



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**UDAY COLLEGE**

UDAY COLLEGE, NEAR- ACC BOGDA PUL, NANDINI ROAD, JAMUL- BHILAI  
490024

[www.udaycollege.com](http://www.udaycollege.com)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Uday College Jamul Bhalai was established in 2005, under the aegis of Chhattisgarh Hindi Parishad, which is one of the leading educational institutions in the University of Hemchandra Yadav. It is the outcome of the sincere and dedicatory efforts of the Trust members under the bold charismatic leadership of Dr. T.R. SAHU. Late Shri DHANUSH RAM SAHU was the sole inspiration behind the foundation of the College. His vision and love for education made Dr. T. R. SAHU to work hard with the co-operation of the local residents towards the establishment of this institution. The institution is on the way to be recognized by the NCTE and affiliated by the HEMCHAND YADAV UNIVERSITY DURG C.G. The College is located in a semi-urban area. It reflects the sincerity and devotion of the Teachers towards the institute and commitment to the welfare of education, specially School education. The Trust also runs the esteemed school in this region by the name of UDAY PUBLIC SCHOOL, which is affiliated to CG BOARD 1- 5 and C.G. BOARD OF EDUCATION up to 10+2. The Co-educational system is existing in the school. The College has all the required teaching staff, library, laboratory etc. The College library has a collection of more than 5005 Nos. of Books, 1206 Nos. of Journals, or Magazines, 500 Nos. of Reference Books. The College will run on its own land and building available under the possession of the College.

### Vision

We encourage our students honesty, transparency and accountability to create an efficient and employable workforce. Our vision is to be a leading management institution that shapes management systems and high quality education.

### Mission

Uday College aims at producing knowledgeable, intelligent, cultured, skilled, environmentally responsible workforce to meet the present and future demands and challenges of the nation. And to provide all possible facilities to build up personality and character of students.

### **We are aiming to do the best for the Society and Nation.**

Our focus is to imparting knowledge to everyone needful in the society and develop a knowledge based society, is the dream of Chhattisgarh Hindi Parishad. We provide all infrastructure and fear-free environment for sustained growth of academic career of students. We have set up an excellent infrastructure viz. library, laboratories and classroom for unabated growth of student. And develop positive personality along with communication and leadership capabilities.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Dedicated Principal, committed Management and experienced and diligent faculty.
- Emphasis on empowerment and enlightenment of students through gender equality and value based education aimed at fostering informed global minds.
- Competitive and learner friendly academic environment.
- The college fosters a spirit of belongingness, camaraderie and warmth with very congenial relationship between the faculty and students.
- Holistic development of students.
- Emphasis on community and social work along with classroom activities.
- Student support system and mentoring process.
- Environment initiatives like Waste Management System have been installed.
- Energy saving initiatives like promoting the use of LEDs.
- Involvement of students in eco-friendly activities like planting trees and maintaining vertical gardens in the campus.
- State of the Art facilities for sports like a cricket ground, gymnasium. An multipurpose hall with the seating capacity of 100 students.
- A host of student support services and welfare schemes for both staff members and students.
- Liberal fee concessions, scholarships and facility of making payment in installments to enable the poor and marginalized sections of the society to enter the mainstream of social system.

### **Institutional Weakness**

- Lack of interest in research work
- Lack of educational awareness among parents
- Lack of ultra mechanism
- No hostel accommodation for the students
- Number of volumes and journals in the department library need to be increased
- Soft skills and communication skills of students need to be improved
- Financial constraints due to reduction in grants by Government.

### **Institutional Opportunity**

**College Campus:** The College has a spacious campus & play ground with scope for further improvements in creation of infrastructure and other physical facilities. Or Introducing new value oriented and skill development courses

**Reach:** The College is located the area of semiurban that is quite convenient and accessible for the students from surrounding feeding areas, especially girls who were not allowed by the parents to travel to long distance colleges have got a good opportunity here to achieve their dreams and uplift careers

### **Institutional Challenge**

- Weak communication skills
- Financial crises faced by number of students
- Interruption due to power cut issue
- Rising cost of education

- Slow learner.
- Keeping pace with fast changing technology.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Uday College is a constituent college of University of hemchand yadav. As per the UGC guidelines, the college runs all programmes based on the Choice Based Credit System, thus providing students with the option of choosing courses as per their interests. The schedule and duration of all programmes are based on the University guidelines. Furthermore, the college meticulously plans its academic sessions, thus ensuring timely preparation of academic calendars, timetables and the distribution of courses. Periodic assessments of students are undertaken through assignments and tests in a time-bound manner. Syllabi taught across all programmes are based on latest trends and study, and several faculty members have been involved in curriculum development.

In addition to the regular programmes, the college offered two add-on courses in the last five years. Learning by experience is the complete education; to this end, numerous opportunities facilitating experiential learning are offered to students. As many as 100 students benefited from experiential learning through field trips/project work/internships in the latest completed academic session.

The college also plays a crucial role in nurturing civic-minded and just individuals. Committees like by the Women Development Cell, Eco Club, and Internal Complaints Committee against Sexual Harassment instil a climate of security and equality on campus. Regular feedback from the students, alumni, and faculty also ensure appropriate action towards addressing any gap in student progression and overall college development.

### Teaching-learning and Evaluation

This criterion relates to College efforts to serve students of various backgrounds and abilities through effective teaching-learning practices. Interactive instructional techniques that engage students in higher order 'thinking' and inquiry through the use of interviews, focus group discussion, debates, projects, presentations, experiments, practical sessions, internships and e-resources are important considerations. The criterion calls for substantial attention to how the institution supports and facilitates the use of ICT and other new and emerging technologies. It also helps in the adequacy and competence as well as the continued professional development of faculty handling programs of study. The efficiency of the techniques used to continuously evaluate the performance of teachers and students is also a major concern of this criterion. The focus of this criterion is captured in the following criterion statements that represent the good practices expected of an institution

- The institution has a transparent admissions process and ensures that the defined admission criteria is equally applicable to all applicants.
- The institution provides clear information to students about admission and completion requirements, fee structure and refund policies, financial aid and student support services for all programs.
- The institution engages its students in active learning. The instructional approach and learning experiences are extensive and in keeping with the stated objectives of the program.
- Practice teaching plans are developed in partnerships that cooperatively involve school staff and custodial teachers.
- Student teachers are prepared to manage the diverse learning needs of students in schools.

- The assessment and evaluation plan is comprehensive, reliable, objective and transparent and students are well informed in advance.
- Evaluation and evaluation results are used to improve the performance of students and course transactions.
- The college incorporates new technologies into its programs and encourages students and teachers to use and adopt technology in teaching-learning.

The key aspects identified under this criterion are: Admission Process and Student Profile, Need for Catering to Divers, Teaching-Learning Process, Teacher Quality, Evaluation Process and Reform and Best Practice in Teaching Learning and Evaluation.

### **Research, Innovations and Extension**

This criterion seeks information about the institution's policies, practices, and outcomes in the context of research and outreach activities. It relates to the facilities and efforts provided by the institution to promote research culture and their results. Serving the community through research and outreach activities, which is a social responsibility and also a core value displayed by institutions, is a major concern of this criterion. The focus of this criterion is captured in the following criterion statements that describe good institutional practices.

- The institution supports professional development activities that engage its teachers in research in education.
- The institute encourages faculty to publish in educational forums. The institution encourages its students and faculty to learn continuously.
- The institute encourages faculty outreach activities in research.
- Institute faculty are actively engaged in training and developing teaching and other teaching-learning materials.
- The institution incorporates practices based on research conducted by its faculty.
- The institution is responsible for community needs and conducts relevant extension programs.

The institution encourages its faculty to provide consulting services for the school sector and to actively engage in their respective areas of expertise.

### **Infrastructure and Learning Resources**

Uday College consistently upgrades its physical, academic, and technological infrastructure to keep abreast of changing times and evolving needs of the students. There are a total of 07 classrooms, 04 well-equipped laboratories, and an auditorium, seminar halls, smart lecture halls and an auditorium was constructed and will be fully functional soon. The college has one sports grounds with facilities of indoor and outdoor games. Facilities like gym equipment, changing rooms, lockers, and first aid are also provided. The library has a diverse collection of 5005 books, CDs of various disciplines, 1206 print journals, newspapers and magazines. The library reading halls, 01 computer, printer and a photocopy facility. The college campus is Wi-Fi enabled. Student-related information is displayed on boards. The college infrastructure is maintained by

competent agencies hired through an open tendering system. Staff Council committees are involved in taking decisions related to upgradation of infrastructure.

### **Student Support and Progression**

The main objective of this criterion is the effort of an institution that provides students with the necessary support to facilitate good campus experience and their overall development. It also seeks information on student and alumni profiles and contributions to the institution and vice versa. The focus of this criterion is captured in the following criterion statements, which describe some of the good practices expected of a quality institution:

- The institution has adequate teaching resources and a well-established mechanism to systematically review various library resources for adequate access and relevance and for decision making for acquisition.
- Various provisions in the institute support and enhance the effectiveness of faculty in the teaching and mentoring of students.
- The campus environment promotes improvement in students' motivation, satisfaction and developmental performance.
- The progress of the students at various stages of the programs is monitored and appropriate advice is given to the students.
- The institute develops the leadership qualities of the students through its involvement and involvement in various institutional activities.

The key aspects identified under this criterion are: student progress, student support, student activities and best practices in student support and progress.

### **Governance, Leadership and Management**

The institution has well defined vision and mission and concrete and dedicated efforts are made for quality and value based education. The governing body works in collaboration with Principal to regulate and maintain an amicable and scholastic environment. The Principal along with Director, and administrative staff steers the college towards fulfilment of its objectives. The college promotes a culture of participative and decentralised management. A number of committees have been constituted which are competent and empowered enough to formulate and execute plans and evaluate the outcome. The Governing body also includes two elected representatives from teaching staff. For strategic development and deployment of its policies, the college makes prospective plans both -long and short term. These plans are executed through various committees like Purchase Committee, Construction Committee, and Examination Board. E-Governance has been implemented in various areas of operation. Welfare Schemes are available for teaching and nonteaching staff as per the Hemchand Yadav University norms which include duty leave, PF loan, Staff Quarters and uniform for class IV employees. Proper appraisal system is followed for all permanent teaching and nonteaching staff For financial management and resource mobilisation the college depends upon the grant from local bodies and individuals. It conducts external and internal Audit regularly and prepares an Annual budget estimate. In compliance with NAAC regulations, IQAC has been functioning in the college as a quality sustenance measure and it holds regular meetings for effective planning and implementation of institutional policies.

