

Annual Quality Assurance Report (AQAR)

2017 - 2018

Submitted To
National Assessment and Accreditation Council
(NAAC)
BANGALORE - 560072

Submitted By:



Track ID - CHCOGN17185

**SETH. R. C. S. ARTS & COMMERCE COLLEGE, DURG
UTAI ROAD, NEAR RAVISHANKAR SHUKLA STADIUM, DURG
DIST - DURG (CHHATTISGARH) 491001**

WEBSITE: www.rcscollege.com Email: rcscollege1964@gmail.com Phone No. 0788-2322457

(Affiliated to Hemchand Yadav Vishwavidyalaya, Durg)

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

Seth. R. C. S. Arts & Commerce College

1.2 Address Line 1

Utai Road, Near Ravishankar Shukla Stadium, Durg

City/Town

Durg

State

Chhattisgarh

Pin Code

491001

Institution e-mail address

rcscollege1964@gmail.com

Contact Nos.

0788-2322457

Name of the Head of the Institution:

Dr. D. N. Suryawanshi

Tel. No. with STD Code:

0788-2322457

Mobile:

9424117260

Name of the IQAC Co-ordinator:

Dr. Pramod Tiwari

Mobile:

9826208979

IQAC e-mail address:

rcscollege1964@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

CHCOGN17185

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/28/A&A/179.1 dated 30-10-2017

1.5 Website address:

www.rcscollege.com

Web-link of the AQAR:

<http://www.rcscollege.com/template.php?mainmenu=IQAC&submenu=AQAR&subsubmenu=2017-18&subsubsubmenu=#mycontent>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.38	2017	29-10-2022
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

20/11/2012

1.8 AQAR for the year (for example 2010-11)

2017-18

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

- i. AQAR _____ N/A _____ (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Approved by NCTE

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

- Library & Information Science
- Computer Application (PGDCA)

1.12 Name of the Affiliating University (*for the Colleges*)

Hemchand Yadav Vishwavidyalaya Durg
 (Previous Name: Durg Vishwavidyalaya Durg)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. To enhance quality of education.
2. To motivate students and staff for higher education and providing them assistance.
3. Contributing and Guiding students and staff for social awareness

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To enhance quality of education.	ICT is successfully used by most of the faculties and HODs.
To motivate students and staff for higher education and providing them assistance.	Teachers are always ready to assist students. Special classes are conducted for preparation of competitive exams.
Contributing and Guiding students and staff for social awareness	Students are motivated to attend all social awareness programmes. Students are participated in Swachhta Abhiyan & SVEEP Programme.

* Attached Academic Calendar of the year as Annexure II

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed before the Management and successfully approved.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	NIL	NIL	NIL
PG	04	NIL	NIL	NIL
UG	04	NIL	02	02
PG Diploma	01	NIL	01	01
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	10	NIL	03	03
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	NIL
Annual	03

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

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

**Analysis of the feedback attached in the Annexure III*

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

NO

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	14	NIL	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

01 04 13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	18	--
Presented papers	--	05	--
Resource Persons	--	--	03

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

- Group Discussion
- Class Seminar
- Presentation by LCD
- Project Work & Assignment
- Provide Study Material

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

187

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

No

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

06

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	89	----	.02%	80%	11%	93%
B.Com.	106	----	.01%	23%	.009%	25%
B. P. Ed.	39	----	84%	--	--	84%
B. Lib.	10	----	10%	10%	--	20%
M.A. Political Science	14	----	86%	14%	--	100%
M.A. Economics	04	----	75%	--	--	75%
M.Com.	48	----	56%	25%	--	81%
M. Lib.	14	----	79%	.07%	--	86%
PGDCA	26	----	12%	50%	--	62%

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

- Close monitor of classroom teaching.
- To enhance quality of education.
- To motivate students and staff for higher education and providing them assistance.
- Observation of Teacher's Diary.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	04
Others	10

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	----	----	13
Technical Staff	01	01	----	----

Criterion – III

3. Research, Consultancy and Extension

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

- Motivate and advice students and staffs to take part in conferences, seminars, workshops etc.
- Motivate staffs for research publication and update with research methodology.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	07	--
Non-Peer Review Journals	--	02	--
e-Journals	--	02	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

03

05

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

04

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="03"/>
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="02"/>
		Any other	<input type="text" value="01"/>

