



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		BHILAI MAITRI COLLEGE
Name of the head of the Institution		Dr.Surekha Vinod Patil
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07882351912
Mobile no.		9329559837
Registered Email		info@bhilaimaitricollege.com
Alternate Email		surekhavinodpatil264@gmail.com
Address		Bhilai Maitri College Risali
City/Town		Bhilai
State/UT		Chhattisgarh
Pincode		490006
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Mrs. P.R.Nisha
Phone no/Alternate Phone no.	07882351912
Mobile no.	8889720113
Registered Email	info@bhilaimaitricollege.com
Alternate Email	surekhavinodpatil264@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.bhilaimaitricollege.com/AQAR2018-19.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website:
Weblink :

<http://www.bhilaimaitricollege.com/2019-20.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.79	2014	14-Feb-2014	13-Feb-2019

6. Date of Establishment of IQAC

18-Aug-2008

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation Program	04-Jan-2020 6	123
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Google classroom training was given to the students keeping in view the necessity during the pandemic situation.

Students were taken on a trip to old age home to develop values and ethics in the students.

The college took initiative of adopting rain water harvesting technique for conservation of rain water.

Computer training program was arranged for the students

Orientation program

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Teachers Day	Various cultural programs were performed by the students and at the end of the function teachers were felicitated with gifts .
Computer training proramme	After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc.
Fit India	This program was focused on spreading awareness on fitness and various physical activities that promotes fitness .
Hindi Diwas	Through this celebration students got an opportunity to get detailed knowledge about the orijin and importance of hindi language .
Visit to old age home	Students of our institution visited the organisation as a part of our community project that aims to preserve the culture ,traditions and ethical values from one generation to another .
Tree plantation	The idea behind the tree plantation day celebrationwas to propagate the message that planting the trees helps to maintain clear eco-friendly environment .
Orientation Programme	As a result of attending Orientation, students became aware of opportunities for engagement in academic and cocurricular activities. This includes involvement opportunities, leadership positions, and Collegespecific experiences
Yoga Workshop	Students demonstrated basic skills associated with yoga activities including strength and flexibility, balance and coordination. They became able to perform yoga movements in various combination and forms and benefitted through the knowledge of basic sequencing, and effective group management.
Rain Water Harvesting	Students got knowledge about the importance of rain water harvesting and came to know how it reduces soil erosion and floodhazards by collecting rainwater .
Google Classroom	This work shop made it possible to create virtual classrooms that include

a flexible and comfortable environment to optimize formal education .

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management	18-Jul-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

04-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Bhilai Maitri College is a well operational with an informative system which take care of various activities such as admission, students feedback and continuous internal assessment process. IT resources are also provided to all students of the college as well as teaching faculty and supporting staff. The college ensures the integrity of IT resources made available to the academic and administrative requirement. The institutional official website provides detail information to all the stakeholders. The management information system of College is specially design for facilitating communication of relevant information between the students, parents, teachers, management, administrative, library staff and alumni. Academic activities are also greatly facilitated by the active use google drive and google classroom for sharing resources and collaborative learning. The Principal of college ensures the smooth functioning of all activities of college and notification of any important information are shared

through email facilities The IQAC of college issues notices and circulars on a regular bases for ensuring quality in academic, extra curricular and administrative activities for transparency and efficiency, teachers timetable, class table and information regarding other activities are prominently displayed on the notice board for students and also available on college website.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Bhilai Maitri college follows the curriculum prescribed by Hemchand Yadav University. Our institution implements B. Ed and M.Ed curriculum of Hemchand Yadav University. The staff under the leadership of the Principal, discuss the entire curriculum and prepares the timetable according to each course. One of the senior faculties functions as the coordinator to supervise all practical activities . Date to complete academic activities (scholastic and Co scholastic) are prefixed and noted in the college calendar by referring University and government calendars. Teachers are assigned charge of various activities and same is informed to the students. College has a mechanism for delivery and documentation of the curriculum set buy the University to achieve the educational ,social and cultural objective. The process involves a number of specific decision by the staff committees to determine workload, allocation of work, preparation of time table and recruitment. Administration of the institution ensures the availability of qualified teachers before the commencement of every academic year and fills up the vacant position with concerns of management. The IQAC of the institution prepares academic calendar for the institution highlighting numbers of teaching days available in every month of academic year and suitable time for organising various co-curricular and extracurricular activities. Principal conducts staff meetings frequently and discusses the progress and functioning of various activities and the minutes of the meeting are are noted in the minute book .The Principal communicate the information regarding various events in the college to teachers, students, administrative staff through official meeting, notice, email and WhatsApp. The college encourages the faculties to participate in subject meeting ,seminars and workshops to enrich their experience and knowledge. Flexible time table, pre- decided schedule for cultural activities ,lab work such as computer lab, psychological lab ,library work are other remarkable steps taken by the Institution.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Computer Training	05/10/2019	67
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School Internship	196
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>1. Students feedback - it was obtained through google form. The feedback were taken on teachers ,syllabus, college infrastructure ,and facilities. Feedback were obtained on 5 point scale 2. Feedback from teachers were obtained for syllabus on 5 point scale. 3. Parents feedback- structured questionnaire was prepared and given to parents in departmental teacher parent meet conducted by the college . Analysis of feedback was around areas like punctuality, temperament etc class wise, decision wise and subject wise .Avery were obtained to know the performance and syllabus related feedback from the students feedback on infrastructure and facility also went around admission process library facilities etcetera teacher feedback included opinion of teachers all useful enough of syllabus in terms of employee ability coke for research establishment of community linkage reasonable coverage content and so on alimony feedback is the review by principles along with aluminium station</p>