**Institutional Values and Best Practices**

The college regularly organizes gender equity programs to generate an inclusive culture. Safety and Security is ensured through an extensive network of CCTV cameras. Provision of Common room and exclusive amenities creates comfort zone for girls. The college is an environmentally responsible habitat with vermicomposting unit and LEDs. The rain water harvesting unit present and installation of solar lights is in process. Budgetary allocation for green initiatives and green practices are religiously followed. The college facilitates the differently abled by providing wheel chairs. Engagement with local community is undertaken through rallies, visit to old age homes, deaf and dumb school. National festivals, birth and death anniversaries of great leaders are observed. Excursions and celebrations to promote social cohesion are planned periodically. Programmes focusing on universal values, fundamental rights and duties are incorporated in activity calendar. The college ensures transparency in functioning, displays core values and adheres to code of conduct and professional ethics. The distinctiveness of college lies in promoting integrated personality development of students.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	UDAY COLLEGE
Address	UDAY COLLEGE, NEAR- ACC BOGDA PUL, NANDINI ROAD, JAMUL- BHILAI
City	JAMUL BHILAI
State	Chhattisgarh
Pin	490024
Website	<a href="http://www.udaycollege.com">www.udaycollege.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	T R Sahu	0788-9926011105	9926011105	-	udaycollege@yahoo.co.in
IQAC / CIQA coordinator	Roma Kurre	0788-7470984997	9589719123	-	roma06kurre@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	26-09-2005

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Chhattisgarh	Hemchand Yadav University Durg	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC		
12B of UGC		

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
NCTE	<a href="#">View Document</a>	31-05-2015	12	PERMANENT

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	UDAY COLLEGE, NEAR-ACC BOGDA PUL, NANDINI ROAD, JAMUL-BHILAI	Semi-urban	5	10600

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Ug	12	twelfth	English,Hindi	40	0
UG	BEd,Ug	12	ug	English,Hindi	100	100
UG	BA,Ug	12	twelfth	English,Hindi	60	0

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				20			
Recruited	0	0	0	0	0	0	0	0	5	15	0	20
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				6
Recruited	3	3	0	6
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	4	0	4
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	2	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	7	0	11

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	26	4	0	0	30
	Female	69	1	0	0	70
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>						
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	
SC	Male	0	1	3	5	
	Female	4	5	2	4	
	Others	0	0	0	0	
ST	Male	0	0	2	2	
	Female	2	1	6	7	
	Others	0	0	0	0	
OBC	Male	11	12	14	7	
	Female	29	24	35	32	
	Others	0	0	0	0	
General	Male	14	9	6	6	
	Female	40	48	25	20	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
<b>Total</b>		<b>100</b>	<b>100</b>	<b>93</b>	<b>83</b>	

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	The national education policy 2020 is the first policy of 21st century contemplating to reengineer the higher education institutions for quality education and excellence. the institute is preparing its own manual, guidelines, formats, procedures, and benchmarks considering the multidisciplinary, interdisciplinary, and cross-disciplinary programs.
2. Academic bank of credits (ABC):	the higher education in india is poised on an agenda of change towards the movement from Credit Based Choice System (CBCS) to National Academic Credit Bank (NACB) as proposed by the UGC. This would allow the students to pursue their higher education from different universities and earn a degree from another university. As a College we are trying to create awareness about Academic credit bank related issues through discussions among the faculties and students of our college.
3. Skill development:	Industry academia linkage is very essential to meet employability quotient and research needs. we are trying to partnering with the local industries to understand their needs and implement it in the form of skill development for the students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Since we get students from the remote locations hence we try to involve local language also in the teaching learning process of the subjects. After the Covid-19 pandemic online courses also got introduced by the college for the students so that they can study at their own convenience using digital platform.
5. Focus on Outcome based education (OBE):	We had evolved the outcome based education in the present practices and the evaluation of the student is done based on it.
6. Distance education/online education:	Being a affiliated college we don't have any distance education related guidelines.

## Extended Profile

### 1 Program

#### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
03	01	01	01	01
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
03	01	01	01	01

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	93	83	57
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
66	66	66	66	66

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
98	98	84	79	51

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	08	08	08	08

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	08	08	08	08

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 08**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2937165	3793604	2572762	1834337	1170515

**4.3**

**Number of Computers**

**Response: 12**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 10**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

###### Response –

Uday College is a constituent college of the Hemchand Yadav University of Durg Chhattisgarh and adheres to its curricular aspects. With the objective of achieving excellence in education, the institution ensures timely preparation of academic calendar and timetable; distribution of workload; availability of adequate facilities; and periodic assessment and review. Elaborate selection of skill enhancement, discipline specific and generic elective papers is undertaken by the department. Various co-curricular activities are planned and held throughout the academic session to provide experiential learning to students. Feedback from stakeholders is taken to further enhance the teaching-learning process. Institution has taken several initiatives to ensure effective curriculum delivery.

###### Circulation of information regarding curriculum –

- Prospectus containing information regarding programmes and curriculum are uploaded on website and printed for circulation
- Timetables are prepared in advance before each session and are posted on the college website and in front of each classroom, enabling students to attend class right from the beginning of the academic session.

###### Teacher programs:

1.The College ensures that teachers participate in Syllabus Revision workshops in order to be updated regarding the curriculum to be imparted to the students.

2.Seminars are conducted to keep the staff abreast of new technologies in teaching and learning, and effective use of ICT tools.

3.The IQAC organizes forums in which discussions are held on evolving trends in curriculum and examinations reform

###### Student Programs:

- 1..Orientation Program is conducted for the First year students to familiarise them with the learning environment and support facilities, examination, attendance and institutional rules.
- 2.Class room lectures are supplemented with doubt solving sessions and Mentoring. 3.Classroom assignments, Open Book Tests and Class tests are conducted.

**Teaching Techniques:**

To enhance effective delivery of the curriculum and improve the capabilities of the students:

1. Teachers supplement classroom teaching with power point presentations, seminars, group discussions, storytelling, skits, crosswords, quiz, videos and short films.
2. Internet based activities and assignments are given to keep the students abreast of developments in their subjects.
3. Google Classrooms have been made by teachers for the execution of e-content learning for the students.

**Teaching Infrastructure:**

ICT and library resources are constantly upgraded to ensure effective teaching-learning process.

**Periodic assessment and review of curriculum progress**

- Progress of students is monitored through regular assignments and tests. This mechanism judges the progress of students and aids in identifying and correcting problem areas among students. Parents/guardians of under-performing students are informed by the institution.
- Tutorials are held to enhance the performance of students.
- The departments analyse university examination results and the same is presented in the staff council meeting.
- Students are mentored by the faculty in small groups to address any difficulty they may be facing academically or otherwise.
- Feedback is sought regularly from students to improve curriculum delivery. Appropriate action is taken on the problem areas.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.2 The institution adheres to the academic calendar including for the conduct of CIE****Response:****Response**

Departments of Uday College prepare their academic calendar based on the calendar of hemchand yadav University of Durg. These are included in the college prospectus and are also uploaded on the college website. It includes various timelines such as dates of beginning and end of session, mid semester breaks, dispersal of classes, preparatory leave, and tentative dates of practical and theory examinations. The

departmental calendars also include proposed guest lectures, seminars/conferences/workshops, educational trips, project work, and other academic activities for the session.

Examination with its due importance becomes the focus of the activities for the semester. The Examination schedule is prepared by the Examination Committee by taking into account the minimum number of working days recommended by the University. The 1 or 3 sem and 2 or 4 sem model examinations are conducted by the College. Once the examination dates are declared, the IQAC with the assistance of department coordinators prepares the College 'Academic Calendar' containing relevant information regarding the teaching schedule and events to be organized during a semester. Utmost care is taken by the IQAC to ensure holistic development of students. Therefore, the calendar is prepared for academic, co-curricular and extra-curricular activities.

### **Academic Activities:**

For the academic activities, each department makes its own academic calendar which is a subset of the College calendar. The teachers prepare teaching plans, a detailed teaching schedule, module-wise/chapterwise. The calendar facilitates planned coverage of syllabus. The dates of Internal written tests, practical, Viva-voce, journal assessment examinations are all mentioned in the academic calendar.

- The Semester I, II, III & IV examinations are also conducted as per the schedule given in the academic calendar.
- The class tests are conducted according to the planning of the calendar.
- Result analysis is done after every evaluation and Slow and Advanced Learners are identified.
- Remedial lectures are conducted for those needing additional help.

Thus, the Institution adheres to the academic calendar including for the conduct of CIE.

### **Co-Curricular Activities:**

- Activities such as cultural program, sports, community tour, educational tours and are also planned in the Calendar.
- Add on personality developmental classes for students. ( language hindi/ english)
- Certificate Course in computer Programming are conducted by the College.
- Students are prepared for competitive exams ( child development).
- Students are encouraged to do internship programmes and presentation in classroom. Because an academic calendar is in place, the students take up these proper duration, striking a proper balance between academics and these.

### **Extra-Curricular Activities:**

The College has statutory and non-statutory committees, which deal with a wide range of issues from social responsibility to language and culture. As the academic calendar is planned, events of various committees are interspaced to optimize holistic development of students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**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 last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 66.67

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

**Response:** 02

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response: 8****1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
00	02	02	02	02

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response: 30.06****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	29	38	26	28

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

The College is affiliated to Hemchandra Yadav University, Durg and adheres to the curriculum prepared by the expert body consisting of teachers from various institutions. The members ensure that the issues of gender, environment sustainability, human values, and professional ethics also get equal representation in the curriculum. Most of the programmes do have these issues addressed in their syllabi.

The Mission and Vision of the College are in alignment with the core values stated by NAAC. Accordingly activities are planned for inculcating a value system in the students. The cross-cutting issues facilitate the holistic development of students by ensuring a positive perspective towards life, career and happiness.

The institution regularly tries to integrate these cross-cutting social issues to the curriculum by periodically organizing seminars having bearing on Gender Equality, Environment and Sustainability, Human Values and Professional Ethics.

The college also recognizes the importance of value-based education. Human Values are, admittedly, most precious of all values. Communal Harmony, Dignity of Labour and concern for the Otherwise Aabled are the Human Values that the institution tries to inculcate in the minds of the receivers. Awareness of human rights is created at the undergraduate level through a course titled "Value Education" or "gender, school and society".

There are specific committees and associations like Women Empowerment Cell that make a collective effort to sensitize the students on areas of concern like Gender equality, Human rights, Environmental issues, etc. The general atmosphere of our college, with equal opportunity to boys and girls in course, provides an enabling environment for gender equality. Gender equality is promoted through lectures on women rights, female foeticide and gender-based violations.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 173.33

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	02	02	02

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b>	
Response: 100	
<b>1.3.3.1 Number of students undertaking project work/field work / internships</b>	
Response: 100	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

<b>1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni</b>	
Response: A. All of the above	
File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<b>1.4.2 Feedback process of the Institution may be classified as follows: Options:</b>
---

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** C. Feedback collected and analysed

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

NVAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 86.6

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	93	83	57

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	100	100	100

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 67.88

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
27	43	58	57	39

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

#### Response:

#### Response

It is a well-acknowledged fact that in every year diversified students from different backgrounds join the institute. The ability and extent of learning of the students are highly influenced by their social and economic background as well as their personal abilities and other attributes. The institute has developed a structured mechanism for assessing the learning levels of the students and continuously monitors the same for improving their academic as well as overall performance.

In this direction, the College undertakes two proactive exercises, on a regular and continuing basis:

1. Identification and classification of students into advanced (aggregate 75% and above), less advanced (between 50% and 75%) and slow learners (below 50%), based on their performance in various components. This is done in the following ways:

- Analyzing the entry level marks students.
- Observing and assessing the participation of students in regular classes, assignments and presentations.
- Evaluating the performance of students in Internal Tests and Semester examinations.

1. **Organizing various activities and exercises to raise the attainment level of students:**

2. **Following measures are implemented to enhance the intellect of all students:**

- Orientation Programmes are organized by the department at the beginning of every academic year to develop a better learning environment.
- The College endorses mentoring system where faculties help students with their personal and academic challenges. Continuous internal assessments i.e. Regular class tests, open book tests and preliminary examinations facilitate consistent progress of students.
- The College ensures interactive teaching-learning process through group discussions, audio-visual aids, e-content modules, fairs and tech-exhibitions.
- Intensive coaching is offered by experienced faculties.
- Workshops, seminars are arranged for the students to gain practical knowledge.
- The College maintains a Student Counseling Center to cater to the emotional needs of the student community.
- Lectures are rendered by the alumni to update the students about current avenues.

#### **B. Measures in force for advanced learners:**

- Students are encouraged to participate in Power Point and Project Presentations to develop

analytical and problem solving abilities in them.

- Students develop their creativity by participating in and organizing intercollegiate events.
- They also join certificate courses offered by the College.
- Students are encouraged to present research papers in National and International conferences.
- The Institute offers guidance to students for various competitive examinations, higher studies and Corporate readiness.