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

- Oral Health Awareness programme in Sneha Sampada School (Mentally challenged)
- Awareness camp is organized for proper sanitation, health checkups and pure & safe drinking water in adopted village Kotni by NSS.
- Sports organized for physically challenged students.
- According to Govt. directives various rally and programmes are conducted.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	24281.14 sq.mt.	--	--	24281.14 sq.mt.
Class rooms	17	--	--	17
Laboratories	02	--	--	02
Seminar Halls	01	01	MP Fund	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

<p>(1) Administration Section is computerized.</p> <ul style="list-style-type: none">• Software is prepared for fee collection.• Wi-Fi facility is available in college campus.• Administrative work is computerized. <p>(2) Library</p> <ul style="list-style-type: none">• Computers and Internet facility is available.• NLIST is available for students and staffs.
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25698	2274730	518	116882	26216	2391612
Reference Books	1796	79668	8	3880	1804	81472
e-Books	--	--	--	--		
Journals	--	--	--	--		
e-Journals	--	--	--	--		
Digital Database	--	--	--	--		
CD & Video	--	--	--	--		
Others (specify)	--	--	--	--		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	72	45	25	--	--	05	10	12
Added	--	--	--	--	--	--	--	--
Total	72	45	25	--	--	05	10	12

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

- Training on “Hardware Maintenance & OS Installation” is given to students.
- Training on “Linux Installation” is given to students.
- Teacher Training programme on Ms-Office and Liberal Office.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.08
ii) Campus Infrastructure and facilities	32.98
iii) Equipments	14.92
iv) Others	8.85
Total :	58.83

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC monitor proper distribution of poor boys fund.
- IQAC motivates students to take part in research programme, seminars, conferences etc.
- Teachers are advised to take extra classes of academically poor students.
- Students are motivated to take part in extension activities and sports for fitness as well.

5.2 Efforts made by the institution for tracking the progression

- Test Record.
- Group Discussion
- Class Seminar
- Presentation
- Quiz Competition.
- Debate
- Senior students teach Juniors under teachers observation.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
991	178	06	30

(b) No. of students outside the state

04

(c) No. of international students

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Men	No	%	Women	No	%
	742	62%		463	38%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
345	100	62	633	--	1140	341	127	70	661	--	1199

Demand ratio 1.5 : 1

Dropout % NIL

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

- Study materials provided to students.
- Extra Classes conducted.
- Test series are organized.
- Guidance lectures are organized for different competitive exams.

No. of students beneficiaries

20

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Lecture and workshops are organized on students counseling and career guidance.

No. of students benefitted

45

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	15

5.8 Details of gender sensitization programmes

The college has a committee for prevention of harassment of women. The committee monitors the related issues.

5.9 Students Activities

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

State/ University level

21

National level

44

International level

--

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	122	178800
Financial support from government	366	1232400
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: ---

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

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.

Mission:

We aim at excellence while working to our full potentially within the constrains 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.

6.2 Does the Institution has a management Information System

Yes, Institution has a management Information System. Governing body constituted in accordance with the provisions of the University Statute 28. Chairman and other members of the Governing Body according to rules lay down in statute. The principal is the head of the institution. He provides the administrative leadership and guidance for the effective implementation of the policies regarding quality education in an inclusive way. The principal constitute various committee and cells for different activities and task to be performed by the college. The principal interact with the teaching and non-teaching staff through the meetings of staff council. He interacts with the students and students union time to time. On the administrative side the head clerk is in-charge of the college office. The office works under overall control of the principal.

On the academic side each department functions under its respective head. The principal monitors the teaching work of the faculties by checking every month the attendance and daily teaching registers maintained by the teachers. He also monitors teaching process and entire campus through CCTV.

To ensure punctuality in arrival at the college there is the system of putting signature in

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

6.3.1 Curriculum Development

Six members of the staff are there in different Board of Studies in affiliating university. They contribute in curriculum development and designing.

6.3.2 Teaching and Learning

- Regular classes and lectures are conducted according to teaching plan and academic calendar.
- HODs look after the overall academic development.
- Sufficient books and NLIST are available for students and staffs.
- Good collection of journals and newspapers.
- New methods are adopted for teaching and learning.
- Different types of activities conducted for the purpose of learning.