parents feedback is collected on syllabus and infrastructure of the college collected feedback is disgusting department members and is conveyed to the Principal during department meeting .Feedback is conveyed to the teacher to improve their performance.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Nil	200	0	196
MEd	Nil	50	0	50
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	196	50	25	9	34

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
38	38	2	4	1	2

[View File of ICT Tools and resources](#)

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Our institution believes that mentoring is a very important factor of teaching learning process . It helps to take care of emotional well being of students . Thus Institution has a well structured mentoring system each teacher is allotted 20 students . The most important purpose of this mentor system is to guide students on their academic as well as personal problems. Every student stays with same mentor for two years that has shown very positive result .mentors are required to maintain records of related activities. Because of COVID-19 pandemic ,student mentoring system was facilitated and continued online quite remarkably and successfully.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
567	38	1:15

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

38	37	1	0	0
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	Nil	Sem-I	22/09/2020	05/11/2020
BEd	Nil	Sem-III	26/09/2020	31/10/2020
MEd	Nil	Sem-I	26/09/2020	09/11/2020
MEd	Nil	Sem-III	25/09/2020	09/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Bhilai Maitri college follows all the evaluation reforms as prescribed by Hemchand Yadav University . Internal assessment of student is done as per rules of Hemchand Yadav University . for all courses assessment carries marks on the basis of different point like quizzes, assignment , seminar presentation , project works . To improve internal evaluation methodology teachers adopt different assessment tool and make conscious efforts to give everyone a chance to improve their capability . Only those student who have attended minimum 75 lectures are allowed to sit in the examination .To support the above reforms the institute appoints examiner for the conduction of various practice examinations .

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college has a comprehensive academic calendar cum workbook, which is manually updated. The calendar is planned and prepared after meetings of faculty where in all scholastic and Co -scholastic activities for the current academic year are decided. The schedule in the calendar is the strictly followed for conducting the various academic events including examination except in the case of unforeseen events .A systematic evaluation process is practiced in the institution . External evaluation of all theory courses are done by the end semester examination conducted by the university. External evaluation for practical courses are done by the examination board constituted by the University all documents and records pertaining to practical courses are made available before the external examination board constituted by the University . Internal assessment of students are done on the basis of assignment ,project, test ,seminar ,attendance etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.bhilaimaitricollege.com/ProgramOutcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	MED	Nil	11	10	91
Nil	BED	Nil	184	178	97
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.bhilaimaitricollege.com/Feedback.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	3	Nil

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Nil	0

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	Nil

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	20	1	4
Presented papers	0	0	0	0
Resource persons	0	0	3	0

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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Yoga Workshop	Institute	13	81
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Go Green	College	Tree Plantation	5	28
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Social Activity	Visit to old age home	Aastha Home	29/02/2020	29/02/2020	43
Skill Development	Speaking Skill	Sister concern	25/06/2020	26/06/2020	80
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Total	20	1	2	6	0	2	1	100	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	15700	0	28350