### C. Measures in force for slow learners:

- Slow learners are also groomed regularly in their class hours by asking them questions on the topic which has been discussed in the class.
- the slow learners are guided to improve their performance in the university examination.
- Further faculty members revise the critical topics as per student's requisitions, provide additional learning material such as textbooks and solved question papers.
- The students are also guided for answering the questions to the point for scoring good marks in the sessional examination and in the University examination.
- Extra classes, revision classes are arranged for completing the syllabus and for clarifying the doubt of the students regarding various topics as per their syllabus.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional Information	<a href="#">View Document</a>

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

**Response:** 5:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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

**Response:**

**Response –**

Uday College enhances the learning experience of students by adopting student-centric methods like experiential learning, participative learning and problem solving methodologies both inside and outside the classroom.

### Experiential Learning Techniques-

- **Group Assignments and Projects** : Students across programmes are assigned group projects, to enhance their various technical and soft skills they are encouraged to apply concepts learned in classroom.
- **Internships**: Students learn practical teaching related skills with this internships , these leads to enhancement of their professional skills.
- Departmental festivals & College Festivals focusing on theme of the programme are conducted to acquaint students with programme specific skills along with event management, leadership, conflict management skills. A two-day college festival is also conducted.
- Student seminars, projects, paper presentations, group discussions have been streamlined for interactive learning.
- Infrastructure for ICT enabled teaching and learning.
- seminar halls with the precise ambience for conducting Guest lectures and interactive sessions with successful alumni are organized in each semester.

### Participative learning Techniques-

- **Group Discussions and Debates** : To inculcate participative learning and improve communication skills ,idea generation and presentation skills.
- **Newspaper reading & Book reviews** : To enhance critical thinking of students related to management, advertising and journalism and also inculcate habit of reading among students.
- **Role Play**: Students simulate real life situations using techniques like role plays, skills.
- **Technical exhibition**: Technical exhibition is conducted to make students understand the theoretical concepts by using working models.
- Students Association is formed.
- Interdisciplinary projects are encouraged.
- Audio-visual aids are used for better learning and understanding.
- Internship in schools is facilitated for collaborative learning process.
- Ample computer facility with internet connection and Wi-Fi connectivity is arranged for independent and interactive learning.
- Facilities are arranged to students for preparing charts, posters and models for Technical Exhibition.
- Well-equipped digital library with access to e-journal, NPTEL and DTEL learning.
- Simulation software is used to create interactive learning atmosphere.
- Students are encouraged to participate in seminars, workshops and Technical quiz to develop analytical skills.

### Problem- Solving Techniques-

- The Institution provides sufficient teaching aids (LCD projectors, Video conference room, and NPTEL access) for effective curriculum delivery.
- Faculty make use of models, graphs, power point presentation through ICT tools to present the content of the syllabus.
- Tutorial classes are arranged to corroborate problem solving methodologies.

Special attention is paid to slow and advanced learners as per their requirement.

Career Counseling and Guidance Cell of the college and various talks of eminent speakers prepare students to meet the challenges of life boldly.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

**Response:**

**Response:**

Uday College faculty uses the latest ICT tools to enhance the conventional teaching learning process and to make learning more interesting and student friendly. Teachers have the knowledge and skills to use new digital tools to help all students achieve high academic standards.

As the present age is the age of technology, whereby technology plays a key role in the education system, there are endless possibilities with the integration of ICT in the education system. ICT has enabled better and swifter communication; presentation of ideas in an effective and relevant way. It is an effective tool for acquiring information from multiple sources to help students to enhance their knowledge database.

ICT helps tremendously developing in quality education and personality of students. So, there can be a strong move towards ICT by motivating all individuals connected with education. Once the teacher uses innovative ways to arouse interest and enthusiasm in the class, then it helps the slow learners to optimize their abilities, to meet the highest realistic expectation with the help of ICT. There are endless possibilities with the integration of ICT in the education system. The ICT is developing in quality education and personality of students. Almost all teachers use ICT, which arouses interest and enthusiasm in the class. This helps slow learners to optimize their abilities, to meet the highest realistic expectation with the help of ICT.

- The College has a Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and learn and teach the updated information.
- The college has ICT Enabled Classrooms having Desktops, Laptops, Projectors which helps in the e-learning process. Some teachers use and share E-books, notes, pdf which are very useful for the students as they are handy and saves the cost of buying the physical books.
- The college has an Automated Library which enables the students to find the location of the books easily. The library provides accessibility to e-resources vide INFLIBNET to teachers and students.
- The college has well equipped Computer Labs.
- The Department of Psychology has developed a Psychology Lab which is used to emphasize training in applied psychological skills with the purpose of creating students with high intrapsychic and interpersonal sensitivity.

- Teachers have started taking lectures online on Google Meet, Zoom, etc. FDPs are conducted to enable/familiarize the teachers with these online platforms. Besides using the e-books in the e-classrooms, educational podcasts and videos, such as, YouTube Content, etc which further adds quality to lecture delivery.
- Teachers share reading materials, short notes, e-books over different media like Google Classroom, E-Mail, WhatsApp, etc.
- Printers and scanners are available in departments and the library.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )

**Response:** 5:1

#### 2.3.3.1 Number of mentors

Response: 20

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)****Response:** 13**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	2	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)****Response:** 1**2.4.3.1 Total experience of full-time teachers****Response:** 20

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:****Response –**

The academic performance of the students is evaluated throughout the session by the teachers for upgrading and improving the quality of the students. For this Internal Evaluation(CIE) mechanism is followed as per Hemchand Yadav University guidelines and model exam, class test, presentation are internal sessional examinations are conducted by the college prior to the Final Semester Examinations.. Practical oriented subjects conduct one sessional exam based on theory and another sessional exam based

on practical.

Details of Semester-end examination conducted by-

Year	Semester I to Semester IV	Model exam semester I to	
15-17	University	College	
16-18	University	College	
17-19	University	College	
18-20	University	College	
19-21	University	College	

If the students express their difficulties in understanding the questions set in the sessional exam or ask for materials for the questions set in the sessional examination, then the question and the topic on which the questions were set are discussed in the lecture hour by the faculty members in the next class held after the examination. Materials are also provided at the same time.

If there are any tabulated related errors in the assessment, corrections are duly made by the examiner and the corrected mark is awarded to the concerned student. In this way, transparency is maintained.

Semester end and internal examinations of Undergraduate programmes are handled by examination committee.

#### **Examination Committee –**

The Committee consists of Convener, Co-Convener and members from Undergraduate(B.Ed) department. Non-teaching staff also lend its support in administrative work. The examination committee performs following functions to maintain transparency and robustness of examination procedure:

Uday college being a constituent college of University of Hemchand yadav durg is bound by the University rules regarding Internal Assessment. It gives 25% weightage in overall assessment of the students.

The breakup of Internal Assessment as prescribed by the University is as follows:

10 % through Class Tests and Tutorials;

10% through Assignments, Projects and Presentations;

5% through Attendance.

Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work.

The criterion is objective and transparent devoid of any bias on the part of the teacher.

Assignments and tests are regularly conducted and students are given multiple opportunities to improve their performance.

Teachers also bridge the knowledge gap of the students through innovative pedagogical practices employed in tutorials.

Teachers are given free hand to design their own evaluation methods in this category, whereby students are encouraged to participate in interactive sessions, group discussions, powerpoint presentations, projects and assignments.

Curriculum of some courses allow skill enhancement through Practical Sessions and continuous evaluation is done through testing of skills developed.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### **Response:**

#### **Response –**

The College adheres to all guidelines of the University. The College has developed a culture which is highly supportive of students and strives to create an environment conducive to learning.

- Internal assessment examinations are conducted as per the academic calendar provided by the Institution. The Examination committee prepares a timetable according to the academic calendar provided by the Institution and the examination office showcases it much prior to the commencement of exams which is mailed to both the staff and students.
- Every grievance at Institution level is clarified instantly. The institution continuously reviews the evaluation process done internally and implements the necessary changes as and when applicable/ required.
- The College has created a grievances redressal committee comprising of heads of the department for the academic Redressal of students' grievances.
- To ensure timely needs of students during assessment examinations, frequent visits are made by the Controller of Examinations and department.
- Scrutiny of answer scripts is done by the senior faculty to ensure fairness and transparency of the correction.
- Assessment marks are entered into the portal after the exams and the entries are cross verified by the department faculties for corrections.
- The end semester examinations are conducted and controlled by the college and if students have any problem, the Principal communicates to the Controller of Exams of the college about the grievances of the students.

- The grievances of the students in external examination at university level are addressed through a proper channel by obtaining photocopies of the evaluated answer scripts, re-evaluation and challenge evaluation by paying a prescribed university fee.
- The college has a central Internal Assessment Committee, which undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed prominently on the college website and on college notice boards to communicate information related to internal assessment to students.
- The attendance record, which is a part of Internal Assessment, is uploaded by all the teachers on monthly basis and students are given ample time to point out any discrepancies.
- Answer scripts of internal class tests, assignments and project reports are discussed with students after evaluation. They may raise their grievances regarding the marks awarded to them with the faculty concerned. In rare cases if students' grievances are not addressed satisfactorily, students are free to approach their mentor, or the teacher-in-charge for redressal.
- Students are given enough time to claim concessions in attendance on medical grounds and for participation in extracurricular activities.
- The final internal assessment (IA) is sent to the university.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

#### Response:

#### Response –

The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with “University of Durg” guidelines.

Program outcome are displayed at various prime locations in the Institute premises and is also available on the website to make faculties and students aware about the Program Outcome and Program Specific Outcome. To make students aware about different course outcomes, each classroom has a separate board assigned where the course outcomes are displayed for the ready reference of the students.

The Program outcomes, Program Specific Outcomes are helpful in developing the framework of teaching and learning. The Course outcomes facilitate in clear understanding about the course expectations and also support the process of learning. The Course outcomes also present a clear picture of employability, skill

development and entrepreneurship prospects of the course. Further the outcomes help to understand the various cross cutting issues pertaining to gender, environment, values and professional ethics. Academic council frames the curriculum which appropriately incorporates Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all programs offered by the institution. While framing the syllabus the scope, methodology and outcomes are taken into consideration. Definite measurable program and course outcomes are set up. At the same time, suitable teaching methods and materials and other curricular activities such as live projects and community camp, etc. are planned.

- The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices.
- Learning outcomes form an integral part of college vision, mission and objectives.
- The learning objectives are communicated through various means such as college prospectus, Principal's address to students and parents, Alumni meets and dissemination in classroom by concerned staff. These are also prominently featured on college boards, college magazine and other publications brought during conferences and seminars.
- Informing the stakeholders, especially the parents, persuade students towards skill oriented and value based courses.
- Students are made aware of the course specific outcomes through orientation programme, classroom discussion, expert lectures and practicals.
- Teachers are also well communicated about the outcomes.
- The college deputed teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes.
- Teachers actively participate in workshops on revision of syllabus organized by the university. Many teachers are also the members of syllabus sub committees, thus the process of perception and outcomes takes place in exact manner and excel the quality of teaching learning.
- Successful alumni students are also invited to interact with both students and teachers at specific events and meetings where they share how their individual course shaped their career thus helping existing students align better with the specified course outcomes.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

**Response:**

**Response –**

The Graduate Degree in Management is a professional program designed with specific predetermined outcomes. This program is designed to develop sound management theoretical mind of students with skill

mix and extensive practice of problem solving through case studies, role plays, simulations and presentation. Ultimate objective is to transform the student as professionals required in the corporate as innovative business leaders. The attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated in following ways.