6.3.3 Examination and Evaluation

- Regular tests are conducted in class.
- In the month of January and February model test is organized for all UG classes according to university pattern for better result.
- Project works, Assignments and Internal exams are conducted according to university syllabus.
- Practical exams and viva is conducted with external examiner appointed by university.

6.3.4 Research and Development

- Institute provides all necessary facilities for development of research. Duty leave sanctioned to staffs for participating in seminar, workshops, refresher, orientation and short term course.
- Experts are invited to deliver lectures to promote research activities.
- Books and study material are provided to research scholar and students.
- Six Scholars are awarded Ph.D. degree in 2017-18.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is well equipped with Computers and internet.
- Air conditioned Computer lab well equipped with internet facility.
- College campus is Wi-Fi enabled and under surveillance of CCTV.
- Badminton and Table Tennis Hall.

6.3.6 Human Resource Management

- All necessary facilities and leaves are given to the staff.
- Yearly increment is given.
- Loans provided to the staff on their need.

6.3.7 Faculty and Staff recruitment

- Regular staffs are recruited according to UGC/University norms.
- Part timer staffs are appointed by management according to need of college.

6.3.8 Industry Interaction / Collaboration

The institution has collaboration and interaction with universities and various educational institutes, NGOs and related Govt. offices.

6.3.9 Admission of Students

- Online and Offline forms are invited.
- Admissions are given on the basis of first come first serve.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">• Employee Welfare Fund (EWF)• Loan• Duty Leave• Advance Salary• Maternity Leave• CPF
Non teaching	<ul style="list-style-type: none">• Employee Welfare Fund (EWF)• Loan• Duty Leave• Advance Salary• Maternity Leave• CPF
Students	<ul style="list-style-type: none">• Financial help for students from Poor Boys Fund• Fee relaxation is given to poor students.• Book bank facility.• Help club by staff.

6.5 Total corpus fund generated

4,55,12,506

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- Annual and Semester Examinations are conducted on time.
- Annual examinations are conducted in three shifts.
- Examinations are conducted under supervision of Centre Superintendent.
- Surprise visit of Flying Squads appointed by university.

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

--

6.11 Activities and support from the Alumni Association

- Display boards and accessories are provided by Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

- Parent – Teacher meeting is conducted in a year.
- Parents give their valuable feedback.

6.13 Development programmes for support staff

- Special lectures organized for support staff.
- Computer literacy programme for staff.
- Visit to other institute.

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

- To make the campus eco-friendly we follow waste management.
- Every year plantation.
- Plants & Trees are maintained regularly.
- The college ensures that no waste of electric energy takes place in the campus. All electricity consuming facilities and equipments are switched off when not in use. The college sensitizes the students and staff regarding the need of energy conservation.

Criterion – VII

7. Innovations and Best Practices

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

- Help Club Fund: Fund raised by staffs of our college. This Help club has been established with a purpose to give help to needy students.
- Cricket Match has been introduced for Physically Challenged Person.

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

- Appointment of regular staff in process.
- Action taken to ensure the use of ICT by faculties.
- Teachers are advised to assist students for higher education and competitive exam.

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

Best Practice – 01

Nirdhan Chhatra Sahayata Kosh.

Best Practice – 02

Role of Physical education in enhancement of all round development of physically/intellectual specially abled person.

(Details in annexure – IV)

7.4 Contribution to environmental awareness / protection

- Plantation programme organized.
- Swachhata Rally has been conducted.
- Dustbins are available in everywhere in campus and classrooms also.
- Awareness for plastic free environment.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

- ✓ Situated in Prime Location in the heart of the city.
- ✓ Good transport facility and well connected with nearby villages and blocks.
- ✓ Well qualified and experienced staff.
- ✓ All departments have computer facility.
- ✓ Wi-Fi facility available in campus used by staff and students.
- ✓ LCD and OHP are used for effective teaching and also used in other activities like Seminar, Lecture etc.
- ✓ Big Play Ground for Cricket, Volleyball, Football, Kho-kho etc. District level, Sector level and Inter college level tournaments are organized by college in this ground.
- ✓ Special Olympic for disabled children organized by college.
- ✓ Admission fee can be paid in installment. This facility is given to all students.
- ✓ one of the biggest research center in university department of political science for Ph.D & D.Lit. Research scholar

Weakness:

- Insufficient number of classrooms.
- Insufficient regular teaching staffs.
- Due to lack of fund we cannot pay high salary to our temporary staffs.
- Need improvement in Research Work.
- Most of the courses are traditional which are unable to meet job orient needs.