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Infrastructure of the college is well maintained to draw maximum benefit out of them. IQAC and other committees ensure that only needed infrastructure is added on and at every level care is taken to check on purchase of equipment for the institution our institution has well developed psychology laboratory consisting more than 200 test including performance test and paper pencil test faculty and research scholar utilise these laboratory and can issue the tools available here with the permission of laboratory in charge. Computer lab of our institution is also well equipped with internet connectivity and the classrooms of Institution are equipped adequately and well furnished with technology supplemented through LCD. Seminar workshop and community related programs are conducted in the seminar hall . Maintenance pertaining to infrastructure such as building, classroom, furniture, and fixtures electrical fittings ,plumbing are recorded in maintenance register which is available in the office. Principal formulates a committee for stock verification for all class room ,all laboratory and library and office at the end of the year to verify the stock position and to monitor the maintenance .</p> <p style="text-align: center;">http://www.bhilaimaitricollege.com/</p>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	state government	197	1573400
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	Nil	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial

coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Speaking skill	25/06/2020	80	Sister Concern
Computer Program	05/10/2019	67	Alumni
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	1	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
11 schools of BHILAI DURG RAJNANDGAON	275	105	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	42	Bhilai Maitri college	Education	Kalyan P.G.College	M.A./M.S.C.
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	6
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Nil	Nil	Nil
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	intercollegiate	Nil	5	2	nil	Tarini, Mongra, Swet, Sudha Kaushik, Tuka ram, V. Pushpa, Kritika
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Class representative are elected in the college every year and members are elected through voting. Cultural and discipline incharges are also selected for smooth functioning. Students from a part of various committees.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Since the last past few years we have been collecting detailed information of our student who later on become alumni members .We undertake periodic survey to know their current job profile, higher education status and information for any other engagement .We maintain proper record of the same. We also contact them and share invitation and information for important college events and programs The Alumni Association of Bhilai Maitri college has extended their support for the smooth functioning of the academic in the following ways : lending their expertise in acadamic areas ,serving as resource person for seminar , symposium and workshop . Feedback from alumni has facilitated the assessment of academic and administrative potentialities of Institution . It adds faculty and non teaching staff for initiating appropriate measures to enhance the academic standards as well as the growth and development of Institution.

5.4.2 – No. of enrolled Alumni:

111

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Cultural activities, social visits, Model Teaching, Help in Campus Drive

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The success of an institution is the result of co-ordinated efforts of all who work together up keeping the vision of the institution. Starting on the management Committee, Principal, faculty and students all stakeholders have a role to play in the building of the institution. Our institution focuses on decentralization by extending equal opportunities to all in the functioning of Institution. Principal works with various committees comprising faculty members. The governing body finalizes all the outcomes and decision taken. The institution follows a decentralized and participatory mode of the decision making for effective management. Members of administrative staff are also members of various committees. The college excel in almost every field whether it is leadership academics or curricular activities. The college has very systematic procedures to practice decentralization and participative leadership in every field. The college has active participation and enhancing personality of the students through various activities that help them groom out with a positive impact.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	The faculty members are encouraged to publish their research papers and articles in reputed research journals and national and International journals. The faculty members are encouraged to participate in various workshops and seminars related to their research topics. Since the college has M.Ed department students are encouraged to take up topics from current issues for dissertation. Lectures are also arranged to make them aware of latest techniques used in research. Registration fees are also reimbursed for attending conference and seminars.
Examination and Evaluation	Monday test for the students. Test and retest for low achievers. Model exams are conducted and the results are used to guide the students. Teachers have full freedom to use various techniques of evaluation.
Teaching and Learning	The teaching learning process of the students are under the continuous supervision of the Principal and head of department. Head of department and all subject teachers are responsible for effective teaching learning process. teachers use IT resources to make the classroom learning environment more effective. The college makes