#### **Course Outcome:**

- The attainment of outcomes of the program are evaluated through continuous evaluation which is classified as internal evaluation of 5marks for presentation, 5 marks for attendance and 5 Marks for assignments, (These marks are allotted as per the subject requirements) 5 marks for class test exam i.e. total 20 marks and remaining 80 marks for final examination. Thus students of various management subjects are measured in terms of outcome which is finally in terms of results of students. This quality of academic outcome is measured through percentage of 1st class and 2nd class.
- Feedback taken from the students at the end of the semester regarding attainment of COs.

#### **Program Outcome and Program Specific Outcome:**

- The Specific Outcomes of the program are reflected in the placements of the any school as well as students who have become entrepreneur and students who have gone for higher studies.
- To evaluate Program Specific Outcome and Program Outcome, exit interview of outgoing students at the time of convocation ceremony is conducted.

To take a note of the progress of the students and identify their specific learning needs, the college conducts modern exam in every semester and ensures that the stated objectives of the curriculum are achieved during the session.

#### **Class Tests/ Presentations:**

Class tests and class presentations are arranged so that weaker areas of the students are identified and special measures are taken to improve their performance.

Teachers plan their unitized syllabi in each semester.

Students are assigned various topics for presentations, seminars and model making whereby they are assessed.

#### **Proper Maintenance of Records and Evaluation of Outcomes:**

- Outcome of the efforts made by the institution is properly recorded by the college office.
- Staff meetings at department level are regularly held to review the progress of the students and to ensure the timely completion of the syllabus so that a clear way is paved towards optimum learning outcomes. The conclusions reached in departmental meetings are conveyed to Academic Affairs Advisory Committee for their inputs and further action.
- As a result of continuous evaluation and monitoring of the learning outcome of various courses and programs run by the institute through enthusiastic faculty members.

#### **Alumni of the College:**

The college has the distinction of producing an illustrious alumni who have been serving the country in educational fields like schools,high schools, middel schools, educational colleges etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 94.2

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
98	98	84	79	51

#### 2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	93	83	57

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

NAAC

## Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

##### 3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

##### 3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
03	01	01	01	01

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

**Response: 1**

#### 3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	01	00	00	00

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.2 Research Publications and Awards

### 3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

**Response: 0.38**

#### 3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
02	00	00	02	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.1

#### 3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Extension Activities

**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

**Response –**

The college believes in the holistic development of the students and in sensitizing them to the prevalent social issues. Besides these the following societies/ clubs have also been formed

1. Youth Club
2. Gardening Club
3. Science Club
4. Eco Club
5. Photography Club
6. Social Science Club
7. Yoga and Meditation Club
8. Library Society
9. Women Empowerment Cell

Students are encouraged to participate in various community development programs to develop their allround personality

- Self-discipline, loyalty, respect and patriotism are nurtured among the students.
- All the significant dates such as Environment day, Yoga Day, Teachers Day, Hindi Divas, etc are celebrated to familiarize students with the value of our culture and traditions.

- The college promotes social consciousness through plays- an activity which brings to light the acting skills in our students
- In our bid to encourage more and more students to be responsible citizens, we organize Rallies on special issues, thereby sensitizing not only our own students but also the immediate community/neighbourhood. In the past five year rallies on Aids Awareness”, “Cancer Walkathon”, Rally on “Say No to Drugs”, Rally on “Save Planet”, Rally on “Clean city Green city” had been organized.
- The college is also working on the project of a disease free Clean and Green Campus. The students are involved in cleaning the campus under Swachhta Abhiyan and are made aware of the menace of vector borne diseases like dengue and chikunguniya.
- In order to ensure Holistic development of the students various documentaries have been showcased from time to time by respective departments.
- The students of human rights have been taken to old age home in order to sensitise them with the problem of homeless elderly people.
- These experiences have awakened human values in students. They have been trained to respond quickly whenever there is a need.

### Environment

conscious Waste Management, Swachh Bharat Abhiyan, Anti Plastic Drive, Save Electricity, Tree Plantation, Paper Bag making and Distribution in nearby Shops are some of the programs under this section.

### Gender sensitization

The departments focus on promoting gender equality by organizing programs and talks on issues related to women such as, Female Feticide, Save Girl Child, Sexual Harassment at Workplace, Gender Inequality, Healthy Lifestyles for Young Females, Handling Relationships for youth, Women’s Rights, etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response: 3**

#### 3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	01	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response:** 68

#### 3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	12	15	16	11

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

**Response:** 99.28

#### 3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	93	80	57

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Collaboration

**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

**Response: 10**

**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	02	02	02

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

**Response: 8**

**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	02	02	02	02

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

NAAC

## Criterion 4 - 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.**

**Response:**

**Response –**

Uday College provides the latest infrastructure and facilities that contribute to the academic growth of students and faculty.

**Lecture Halls and Laboratories:**

Lecture Halls	08	
Laboratories-Computer	01	
Laboratories-ET	01	
Laboratories psychology	01	
Laboratory Science -	02	

- There are 07 classrooms, with 10 rooms on the ground floor, 12 on the first floor.
- The college campus is Wi-Fi enabled with 7 access points. The college has one Wi-Fi enabled auditorium with a projector and seating capacity of about 100.
- The college has a common staff room, a meeting room, and a computer room for faculty. Besides these, each department has its own room provided with a desktop, a printer, and a department library. There is one committee room with audio-visual facility in the Principal's office.
- The college library has 5005 books and subscribes to 07 print journals. Photocopy facilities are available at the entry gate of the college and inside the library.
- The college has purchased subject-specific software for students and teachers to enhance teaching learning experience.
- 02Lecture halls have LCD projectors and 07 Lecture halls are equipped with LCD.

**Computing and Other Equipments:**

The institute's IT facilities are 04 laptops 10 computers including servers

All systems are connected to 200Mbps broadband Internet through WIFI connections. The campus is under the surveillance of 32 CCTVs installed at strategic locations.

**Library:**

The College Library is covering 3507.44 sq. ft area with a seating capacity of approximately 200 students, special seating arrangements for physically challenged learners and staff in the faculty area of the library. The Library is connected to the internet by Wi-Fi. It houses hard and soft copy books of all genres and facilitates promotion of teaching learning and research.

**Auditoriums/Conference Rooms:**

The Institute has a provision of

- 01 Multipurpose Hall / Conference room
- 01 Auditoriums in the campus under construction.

03 rooms have LCD, Internet connectivity and Wi-Fi facilities.

**Rooms and Cabins:**

There is a separate room/cabin for Principal, Vice-Principal, Registrar, Counsellor, UG staff, administrative staff and each of the Statutory committees.

**Additional facilities:**

- Boys Common Room
- Girls Common Room
- Portable Drinking Water through UV Water Purifier tested by BARC
- Store Room
- Paper Shredding
- UPS Facility in the building
- First Aid Room
- First Aid box
- Wheel chair
- Sanitary Vending Machine and Incinerator in ladies washroom
- Vertical garden
- Borewell
- Dual Bio-composting Tumbler
- Canteen Area
- Fire Extinguishers
- Four Wheeler for Official work
- Two and Four wheeler parking space for staff and students
- Parking space for Divyangjan (Differently abled students)
- Refrigerator for Official purpose and for Teaching and Non -Teaching Staff.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),**

**gymnasium, yoga centre etc.**

**Response:**

**Response –**

Uday College has one of the biggest sports-grounds. The athletic culture in the college instils healthy competition, sportsmanship and teamwork among students. Intensive training is imparted under expert guidance and numerous sports activities are organised every semester. On the Annual Sports Day, various tournaments and competitions are held for students and faculty. Each year, students of uday College achieve notable distinctions and many are selected for national and state level tournaments. The college offers the following sports facilities:

- **Outdoor Sports Facilities:** The College has a large space allotted for outdoor sports activities. There is a multi-purpose playground which has arrangements for playing Football, Cricket, Volleyball, Throw Ball and Kabaddi.
- **Indoor Sports Room:** This is located exclusively in the ground floor of the building. It is well ventilated and provides a conducive environment for playing indoor games. The room is equipped with the necessary infrastructure- like table tennis, carom boards, chess and other board games. The equipment like racket, balls and chessboards are in the custody of the teachers.
- Yoga Hall is spacious, well ventilated and equipped with yoga mats and an elevated space for yoga demonstration.
- **Gymnasium:** There is an open gy in the college campus ground.
- **Auditorium:** The auditorium is now being built adjacent to the college building.
- **Canteen:** A canteen is provided in the campus for the convenience of students in the campus. An external service provider operates the canteen providing nutritious food in a hygienic ambience.
- **Cultural Activity:** The cultural program is done in the multipurpose hall of the college there is a seating arrangement of 100 people in the hall, there is a light, sound box both are side gates which are open.
- Effort is being made to provide a positive ambience and campus experience for students to relax and engage in the teaching learning process.
- An initiative has been taken to enhance the greenery in the campus. A rock garden and medicinal garden with ample outdoor seating arrangement is set up.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response: 37.5**

**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 03

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

Response: 42.3

**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1559906	1596177	1496493	983799	53036

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)**

Response:

Response –

The Institute has a well-stocked Library of Books, Magazines, Journals and E-resources. The library has separate display racks for “New Arrivals”. The librarian circulates a list of new arrivals every month to all faculties. In keeping with changing times, the library has a repository of e-books, e-journals and kindles.

The library has been using the EG library management system for library data management since 2021. It

is both userfriendly and cost effective. The software was upgraded in 2021.

The College library uses EG Library management system only for :

- Making entries for daily issue/return of books
- Generating reports by applying various filters like program-wise list of books, subject-wise list of books or a list of reference books etc
- Searching books by keywords like name of the author, title of the book etc
- Regular updates of books purchased by the library
- Finding the availability status of a book
- Maintaining the Membership details of Students and Staff members
- Generating Reports of the books issued
- Cataloguing, maintaining the database of books, member records and usage and book circulation with details of the fine calculated per day of default
- Maintaining only the record of books and their usage

Library has a rich collection of 5000+books. It subscribes to both national & international print journals and also to the e-resources. The Library has books linked to preparation for competitive examinations, personality development and general knowledge.

The Library uses “Social Media Tools” (WhatsApp, Google groups, etc.) for providing information about academics to the faculty members and students for enriching their knowledge. The Library also displays and sends email alerts of new arrivals of books, journals and other reading materials in library.

A Library committee consisting of the librarian and faculty members is set up every year. It organizes various Information Literacy and other events for the students and faculty members.

Along with the books, the library maintains records of Research Papers and Books published by faculty members. It also maintains Question Papers of all the streams for reference.

The Library also maintains Ph.D. thesis, journals, NAAC manuals, Universities Act, syllabi of all courses and archive of all the college events in the form of CDS / albums.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**6.Remote access to e-resources****Response:** C. Any 2 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)****Response:** 32091.2**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
79324	40516	22991	8895	8730

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year****Response:** 20.83**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 25

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

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

#### Response:

#### Response –

Information Technology has become an indispensable asset for the functioning of every institution. Hence, to meet the demands of the various stakeholders, the Institute frequently updates its IT infrastructure.

For Teaching Learning process: To ensure that learners have access to technology to enhance learning, the following facilities are incorporated.

- The campus is selectively Wi-Fi enabled with connectivity available in the ground and first floor.
- The Computer Lab today has 10 computers with high-speed internet connection (200mbps).
- Accounts department was using a software called tally till 2005. This software is being used exclusively for accounting connected to fee collection and salary dispensation.
- The use of technology for communicating with parents and students through messages was initiated through Email, whatsapp messaging system
- For the safety and security management in the campus CCTV facility is available.

#### Internet

The College had a 100 Mbps shared Campus Broadband connection until April 2012. Since 19.10.2021, a dedicated broadband of 200Mbps has been given to the College. There is Wi-Fi connection with college campus Accesspoints in the building.