Opportunities:

- ☞ Large number of qualified students specially coming from rural area need to be motivated towards higher education.
- ☞ In self financing course we are unable to admit all the students due to limitation of seats.
- ☞ Opportunities to run carrier oriented course.
- ☞ Though we have one computer lab but one more lab needs to be established to the growing demand of the time.

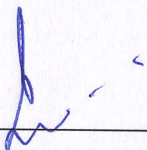
Threats:

- ❖ The strength of students in Arts discipline gradually declining because of less students joining the discipline.
- ❖ These day everyone running towards technical courses, it is necessary to establish technical and short term courses.
- ❖ College has only recognized research centre in Political Science. Need to increase research centre in other subject.
- ❖ Provide advance technologies for effective teaching and learning

8. Plans of institution for next year

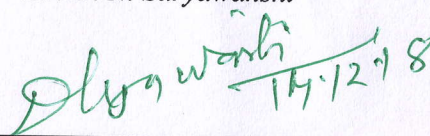
- To start new course/programme.
- Regular Teachers appointment.
- To conduct Seminar/Workshops.

Dr. Pramod Kumar Tiwari



Signature of the Coordinator, IQAC

Dr. D. N. Suryawanshi



Signature of the Chairperson, IQAC
Principal
Seth R.C.S. Arts & Comm.
College Durg

Annexure I

Abbreviations:

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

Academic Calendar 2017-18

सेठ आर. सी. एस. कला एवं वाणिज्य महाविद्यालय दुर्ग (छ.ग.)
महाविद्यालयीन शैक्षणिक कैलेंडर 2017-18

क्रमांक	माह	गतिविधि	प्रस्तावित तिथि
1	जून	प्रवेश प्रक्रिया (शासन के निर्देशानुसार)	01 जून से 31 जुलाई एवं कुलपति की अनुमति से 01 अगस्त से 14 अगस्त तक
		पर्यावरण दिवस	05 जून
		अन्तर्राष्ट्रीय योग दिवस	21 जून
2	जुलाई	स्नातक प्रथम वर्ष/स्नातकोत्तर प्रथम व तृतीय सेमेस्टर अध्यापन प्रारंभ	01 जुलाई से
		एन.सी.सी./एन.एस.एस प्रवेश प्रारंभ	16 जुलाई से
		वृक्षारोपण	द्वितीय सप्ताह
		खेलकूद गतिविधियों का प्रारंभ	द्वितीय सप्ताह से
		प्रेमचंद जयंती/तुलसी जयंती	31 जुलाई
3	अगस्त	यूनिट टेस्ट – प्रथम	प्रथम सप्ताह
		स्वतंत्रता दिवस ध्वजारोहन एवं NCC शपथ ग्रहण	15 अगस्त
		अभिप्रेरण कार्यक्रम स्नातक प्रथम वर्ष के विद्यार्थियों के लिए	प्रथम सप्ताह
		खेल दिवस	29 अगस्त
		छात्रसंघ चुनाव एवं छात्रसंघ शपथ ग्रहण	22 अगस्त से 31 अगस्त
4	सितंबर	यूनिट टेस्ट – द्वितीय	प्रथम सप्ताह
		शिक्षक दिवस	05 सितंबर
		छात्रों के व्यक्तित्व विकास हेतु बौद्धिक गतिविधियों (व्याख्यानमाला, वर्कशॉप आदि) का आरंभ	तृतीय सप्ताह
		हिन्दी दिवस	14 सितंबर
		एन.एस.एस. दिवस	24 सितंबर
		प्रथम सत्र परीक्षा	अंतिम सप्ताह
5	अक्टूबर	स्वच्छता सप्ताह	02 अक्टूबर से
		एन.एस.एस. कैंप (एक दिवसीय)	14 से 23 अक्टूबर के मध्य
		संयुक्तस राष्ट्र दिवस	24 अक्टूबर
		राष्ट्रीय एकता दिवस	31 अक्टूबर
		छात्रों के व्यक्तित्व विकास हेतु बौद्धिक गतिविधियों (व्याख्यानमाला, वर्कशॉप आदि) का आरंभ	अंतिम सप्ताह