	<p>provision for ensuring that all the outcomes expected of teachers are realised by using a wide variety of instructional approaches and closely supervised teaching internship . Remedial coaching, preparation of question bank for all the courses ensures maximum performance of students.</p>
Curriculum Development	<p>The college administration has been brought under the purview of total e-governance . The annual plan and the development of academic year 19-20 had been discussed and digitalized for implementation with the scope of modification . Planning and evaluation committee meets to envision and articulate prospective plans for the development and growth of Institution . Academic transaction implement the use of Technology for interactive classroom interaction and for keeping the quality of academic standards of the Institution . Use of e-governance in the areas of Planning and development are as follows: WhatsApp Groups for all staff and student for communication ,college email and website for the better communication ,setup virtual learning through college WhatsApp group , online best practices of college is on website optimum utilisation of website .</p>
Admission of Students	<p>Students are admitted according to the norms of NCTE and Durg University (For M.Ed). According to the eligibility criterion of SCERT (For D.Ed and B.ED)</p>
Human Resource Management	<p>The management adopts the policy of recruiting teachers as per the guidelines prescribed by NCTE and University. The staff members, students are encouraged in institutional planning and administration work. Funds were provided to the students for participating in social activities and sports. Staffs serve as resource person for many seminars and appeared for guest lecture regularly.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Wi-Fi- enabled computers, separate reading rooms, Book-bank facility, LCD projectors are provided to the faculty to develop skills of ICT tools.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
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<p>Planning and Development</p>	<p>The college administration has been brought under the purview of total e-governance . The annual plan and the development of academic year 19-20 had been discussed and digitalized for implementation with the scope of modification . Planning and evaluation committee meets to envision and articulate prospective plans for the development and growth of Institution . Academic transaction implement the use of Technology for interactive classroom interaction and for keeping the quality of academic standards of the Institution . Use of e-governance in the areas of Planning and development are as follows: WhatsApp Groups for all staff and student for communication ,college email and website for the better communication ,setup virtual learning through college WhatsApp group , online best practices of college is on website optimum utilisation of website.</p>
<p>Administration</p>	<p>Technology is utilized in office administration for maintaining documents in systematic way .The E-governance had been implemented in the case of staff attendance , students attendance , curriculum transaction ,official communication to teacher student aluminium and other agencies such as NAAC NCERT UGC apart from the procedure of giving e-mail, whatsapp group had been created exclusively for the college teaching and non teaching staff ,bed first year student B.Ed second year students and Alumni for communication and sharing of necessary information .</p>
<p>Finance and Accounts</p>	<p>The college accountant maintains the account of income and expenditure and the details of finance and accounts electronically . The college has fully computerized office . The finance committee check if necessary formalities have been observed in incurring expenses . Annual budget is meticulously prepared using Tally software which help to streamline the budget under the different heads Sach as College account, examination accounts and so on .</p>
<p>Student Admission and Support</p>	<p>The process of admission of students in the college is done digitally . Further , all administrative policies including the college rules and</p>

regulations details of Human Resource , infrastructure , instructional facilities ,academic year plan , e - learning resources , advertisement of employment opportunities for student , detail of various committees to deal with students affairs had been made digitally available to the students .

Examination

In case of examination the process of internal continuous evaluation being a non -autonomous college had been done with the help of electronic devices . The e-governance is involved in communicating the schedule of internal continuous evaluation, examination committee receiving and printing of question papers , maintenance of continuous internal evaluation marks, transferring the CIE marks to the affiliated university for further process have been done electronically . Examination form and other details are provided on online platform . online result facility is also available .Online link is provided on our website for the student to see their result .

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Prabha Kurup	Workshop on gender sensitization	Management	3000

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional	Number of teachers who attended	From Date	To date	Duration
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development programme				
Enhancing ICT competences for Blended learning	1	26/06/2020	30/06/2020	5
Statistical analysis for Research	2	18/05/2020	22/05/2020	5
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
42	42	15	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Loan Facility, Medical Assistance, Maternity leave	Loan Facility, Medical Assistance, Free education to their wards, PF	Book Bank

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution has an external audit mechanism. Audits report are available in the college.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	Management
Administrative	Nil	Nil	Yes	Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Meetings could not be arranged due to covid pandemic situation

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Personality Development Program for students, Value Added Courses, Enrichment Activities

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	Orientation Program	Nil	Nil	Nil	123
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	00	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
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Nil	Nil	Nil
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Daily Prayer	Nil	Nil	200
Hindi Diwas	14/09/2019	Nil	47
Yoga workshop	15/06/2019	21/06/2019	81
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Go green
No plastic zone
Smoking free campus
Compost Pit
Reduced paperwork

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Visit to old age home was a experience filled with emotions and sentiments when the trainees entered the old age home the inmates were ecstatic to find so many students in their home. The interaction of the students with the old inmates was a fulfilling experience which filled the students with memories and also taught valuable lessons. Computer learning programmes give students the opportunity to expand their horizons to learn skills they would not have the opportunity to acquire in the traditional classroom. The objective behind organising this programme was 1. FOR BETTER OPPORTUNITIES 2. FAST ACCESS TO RESEARCH AND INFORMATION 3. IMPROVED STUDENTS PERFORMANCE

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.bhilaimatricollege.com/BestPractices201920.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college empasizes on all round development programs of students which includes enhancement of talent, inculcation of ethics. In the field of TL process. During the covid pandemic, the teachers got oppurtunity to learn on line teaching learning platforms. These methods were helpful to equip them with new technique. The college also celebrates environmental day, saraswati puja and national festivals in the campus.

Provide the weblink of the institution

<http://www.bhilaimatricollege.com/>

8.Future Plans of Actions for Next Academic Year

To make library fully automatized To organize conference and workshop