#### Computers

The Institute currently has 10 computers hosted in a domain. The computers have been steadily upgraded either by bringing in new devices or by upgrading RAM.

#### Software

The Institute uses open source softwares. However, with respect to the prescribed syllabus, several licensed software are also used. There is a campus license with Microsoft for the use of various software and Windows Operating System. A licensed copy of antivirus(e-scan) is installed on all machines. The firewall(Sophos) being used by the institute is also licensed and renewed annually.

#### Laptops

The Institute promotes the use of ICT in the process of Teaching-Learning. Hence, 01 laptops were purchased since 2005-2006 making the whole count to 03 laptops.

#### Library

The College library has licensed software for library uses. The Library uses an MS software called eg library management system. The library has a photocopier machine, printer, display and scanner.

## Communication Software

All Official Communication is done via MS Office (Microsoft) Teams using IP domain account.

### Office

All the office staff have 02 dedicated internet enabled computers and has printers on sharing basis. For official work there is one scanner in the office. The attendance of the staff is captured using a Biometric device.

### Website

The College has an active website with its own domain hosted on the IP server. The Website is dynamic and displays the latest notifications promptly.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 10:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** B. 30 MBPS – 50 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 142.3

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
4497071	5389781	4069255	2818136	1223551

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**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.**

**Response:**

**Response –**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The college has policies and procedures in place for maintenance and utilisation of infrastructure and facilities. Staff council committees are responsible for decision-making for upgradation and maintenance of the same.

The institution prioritizes safety and regular maintenance of all its infrastructure, facilities and resources. For optimal use of all resources, the institution has set up processes by adopting standard operating procedures (SOP). The SOP for facilities is outlined under the following heads:

- Facilities Management -Teaching and Learning
- Facilities Management -Student Utilities
- Facilities Management -General Infrastructure
- Facilities Management – Transport

**Physical and academic facilities ·**

- While the caretaker is responsible for general maintenance of classrooms and the auditorium, ICT facilities are maintained by computer lab-in-charge. In case of malfunctioning projectors, the College Development and Purchase Committees authorise the repair.
- Instructions are displayed outside classrooms to maintain silence in the corridors and to avoid loitering. Electrical equipment are switched off after use and classrooms/labs are locked in the evening. Students are oriented to take care of the college properly. ·

- Computers are password protected and are to be used only for academic purposes. No software outside the curriculum is allowed to be downloaded. Computers are shut down after use.
- Laptops/desktops, licensed software, CCTVs, and ACs are maintained/upgraded based on annual maintenance contract.
- Teachers-in charge/committee conveners/office administration gives the requirement for furniture to the Purchase committee and purchase is done after necessary review. Maintenance of the same is done annually.
- The library is marked as “Silence Zone”. Shelves are provided outside the library for keeping personal belongings/bags, which is looked after by library staff. Library hours are fixed for all members and books are issued on production of valid library/ID cards for limited period.
- Books and journals in the library are properly catalogued. Policies entail payment of fine in case of loss, damage, misuse of books, and for late return.
- Budget is allocated to department and books are purchased as per department requirements. “Write off” of old editions/damaged books is occasionally done.
- All laboratories are maintained by the laboratory staff. Daily cleaning/dusting of all equipment are done
- For timely purchase of consumable and non-consumable items in the laboratories, requirements are proposed through departmental purchase committees and the teachers-in-charge. Stock registers for purchases and utilization of consumables are maintained.
- Laboratory logbooks are maintained for the use of equipments. Instruments required during class are issued against ID cards of students.
- Safety measures and important instructions pertaining to the use of equipment inside the laboratories are displayed.
- Fire extinguishers are placed outside laboratories for emergency.
- Physical verification of laboratories is done at the end of each session by a committee appointed by the Principal.
- The Garden Committee is in charge of garden maintenance. The committee outsources the upkeep of the garden to external agency, selected on the basis of online tendering process. Maintenance includes weeding, watering, manuring, grass cutting, pruning, landscaping, beautification, etc. Green Audit of the garden is conducted routinely. These plants are used for various academic purposes also.
- Sports ground is maintained by an outsourced firm selected through open tendering. The volleyball nets are checked regularly for any damage/repair. Sports equipment are purchased/upgraded as per requirement.
- Students use the sports ground for training purpose with prior permission and under the guidance of physical instructor. Students utilise the sports kits and equipment for practice and games from the sports department. Basic fitness equipment are available for use

### **Support Facilities:**

The sports teacher is responsible for the outdoor and indoor sports facilities, yoga room. All the resources are under Director’s custody. Equipment are handed over only after the students enter their names in the register. All the documents connected with facilities are maintained by the Director who submits annually, the requirements with a budget for upgrading the facilities. New equipment are acquired following the SOP - Procurement. Every year Annual Stock Verification is done on the instructions from the Principal at the end of the academic year.

- The college is a no-smoke zone. “No-Smoking” signs are displayed at various places in the

campus. Cleanliness/sanitation of the entire premises is maintained by sanitation service agency, hired by inviting tenders online. Dustbins are placed at various places to avoid littering, and the agency cleans the premises twice a day to maintain hygiene and cleanliness. Sanitisers are installed at strategic locations in the premises.

- There are sanitary pads vending machines in girls' common room and in washroom.
- Bank of baroda has a branch in the college premises that caters to all students, former and present employees. Banking facility is used for fee payment and other transactions.
- There are one photocopy facilities.

To instil adherence to policies for safeguarding college property and for maintaining discipline on campus, details of members of the Admission Committee, Students' Grievance Committee, Discipline Committee, Student Advisory Committee, and Anti-ragging Committee are displayed at the college entrance and on the website. Codes of conduct are also displayed on the website and at the entry gate.

For other infrastructure like generators, fire extinguishers, Annual Maintenance Contracts are signed by the institution for the maintenance with the respective companies. In case of any complaint, the facility in charge will contact the ESP after bringing it to the notice of the Principal. If any resource does not have any AMC or is not under any ESP, local vendors will be identified to undertake the repair work. To register any issue with respect to the infrastructure the 'Facility in Charge' or the 'IT in charge' has to be contacted.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 71.41

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
52	58	68	73	49

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 71.41

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
52	58	68	73	49

#### File Description

#### Document

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** C. 2 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 99.28

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
100	100	93	80	57

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 1.65

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
02	01	00	01	02

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 4.08

#### 5.2.2.1 Number of outgoing student progressing to higher education.

Response: 04

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 0

**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) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

**File Description**

**Document**

Upload supporting data for the same

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

## 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 0

**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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 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 )

#### Response:

#### Response –

Students at Uday College participate in decision-making bodies of the college. Below enumerated are students' representation in administrative responsibilities and participation in extracurricular activities.

#### Administrative Responsibilities

- Members of the Students' Union provide active assistance and guidance to the candidates and their parents during the admissions each year. They organise freshers' party every year.
- The Students' Union played an important role in extending the time duration of the college library from 12:30 pm to 4:00 pm.
- Besides representation in the Students' Union, student representatives in various committees like the IQAC, Anti-Ragging Committee, Students' Grievance Redressal Cell, and Internal Complaints Committee against Sexual Harassment contribute in fulfilling administrative responsibilities.
- Student societies in department have elected students as office bearers. The office bearers coordinate with the students and assist the department in promoting academic and extracurricular activities. Furthermore, they play an important role in mobilising students for extracurricular events organised at the college level.

#### Participation in co-curricular and extracurricular Activities:

- Students are actively involved in various societies of the college and win prizes every year in various inter-college/university competitions. The students avail opportunities to hone and showcase their talents in music, dance, fashion, dramatics, fine arts, photography, and debating, rangoli, mehendi, dish competitions.
- Every year, students are engaged in programmes like community works, cleanliness drives, soft skill enhancement workshops, tree plantation drives, and social awareness campaigns.
- Students also participate in various activities like group discussions, presentations, seminars, and policy dialogue sessions. They are also engaged in making documentaries on relevant socio-economic issues.
- The Student Council plans and organizes the annual College Festival, which is an intercollegiate cultural festival. cultural festival consists of various competitions related to Performing Arts, Fine Arts and Literary Arts.
- The Student Council also organises Independence Day, Republic Day and Teachers Day celebrations. Noble values like patriotism, equality and respect to the teachers are nourished

through these programs.

- The Anti-ragging Committee consists of staff and student representatives. Students of B.Ed make a drama on anti-ragging which is shown to the first year students during the orientation programs.
- The students also contribute to Placement and Alumni Committees by actively helping in organising their activities. In the Website Committee, students contributed towards designing the website of the College along with faculty members.
- Women Development Cell organises gender equality programmes to sensitize students on gender issues. Department of Life-long Learning & Extension, Rotaract Club and Sports Committee are some of the other committees where students play an important role.
- Thus, students are encouraged to actively participate in various academic, co-curricular and extracurricular activities. The objective is to foster holistic and all round development of students

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 13.6

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	12	15	16	11

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 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

**Response:**

**Response –**

Alumni Association creates a space where alumni can interact within a community of people who share a unique experience and aspiration. Their primary focus is to strengthen alumni relation between student and alumni while promoting and working for the university's growth and development in diverse ways.

**Objective**

- Help students to explore and clarify their values.
- Encourages the development of relationship and friendship and a sense of belonging to a campus community
- Creates opportunities to expand the cultural and aesthetic horizons of students
- Creates opportunities for leadership development of students
- Alumni committee ensures that alumni are regularly contacted to watch out their progress in their personal and professional life.
- The inputs of the old students given during alumni meet are always welcomed for further improvement in academics.
- Series of Guest Lectures. Every year, alumni, who are experts in their respective fields, are invited to share their experiences with the students of our College.
- Alumni meets are organised periodically.
- Conducts cultural events in connection with special occasions.

**The alumni are engaged to contribute their Alma mater through**

- The college has been trying to provide maximum facilities and welfare to its students, hence the alumni have been attached with the college with heart and soul.
- Participation as resource persons / speakers / chairpersons in the conferences, seminars
- Experimental knowledge sharing to outgoing students preparing themselves as interns or as employers in various institutions
- Development and quality enhancement of the college
- Designing and refining of the academic curriculum either through their feedback or as member of board of studies of different disciplines.
- There are innumerable alumni who are directly or indirectly contributing to the development of college.
- Engagement in various student driven sports, cultural and literary activities. The institute takes regular feedback from alumni in various issues which help in overall development of the students.

**Role of Alumni act as an effective support system to institution**

- **Role model and inspiration**

Alumni can share useful personal experiences with student on diverse aspects of the academic and social life, including adequate time and financial management, self-discipline and character information, soft-skill, and career choices. Alumni student interaction can inspire self-confidence and self-esteem, enhance self-motivation and inculcate the right mindset in line with the university culture and tradition.

- **Career mentor**

Alumni can also open channels for students to undertake practical learning or internships to gain work experience in some of the alumni work institution.

- **Providing Expertise**

Alumni serve as guest lectures, advisors on statutory or adhoc committees.

- **Opportunity to access professional development**

Alumni serve as a pool of professional talent for university student. It creates a strong network and access diverse opportunities to enhance their career progression and professional conduct.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs

## Criterion 6 - 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

##### Response:

##### Response –

The vision statement of Uday College is to be a leading management institution that shapes management systems and high-quality education. Uday College is committed to transforming its vision into reality in its everyday governance, policies and actions.

The leadership and governance at Uday College - based on participative management and decisionmaking - ensures an environment conducive for attaining the vision and the mission of the college. The college motto promotion of learning is the guiding force in policies and actions towards attaining the following mission:

##### Mission

Uday College aims at producing knowledgeable, intelligent, cultured, skilled, environmentally responsible workforce to meet the present and future demands and challenges of the nation. And to provide all possible facilities to build up personality and character of students.