6	नवंबर	यूनिट टेस्ट – तृतीय	प्रथम सप्ताह
		युवा उत्सव/राज्योत्सव	नवंबर/दिसंबर
		संविधान दिवस	26 नवंबर
		द्वितीय सत्र परीक्षा	अंतिम सप्ताह
7	दिसंबर	एड्स दिवस	01 दिसंबर
		यूनिट टेस्ट – चतुर्थ	प्रथम सप्ताह
		मानव अधिकार दिवस	10 दिसंबर
		एन.सी.सी./एन.एस.एस. कैम्प	24 दिसंबर से 31 दिसंबर
		वार्षिक उत्सव/खेल कूद प्रतियोगिता	तृतीय सप्ताह
		स्नातकोत्तर सेमेस्टर परीक्षा	अंतिम सप्ताह
		सेमेस्टर परीक्षाओं के प्रायोगिक परीक्षा	
8	जनवरी	स्नातकोत्तर द्वितीय व चतुर्थ सेमेस्टर अध्यापन प्रारंभ	तृतीय सप्ताह
		राष्ट्रीय युवा सप्ताह	12 से 18 जनवरी
		राष्ट्रीय मतदाता दिवस	25 जनवरी
		गणतंत्र दिवस-ध्वजारोहण	26 जनवरी
		महाविद्यालयीन जांच परीक्षा	27 जनवरी से 15 फरवरी
9	फरवरी	स्नातकोत्तर कक्षाओं का यूनिट टेस्ट	अंतिम सप्ताह
10	मार्च	स्नातक कक्षाओं की वार्षिक परीक्षाएँ प्रारंभ	10 मार्च से
		स्नातकोत्तर कक्षाओं का यूनिट टेस्ट	अंतिम सप्ताह
11	अप्रैल	स्नातक कक्षाओं की वार्षिक परीक्षाएँ जारी	
12	मई	स्नातकोत्तर सेमेस्टर परीक्षा	अंतिम सप्ताह

Analysis of the Feedback

The feedback is taken from undergraduate and post graduate students and from their parents. It is conducted once in a year. The feedback is taken on various parameters as given below:

- Admission Process.
- Discipline of college.
- Academic environment.
- Facilities provided to students.
- Facility of Library.
- Programmes conducted for academic development.
- Teaching process and method.
- Support of staff.
- Sanitation of college.

After receiving the feedback it is analysed by IQAC. Results are discussed with principal and meeting is organized with Head of the Departments and other teachers to discuss about feedback taken from students and parents. Appropriate actions are taken for demand and suggestion of the students wherever needed.

Best Practice – 01

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. About 25 years ago this practice has been started. 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 –

708 students received Rs.754200/- in last five years.

Evidence of Success

S.No.	Year	Number of application received	Selected application	Disbursed Amount
1	2011-12	49	36	24100.00
2	2012-13	61	60	48100.00
3	2013-14	130	130	110500.00
4	2014-15	205	205	220900.00
5	2015-16	138	130	207000.00
6	2016-17	195	183	167700.00

Best Practice – 02

Title of the Practice –

Role of Physical education in enhancement of all round development of physically disabled person.

Objective-

- Sports are an effective means of building knowledge and awareness among person with disabilities.
- Sports empowers disabled person so that they may recognize their own potential and advocate for changes in society.
- To develop motor skills overall cognitive abilities through sports in them.

The Context –

College has been sensitive to the position of disabled person in society; the physical education department of college always shows devotion for disable sports. sports enhance overall development of any person so the physically and mentally challenged person. No challenge is too great with the right support. Sports can offer so much more.

The Practice –

Sports works to improve the inclusion and well being of persons with disabilities in two ways by changing what communities think and feel about persons with disabilities and by changing what person with disabilities think and feel about themselves. The community impact and individual impact of sports helps to reduce the isolation of persons with disabilities.

Uniqueness –

Our college has organized ACTP (Advance Coaches Training Programme) for coaches for disable sports through Special Olympic Bharat. Near about 250 disabled sports persons participate in district and state level in our college. Physical department of our college provide free T-Shirt and Lower to disabled participants in Feb. 2017.

Evidence of Success –

- After ACTP Special Olympic Bharat gives certificate to all participants.
- Self confidence, adjustment level, emotional maturity is generated.
- This sports help them to bridge the gap between their families and friends.
- Disable person ladder from district tournament to state and state to national so on.
- Dr. Pramod Tiwari, IQAC Coordinator and Staff of Physical Education Department have been a national level coach for the same.