practices in the Institutional website	http://www.rcscollege.com/admin/templatepdf/69_Best%20Practice%2020-21.pdf
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

Our College has well defined vision, mission and objective to provide vibrant learning environment for students who belong to under privileged section of the society. To shapeup these students and to generate confidence in this competitive world.

College has BA, MA Economics, MA Political Science in Arts Disciplinary, B.Com, M. Com. other than this job oriented courses like B.Lib., M.Lib., PGDCA and B.P.Ed. are also there. College has research center in Political Science. Beyond the syllabus we focus on holistic development of students.

Teachers prepare teaching diary for each session which is evaluated by principal every month. To inculcate values life truth, honesty character sacrifice curbing social exploitation various activities are conducted in our college.

At the same time the college provide opportunities to students to enhance their skills, potential, responsibilities, sportsman spirit through NCC, NSS and Red cross, Sports, Cultural activities and career oriented courses.

The ICT facilities and other learning resources are available in the institution for academic and administrative purpose.

The institution provide platform to enhance their skills, intelligence and potentials with social responsibilities and carried out various activities like students blood donation camp, road safety rally, Pulse Polio camp, cleanliness programs, awareness program for Covid Vaccination.

As result college has got great success in the university examination. Our students show best performance in the sports and also secure position in various games.

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

1. Introduction of new course.

2. To enhancing academic excellence.
3. Effort for financial support from various Govt. and Non-Govt. funding agencies.
4. Enhancement of infrastructured facilities like vehicle parking for staff white wash of campus building, renovation of toilets, washroom.
5. To enhance library facilities.
6. Renovation of college play ground.
7. To encourage teachers and students for research publication.
8. Beautification of campus.
9. Filling vacant post.
10. Internet connectivity in all classrooms through LAN.