##### Vision

We encourage our students honesty, transparency and accountability to create an efficient and employable workforce. Our vision is to be a leading management institution that shapes management systems and high-quality education.

Perspective plans toward accomplishing the vision and mission of Uday College:

- Instituting Teaching-Learning Centre for faculty development/training programmes.
- Building an interdisciplinary science laboratory, psychology laboratories.
- Setting up a digital library for project reports and faculty publications, and an archive for audiovisual recordings and photographs of events.
- Strengthening relationships with alumni and important stakeholders for fund mobilisation, business ideas, placement opportunities, and career options.
- Spreading awareness about mental health and stress management among all stakeholders.
- Re-inventing practices and setting up facilities for energy conservation and a sustainable environment.
- Setting up a child-care facility in the college premises.
- Teachers play an integral role in the management and decision-making bodies of the institution. In addition to their teaching responsibilities, they also participate in administrative and executive processes.
- As teacher representative in the Governing Body.

- As the nodal officer, public information officer, academic coordinator, teacher-in-charge, etc.
- As conveners and members of several committees of the staff council.

The College progresses in the steps of the Society.

Under the leadership of the Principal, Coordinators steer the programs to achieve the goals set by the College. In this exercise, the faculty members are assigned well defined roles.

Administrative functions are discharged by the Registrar who is supported by the Office Superintendent, clerks and peons.

The College Development Committee (CDC) is the apex regulatory body, giving policy decisions. The IQAC (Internal Quality Assurance Cell) functions as a participative member and the executing hand of the college.

The IQAC is responsible for quality initiatives of the College and it decides the various academic, cocurricular and extra curricular activities to be conducted during the year. Committees consisting of staff and students are formed for the purpose.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

**Response –**

The Uday College Managing Committee is quite sensitive to latest management concepts like decentralization, teamwork, decision making, participative management etc. That is why it has adopted the policy of decentralization and the same is ensured through participatory management of the institution. The Principal with the support of director, Heads of Departments, Conveners of various committees initiates the decision making process which creates an organizational climate of participatory democracy. The faculty plays a significant role in the planning and effective implementation of the college administrative process. Responsibilities are delegated to them based on their competence, commitment and aptitude to meet the institutional objectives. It facilitates them

- To balance workload and provide development opportunities to staff.
- To create positive and motivating environment.
- To inculcate team spirit.
- To take initiatives.
- To make learning a more interesting and rewarding experience.

At the institutional level, various committees are formed which take decisions

regarding their respective fields. They hold meetings at regular intervals and take into account the opinion of all members. The resolutions are passed with the consent of majority of members.

Through committees such as IQAC , Time table Committee, Anti-Ragging Committee, Examination, Discipline Committee, Purchase Committee, Construction Committee, College Campus Beautification Committee, Press Committee etc, the college encourages a culture of participative management.

Within the departments, clubs and societies, teachers and students work in a cooperative spirit, helping and motivating each other and encouraging every individual to grow.

The governing body also includes two staff representatives to look into the overall policy and governance of the institution. There is also an active unit of teachers' union.

### CASE STUDY - PURCHASE COMMITTEE

Here is one case study of Purchase Committee of the institution which shows that the institution is following the policy of decentralization and participative management. Though it is the Principal of the college who has the last say in the decisions of the committee, a senior assistant professor is appointed as the convener of the committee. The committee is constituted of a few full time teachers, the office superintendent and one member from the office staff.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

**Response –**

Uday College is a Degree College and so all strategic plans are taken by the Department of Higher Education, Government of Chhattisgarh. However, some internal strategies can be taken by the college for the smooth functioning of the college. One such strategic plan implemented by the college is the Teaching and Learning Process of the institution. The academic calendar is prepared by the Academic Committee and the Central routine of the institution is prepared by the Routine Committee at the beginning of each academic year. The Head of the Department of then formulate departmental routine, distribute syllabus among faculty members, so that the syllabus is completed within time. Time to time extra classes, tutorial

classes, revision classes are also taken to complete the syllabus in time. In short, syllabus coverage is monitored by the Head of the department. Attention is paid for slow learners. Study materials, question papers of the preceding years are provided to advance as well as slow learners.

ICT enabled classes are also taken by the departments to make the students understand certain difficult topics in the easiest way. Study tours, field visits are arranged occasionally in some departments to enhance the experimental learning process. Assignments, sessional examinations as part of continuous evaluation, group learning in some departments are practiced from time to time. The main purpose of department is to enhance the knowledge and make the students aware of the modern education system. Library facilities, are also rendered to the students of this institution. To make the students ease, department conducts group discussion, and debate competition from their subject itself so that the students are also able to overcome their fear and expand their knowledge and to upgrade themselves.

The Management has taken the following efforts to improve facilities which would bring all round development of students and ensure their success:

- Infrastructure, in terms of class rooms has been enhanced.
- Laboratory infrastructure has been upgraded with respect to no. of computers and software packages.
- Website has been updated.
- Library resources, both books and online have been steadily growing. Reading room facilities have also been added.
- In order to make students employable, various skill enhancement and career guidance activities are organised.
- In the area of Sports, the students are offered all possible support to participate in various games at District, State level.
- Facilities to support the differently abled students are also maintained.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **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.**

**Response:**

**Response –**

The organogram of uday 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 rests with the Governing Body, whose authority is vested in it by the statutes and ordinances of the University of 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 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 University of Durg.
- The teachers-in-charge work in collaboration with the Principal and their respective departments in accomplishing the academic, financial and co-curricular requirements of the departments.
- The library is headed by the Librarian who supervises the library assistants and attendants in maintaining the upkeep of the library. The librarian also works with the Library Committee in upgrading the academic resources and facilities in the library.
- The IQAC of the college plays a key role in assessing and assuring quality in the teaching-learning and evaluation process. The IQAC conducts the bi-annual internal academic and administrative audit of departments and physical verification of laboratories to monitor and ensure quality in the college. Various skill-based and quality events are also conducted by the college under the aegis of IQAC.
- The Administrative Staff of the college is also characterised by a well-defined organisational structure, with positions according to the University rules and the UGC.
- The administrative decisions are implemented through the Administrative Officer, who is assisted by a team of section officers from the administration and the accounts section.
- The caretaker supervises the maintenance of the infrastructure and the working of housekeeping staff, electricians, gardeners, etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support

#### 4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

**Response –**

The institution has a strong conviction that the overall well-being of an individual contribute to the sustainable growth of the institution. In accordance with this stance institution has implemented many welfare schemes that keep the morale and motivation of the employees high and helps in retention of staff members. The welfare measures for the teaching and non-teaching faculty members are listed below:

#### Leave Benefits

- Casual leave, Earned leave and Medical leave
- On Duty for attending Seminar/ Conference etc. for teaching staff
- Special leave for exigencies due to sickness/ accident etc.
- Compensation off to the faculty members

#### Monetary Benefits

- Earned Leave: Encashment of earned leave at the end of every year for teaching and non -teaching staff
- Employees Provident Fund: Amount equal to employee's contribution is given by the Management for Employees' Provident Fund
- Group Insurance: A group accident policy exists for the employees and their family
- Gratuity: All staff members are eligible for gratuity after five years of permanent service
- Incentive: Special increment on award of PhD.
- Maternity Leave: 60 days maternity leave with pay and another 120 days without pay to all female faculty members
- Loan: Support to employees to avail loan from the Bank of baroda.
- Fee concession: Financial support in the form of fee concession to the wards of the staff members
- Transport facility for teaching and non-teaching staff with concession

- Free staff quarters for non-teaching staff members

### Other Benefits

- The Heads of the Departments are permitted to adopt flexible timing to work
- The Staff Club arranges annual tour and on special occasions, the club provides lunch to the staff members.
- On Teachers' Day, the staff members are honoured with awards and certificates for their constructive contribution
- Facility for indoor games like table tennis, chess and carom board for staff members
- Internet & Computing facility to all faculty members
- Sessions on Yoga for mental and physical wellbeing

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.2

#### 6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	01	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response:** 10

**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	02	01	0	01

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**

**Response:**

**Response –****Teacher's Self Appraisal**

- The College requires that the teachers furnish a self-evaluation form every year ,available on the College website. This provides an insight into one's own assessment of effectiveness of the teaching style and its impact on the students. It highlights how the teacher handles different situations that affect the learning progress of the students. It also makes known the involvement of the teacher in both academic and administrative activities . Through this form, a teacher can showcase his/her continuous professional development( paper presentations, publications, seminars and conferences attended) etc.
- Departments collate the data for appraisal of teaching-learning activities of teachers in the form of departmental reports which are then forwarded to the Principal.
- The IQAC of the college assesses the report submitted by the faculty/department and does an academic audit which is then shared with the departments.
- Next, the departments fill a self assessment proforma and prepare an Action Taken Report, appraised by the external auditor who is an expert in the discipline.

**Non-Teaching Appraisal**

- The College follows the performance appraisal procedures as per UGC norms.
- Each employee fills and submits online the Annual Performance Appraisal Report (APAR). This Document is then Certified by the respective Reporting Officer of the employee and further certified by Reviewing Officer.
- Both Reviewing and Reporting Officers accord points to the concerned employee on a scale of 10 after a careful insight into the self-appraisal report filled . A constructive feedback is given to the employee so that they can further enhance their performance level and efficiency.
- The administrative audit is conducted by IQAC and external agency.

**Teacher's Evaluation by Students**

- Students are given the opportunity to provide their feedback of the teachers.
- As per the procedures outlined by the IQAC, the feedback forms are available online on College website and the Teacher-in-Charge (TIC) ensures that the students of the department fill the feedback questionnaire.
- The questionnaire is structured to elicit responses for parameters like communication skills, subject knowledge, discipline, work-ethics, curriculum to provide effective mentoring and career guidance to students and grade the teacher's ability in creating an interactive, discussion-oriented and democratic classroom.
- These forms are then evaluated by TIC and the Principal of the institution with the help of IQAC who analyses all the reports and meets with teachers with constructive feedback and corrective measures.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

#### Response –

Uday College conducts internal audit of the college books of accounts for the respective financial year. For this purpose, the college appoints a qualified chartered accountant with approval from the Governing Body and the University. The chartered accountant meticulously audits the finance- related documents for all transactions. It is an audit of balance sheet, general fund income and expenditure, and receipt and payment account.

S.N.	Year of Audit	Date of Audit	Type of audit	Auditor
1	2015-2016	31.03.2015	Internal Audit	Sunny s
2	2016-2017	31.03.2016	Internal Audit	Sunny s
3	2017-2018	31.03.2017	Internal Audit	Sunny s
4	2018-2019	31.03.2018	Internal Audit	Sunny s
5	2019-2020	31.03.2019	Internal Audit	Sunny s

Objections and questions of any kind during the audit were promptly addressed by presenting relevant documents to the auditors. Every effort was put in to maintain transparency in the financial records, and also to record corresponding documents of every financial transaction. Upon meeting the norms, the college was then presented with the signed audit report.

#### Internal Audit:

- Internal audit is a continuous process which ensues after each and every financial transaction, where by the college itself carries out the initial stage of the internal audit.
- In the initial stage, the officer in-charge scrutinizes and verifies the financial data. This is again scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy.
- Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for the purpose.
- The audit wing of the UGC visits the college periodically and inspects all the files pertaining to the financial matters that the college has availed of and all the receipts and payments in the college.
- They, in turn, submit the audit report to the college authorities.
- For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads.
- The Utilisation Grant Certificates are annually submitted to UGC.

**External Audit:**

- The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is appointed by the College.
- The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.
- Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked.
- The Utilisation Grant Certificates are also audited by the external auditor.
- Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by CAG.
- The audit objections/compliance, if any, is handled by the Accounts Department.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)****Response:** 0**6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:****Response –**

The college follows a well defined strategy for mobilization of funds and optimal utilization of resources as directed by UGC. The college Accounts Department prepares an annual budget estimate in consultation with Uday College Managing Committee, Principal and the Departments.

The major sources of funding are as follows:

- Fee collected from the students.
- 95% deficit Grants (Salary Only) received from Bank Of Baroda Our college is Grant-In-Aid Institution
- Contribution by Public Leaders from the Development Financial Help Fund.
- Income from parts of campus given on lease like College Canteen and College Ground.
- Interest from saving of the institution.
- Donations from industry and NGO for setting up of endowments for scholarships and lectures.
- Donation from faculty members (former and present), alumni and well wishers.

The financial resources are effectively and efficiently used in the institution. The budget is prepared for optimum utilization of resources and the major areas of allocation are

- Salary and amenities to teaching and non teaching staff
- Infrastructure Augmentation
- Academic support facilities
- Building and campus maintenance
- Electricity and generator expenses Insurance.
- Gratuity and leave encashment
- Green initiative expenses
- Youth festival and other function expenses
- Miscellaneous expenses.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 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**

**Response:**

**Response:**

Two practices institutionalised at Uday College with IQAC initiatives are:

- (i) Academic and Administrative Audit of Departments and
- (ii) Feedback mechanism.

### 1. 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 institutionalise 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-reviewbased audit evaluates the fulfillment of the following procedures in teaching-learning processes and laboratory management:

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 lessonplan 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 experiential learning are also appraised of at the audit meeting.
- Documents of internal assessment, policy for moderation of marks, steps taken to assist slow learners, and analysis of the results of end-semester examinations are examined meticulously as part of the audit process.
- It also assesses if the teacher-student mentoring programme, which provides a meaningful platform for engaging with students and addressing their concerns, takes place regularly.
- The auditors also determine if the laboratories in the college follow proper organisation and management procedure; conduct stock verification of laboratory equipment and consumables; chemical and other laboratory waste are segregated and disposed of as per guidelines.
- Documentation of faculty achievements (paper presentation/participation in faculty development courses, publications, honors and distinctions) is also registered at the audit.

#### 1. Feedback mechanism:

- The IQAC at Uday College has implemented a feedback system 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.
- The feedback submitted online are analysed, and measures are taken for reform and redressal. They function as the catalyst for upgradation of teaching-learning processes, developments in infrastructure and facilities, skill-enhancement and professional development of the staff, capacitybuilding and enrichment of students.

The online feedback mechanism at Uday College offers a constructive self-assessment procedure integral to fostering and enhancing academic excellence and institutional development.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**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 ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

**Response –**

Two institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are:

1. Academic Review
2. Implementation of ICT and Experiential Learning

### **Academic Review**

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 semester. The AAA evaluates the fulfilment 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 conceptualisation of the structure and methodology of academic and extracurricular routine in every academic session. the department 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; 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. Every department presents a report of students' academic performance at the audit meeting. The Internal Assessment Committee also reviews and regulates the practices of evaluation of students (conducted through internal assessments like tests, assignments, presentations, and projects). This exercise is based on the final internal assessment reports submitted by the teachers-in-charge of departments after moderating the marks of students in all papers taught in the department. Teaching and Learning reforms:

**The IQAC at Uday 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. Digital library facilities, e-resources provide a repository of articles and e-books for teaching purposes.

- To complement curricular learning, experiential learning takes place through educational tours, skill-based seminars, presentation, assignment, class test etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** D. 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - 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 last five years.**

**Response:**

**Response –**

#### **Gender Equity and Sensitization**

Uday college provides a safe and secure environment for both the genders. The college has Gender Equality Policy to ensure parity between men and women. An action plan is prepared every year with the aim of establishing an amicable ambience. Suggestion boxes, helpline numbers given in the identity cards, facility to contact the mentor / tutor / Head of the Department / Principal over phone / WhatsApp / e-mail help the students to record their grievance without any delay. Internal Complaints Committee, Anti-ragging Committee, Discipline Committee and Grievance Redressal Cell are vigilant in ensuring a safe environment to promote gender sensitization. Currently, 65% of our students are girls. Among staff members too, the majority is lady staff and so, most of the Heads of Departments, Committee Convenors are also ladies. The Institution has also had woman principals.

#### **Curriculum**

The curriculum is designed to inculcate values in students. The course 'Value Education', offered in the second year, teaches the importance of human values and instils social responsibility among students. The course PACE-Personality, Aptitude and Career Enhancement offered from the first semester to the fourth semester, takes care of honing the soft skills and helps the students to identify their self. Department of education and Social Work offer courses related to gender equity.

#### **Co-curricular Activities**

Girl students are encouraged by the mentors / club coordinators to take part in various activities and competitions. Every year, Women Empowerment Cell organizes a number of awareness programmes, and competitions which help the girl students realize their potential.

Institution shows gender sensitivity in providing facilities such as

a) Safety and Security b) Counselling c) Common Room and other infrastructure d)Programs for progress

#### **A. Safety and Security**

- Safety and Security is assured in the campus 24/7. Security guards are appointed for college gate, canteen, parking area, and common areas. Surveillance is maintained through 32 CCTV cameras.
- Safety is ensured in laboratories
- Fire safety measures are available
- Common Room for girls is available.

- Common room for boys is available.
- All first year students are given an orientation about complaint redressal mechanisms available in the College like Anti-Ragging Cell, Internal Complaint Committee and Student Grievance Redressal Cell.
- ID cards are issued to the students and staff to prevent the entry of outsiders into the College premises.

### B. Counselling

- A professional counselor is available on campus for personal and group counselling.
- The College also has a Mentoring system. During the lockdown, mentoring sessions were conducted using online platforms like google meet and Zoom.

### C. Common Room and other infrastructure

- The Institution has Common Rooms – one each, for boys and girls at the campus.
- Separate washrooms are available for lady staff and students.
- There is a sanitary pad vending machine and Incinerators.
- The Gymkhana maintains separate timing for girls and boys.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** B. 3 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.3 Describe the facilities in the Institution for the management of the following types of

**degradable and non-degradable waste (within 500 words)**

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

**Response:**

**Response –**

Uday College has implemented the following measures for the management of degradable and nondegradable wastes.

**Solid waste management**

- Waste generated in the college is segregated in the premises. Recyclable waste, dry waste, and biodegradable/wet waste are processed and recycled.
- Blue and Green covered/pedal-pushed dustbins are placed in the premises.
- Composting facility is available for managing biodegradable/horticulture waste.

**Liquid waste management**

Facilities for wastewater management – sewage treatment plant and effluent treatment plant – are installed in the new academic block of the college.

**Rainwater harvesting**

The college has a rainwater harvesting system installed in the lawns. It is a recharge point for collecting rainwater from lawn of the academic building. It is fitted with a filtration device (sand and gravel filter) to filter the rainwater.

**E-waste management**

E-waste is generated in minimal amount in the college and the same is given to registered vendors, with an undertaking that the same will be processed or recycled in an environmentally sound manner as per the Government of India guidelines.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

**Response:** E. None of the above

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

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

**Response:** D.1 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 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 500 words).

**Response:**

**Response –**

India is a country of a multi-ethnic culture where people belonging to religious, racial, cultural, and lingual identities live together harmoniously. Keeping this view in mind, Uday College tries to maintain harmony and try to create goodwill among students. Most of the students taking admissions in the college are local and belong to the near by places and other districts of chhattisgarh.

As per government rules, the admission process is carried out. Enough care is taken for specific earmarked seats of each category. In major extension activities participation of faculties, students and non-teaching staff are commendable. Each and every student along with faculty members are fully involved in the national developmental activities, national festivals, awareness rallies, and government campaigns. The flex board of environmental awareness, social harmony, unity, and moral values are displayed on the college campus. The institute plays an effective role as a catalyst in the area to maintain peace and national integration. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. These activities have a very positive impact on society's cultural and communal thoughts directly.

The college thereby celebrates Independence Day, Republic Day, Gandhi Jayanti, Rashtriya Ekta Divas, Hindi Divash every year with great honor and respect. The college also observes basant panchami, navratra celebrate among students, teaching, and non-teaching staff. These programs organized by the college promote greater values of life, love, integrity fraternity and patriotism in the minds of the students. During one of the community program, the students visited Old Age home and, distributed sweets and lunch to the old people. Thus a sense of commitment towards nation, society and responsibility towards humanity at large is instilled in the minds of the students.

File Description	Document
Any other relevant information.	<a href="#">View Document</a>
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

#### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

##### **Response:**

##### **Response –**

The motto of the institute 'promotion of learning' itself shows the equality, liberty, fraternity among every stakeholder. The preamble of the constitution is displayed in the college campus thus awaring about the fundamental political principles, procedures, rights, feeling of brotherhood and a sense of belonging among selves. Every year 26th November is celebrated as 'Constitution Day'. Various types of activities had been arranged to make this day meaningful by Department of education. Lectures of faculties, eminent speaker are organised on that day to reiterate the significance of the constitution of India.

To sensibilise students, employees of our institution to the constitutional obligations many events are celebrated with fervour. In order to encourage the students to take part in the political process, the college take initiative to organize the 'National Voters Day' on 25th of January every year. 26th January 'Republic Day' is celebrated every year to commemorate the adoption of the constitution. On this day flag is hoisted. Speech on constitution formation and its importance are delivered by faculty members and Principal of the college. The students get to know their duties towards their motherland and also the rights provided to each individual by our constitution.

'Hindi Diwas' is celebrated on 14 september in order to encourage people on the need to impart communication skills and develop proficiency in the mother tongue. This promotes the preservation and protection of all languages. For helping women gain full and equal participation in global development every year on 8th March International Women's Day. For the promotion of global health, harmony and peace June 21st is observed as 'International Yoga Day' which is observed by the faculties, learners and non-teaching staffs of the institute by performing meditation, yoga, pranayam. The day creates awareness

about the medical benefits in curing many diseases.

"Independence Day' celebrated annually on August 15 by hoisting the national pride tricolour flag at our college premises by the director. Observance of this day makes us aware of our duties towards our nation and help to promote patriotism and national unity. On this day we also remember and commemorate all the great personalities and freedom fighters who had played a very important role and sacrificed their lives for bringing independence. As a mark of appreciation to their mentor students of this institution celebrate Teachers' Day every year on 5th September which is the birth anniversary of the great teacher Dr Sarvepalli Radhakrishnan. National Unity Day is observed on 31st October by the institute to commemorate the birth anniversary of freedom fighter Sardar Vallabhbhai Patel.

File Description	Document
Any other relevant information	<a href="#">View Document</a>

**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.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** B. 3 of the above

File Description	Document
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.	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

**Response –**

The Institution organizes National and International, commemorative days, events, and festivals with great zeal. Through the celebration of these events, the students, teaching and non-teaching staff of this college get to know the importance of national integrity in the country in general and their role in it particular. The

following important events which are celebrated are

- National Youth Day is celebrated every year on 12th January to commemorate the birth of Swami Vivekananda. Debates, essay writing, extempore competitions are organised to spread the messages of Swami Vivekananda amongst the youth.
- 25th January National Voters Day- In order to encourage the students to take part in the political process.
- 26th January Republic Day is celebrated every year to commemorate the adoption of the Constitution.
- 21st February International Mother Language Day is celebrated to promote the awareness of linguistic and cultural diversity and to promote multi-linguism among students.
- 8th March International Women's Day is observed in the college every year to help students to eliminate discrimination against women.
- 5th June World Environment Day is celebrated by the college on this day plants are planted by the staff and students.
- 21st June International Yoga Day is observed early in the morning by practicing Yoga, Pranayam, Meditation by students, teaching and non-teaching staff of the college.
- 15th August Independence Day a grand event is celebrated every year by the college with the unfurling of the flag by the Principal of the college.
- 5th September Dr. Sarvapally Radhakrishnan Birth Anniversary is celebrated as Teachers' Day with great fervor by the students to show their regards to the teachers.
- Hindi Diwas is celebrated on 14th September every year to celebrate the adoption of Hindi as the official language of the country.
- 2nd October Mahatma Gandhi Birth Anniversary is celebrated in a befitting way in the month of October itself through seminars, lectures, quiz competition based on the life of Gandhiji.
- 31st October Ekta Divas, Birth Anniversary of Sardar Patel is celebrated as National Unity Day is observed centrally by the state where the students of Ramthakur college participate.
- 26th November Constitution Day is celebrated by the college to commemorate the adoption of the constitution of India.
- The college actively participates in the Swachh Bharat Abhiyaan by ensuring proper sanitation facilities, dustbins on the campus, and hygiene in the toilets.
- Apart from observing these national and international events, the college has also observed Van Mahotsav Day create awareness among students about planting trees and conserving forests.

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

**Response –**

**The two best practices implemented by the institution are:**

- **Promotion of sustainable environment**
- **Social commitment and community outreach.**

**BEST PRACTICES - 1**

**Title: Promotion of sustainable environment**

**Objectives of the Practice**

Environment sustainability is of utmost importance in the light of increasing environmental degradation; and the same can be accomplished with the implementation of eco-friendly facilities and practices. The objectives of promoting environment sustainability are:

- To reduce overall carbon and ecological footprints, to find innovative ways to reduce pollution, to promote the sustainable use of natural resources by implementing simple everyday practices to larger, innovative ones.
- To nurture generations of students who are sensitive to environmental concerns. The need of the present times is to educate the youth and the public about sustainability. The efforts of each of us can bring about significant positive changes in the pollution levels and ensure healthier lives for all of us.
- To maintain a waste-free, pollution-free, healthy, and eco-friendly green campus

**The Context**

As Uday College has abundant plants and sunlight, it had become important to transform productively green waste and sunlight into sources of sustenance. To this end, the college has implemented mechanisms by which wastes can be utilised for the production of compost, and for its use as fertilizer in the college lawns and garden. The greenery on Uday College campus is an oasis amid the neighbouring commercial establishments and the traffic on the roads. Tapping the sunlight for generating solar energy is an important step towards reducing carbon footprints. The energy thus generated fulfils about half the energy requirements of the college.

In order to sustain the clean and green environment of the college, balance between utilisation and transformation/disposal of wastes has to be maintained. Routine generation of piles of used-paper presents challenges as well as possibilities. Waste papers can thus be recycled into new ones for multiple uses. Large quantity of green waste is generated in the college premises, which is effectively composted as manure.

**The Practice**

Uday College is steadfastly committed towards creating an eco-friendly and sustainable campus. Instilling the urgency of environmental conservation and environment sustainability is realised through the following practices:

### 1. Maintaining a green campus and a herbal garden

- Uday College has a lush green vehicle-free campus. Dedicated area for parking has been allotted in the sports ground; vehicle movement and parking in the main campus is prohibited.
- The college has about different varieties of trees on campus that balances the ecosystem of the surrounding area.
- A herbal garden in the premises, with different species of medicinal plants, provides a healthful ambience in the college.

### 1. Vermicompost Unit

- The vermicompost unit at Shivaji College converts green and food waste to vermicompost, which is used in the college garden.

### 1. Rainwater harvesting

The college has a rainwater harvesting system in the garden. It is a recharging point for collecting rainwater from rooftops and storm water generating from the premises. It is fitted with a filtration device to filter the rainwater. The academic block of the college has a dedicated roof top rainwater harvesting facility with an underground tank.

### Evidence of Success

- Reduction in electricity bill – The electricity bill of the college has considerably reduced after the successful operation of the rooftop solar power plant.
- Heightened awareness among staff and students – We have been able to create awareness amongst staff and students of our college regarding environmental challenges and the need for sustainability. Our students have received appreciation from the public during several campaigns; many people have promised to use the resources wisely and make all efforts to protect and conserve the environment.

### BEST PRACTICE – II

#### Title of the practice:

#### Developing Empathy through Community Service

#### Objective of the practice:

#### The objectives of the practices are:

- To give exposure to students in experiential learning beyond traditional classroom learning.
- To involve students in social activities which promote citizenship role and social networking skill.
- To create a linkage between institutions of higher learning to community or society where they live.
- To involve students in eradicating social problems.
- Helps students to identify the needs and problems of the community which in turn helps them to develop among themselves a sense of social and civic responsibility.

**Context:**

Empathy is the skill that develops us relates to others, work together and form healthy bonds which are the cornerstones of a healthy society. It not only keeps us connected to others but also inspires us to help. Engaging in community service provides students with the opportunity to become active members of their community and has a lasting positive impact on society at large. The student develops a sense of social responsibility, tolerance, and cooperation. It aids students to raise queries rather than simply find answers. It engages students in critical thinking, problem-solving and decision making in contexts that are personally relevant to them. It develops linkage between theory and practice, between knowledge and action, between resources of the institution and the community.

**Practice:**

Awareness generating campaigns/discussions/seminars/ cleaning within the college campus and beyond the college campus, donations during natural calamities are organized from time to time to make the students aware of the facts and help them to develop an affinity with the situation. For example as a part of the community service, in the year 2016,17,18 an awareness program was organized at cg govt for voting is imporatan.

**Evidence of success:**

The community service rendered in and outside the college campus developed their commiseration for others. It helps the students to form their leadership quality, public speaking capacity. This type of services evolves among the student's compassionate attitude. They turn out to become an "altruistic individual". The community where this service is rendered is also benefitted to some extent.

**Problems encountered and resources required:**

The Girls' and Boys' Wings are energetic and run by faculty members designated as Programme Officer and Lieutenant or Captain, and they have undergone the necessary training to undertake various community service in and outside the college. The Principal of the college extends all-encompassing support to the teachers and the students for their services. As such, there is no major problem encountered in the implementation of this practice. Other than meager financial support, no additional resources are required.

File Description	Document
Any other relevant information	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness****7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:**

**Response –**

Uday College managed by the Chhattisgarh Hindi Parishad Trust believes in providing a green and clean campus to its stakeholders. Additionally, the institution has taken upon itself the onus of creating a green and clean orientation to community among its stakeholders and the members of the local community. In tune with its mission and vision, the college believes and strives for the development of students not only academically but also in terms of their skill sets, employability, responsible and responsive citizenry skills and responding to the community needs. The institution also believes in providing a safe and clean environment to its students and the nearby community through its commitment to ecological sustenance and nurturing.

Practices that promote inclusivity in campus and beyond are:

- Educational Practices
- Community Involvement
- Collaborative Practices
- Supplementary Aids and Services
- Green Campus:
- Green Surroundings and Healthy Community:

**Educational Practices**

- Classroom teaching and inclusivity – Educators implement evidence-based inclusive practices through multi-level instructions, multiple methods of assessment and modified outcomes in general education classrooms.
- Inclusive practices to facilitate learning – College take extra measures to address the learning abilities of every student and include peer mentoring, group discussions, and cooperative learning situations as inclusive classroom practice. Special focus on slow learners and due attention is given to make them catch the pace of the class.
- Compassionate approach to teaching – Teachers approach students' problems with empathy and compassion. They take into consideration personal challenges and circumstances students are faced with – in their family. Teachers conduct extra classes for slow-learning students and give several opportunities to students to appear for their assessment.

**Community Involvement**

- A special cell for the students from North-East India encourages the involvement of NE students in academic and co-curricular activities. This cell provides support to the students in overcoming their everyday challenges with regard to their academics or documentation work related to their programmes of study.
- Gender justice: Even as the campus climate is charged by activities for sensitisation to gender issues, students learn the values of gender equality and gender inclusivity. The Women Development Cell at Uday College spearheads the campaign for gender justice. Through various programmes and activities, students are apprised of conceptual, theoretical and analytical interpretation of gender (identities) from a cross-cultural perspective.

**Collaborative learning/practices –**

Collaborative learning/practices are a set of teaching and learning strategies promoting student learning and experiences beyond curriculum. To achieve this purpose, the college has organised different types of collaborative activities for student's overall development.

Scholarships - The College also administers several Government and NGOs scholarships such as Scholarship to SC/ST/OBC students by the Directorate of Education, Govt. of chhattisgarh.

### **Green Campus:**

- There is minimum strain on the manmade power resources but autonomy is achieved through natural sun light and wind currents thus reducing the use of electric bulbs, fans and ACs.
- A proposal for erecting solar panels is made with a view to completely depend on renewable and alternative sources of energy.
- Rain Water Harvesting structures have been erected in the campus at a cost of 19,650 adopting ground technology and whopping 2,000 liters of rain water is collected annually to use the natural resource for the benefit of the stakeholders. Waste management is undertaken meticulously.
- Waste is segregated into bio-degradable, nondegradable and E-waste. Separate procedures are followed in each of the case. Sanitary napkin incinerator is also available in the campus. Special rules were developed during the Covid pandemic.
- A garden staff is appointed to take care of the landscaping and the green campus in association with the Green Ambassadors of the Eco Club called Prakruthi. Students also volunteer and be a part of the garden maintenance activity organized through the same.

### **Green Surroundings and Healthy Community:**

- Number of activities have been organised in the last five years. awareness programs with messages connected to environmental sustainability Reduce, Reuse, Recycle have been conducted in the community were conducted.
- These were programmes on avoiding the use of plastic, need to adopt organic farming etc. Planting trees activity Activities to instil the message in students.

### **Supplementary Aids and Services**

- Equity not just equality – At uday College, students from diverse backgrounds are given access to educational and personal growth opportunities. Female students are entitled to 5 percent relaxation in the admissions cut-off. Due benefits are given to students from reserved categories to enable them to take admissions in the college. Scholarships and fee concessions are provided to students from economically underprivileged families.
- Physical facilities and infrastructures like grill, wheelchairs are also provided for; exclusive restrooms are there too.
- Skill development programmes are also conducted for students in the College, which promotes the practices of inclusivity for differently-abled students, and provide the building blocks necessary for creating a safe and welcoming community where individual differences are valued and embraced. College has established many programmes like english language, computer course as add on courses and training sessions.

NAAC

## 5. CONCLUSION

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### Additional Information :

- Health and Hygiene
- Proper Safety Measures
- Sufficient Facilities For Women Students
- Seminar, WorkShop
- Best Study Materials
- Inter College Programs
- Varieties Of Competitions
- Classroom Seminar
- Honouring Talented And Topper Students

### Concluding Remarks :

The college main objective is to provide education that is driven by quality and excellence. The curricular philosophy of the college affiliated under Hemchand yadav University is realized by defining programme outcome, programme specific outcome and course outcomes that bring out the desired competencies expected in different higher studies or professionals.

No development is complete without a feedback from stake holders especially students. This feedback are collected analyzed action taken help to fulfill and rectify the drawbacks. A robust mentorship program helps the students enhancing their academic carrier enhancement. This is evident from the fact that the overall pass percentage of the students in the last five years has remained almost at 95%. The academic space includes classrooms, seminar halls , library and administrative rooms that cater two hundred students , twenty teaching faculties and six non-teaching faculties. Various committees are formed involving all members of teachers ‘ council for smooth functioning of the college . The college is conscious of its values and social responsibilities which are visible by its organizing sensitization programmes every year. The college ‘s initiative in curricular enrichment and its concern towards inculcating values and ethics amongst the students and sensitizing them towards environment gender and supporting sustainability of resources is seen by conducting various co-curricular activities, social services and other orientation programme for students and faculty. The college sensitizes its students and teachers and other staffs about the need of utilizing the core values and following the code of conduct.