YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	St. Vincent Pallotti College
• Name of the Head of the institution	Dr. Kuldeep Dubey
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07712283334
• Mobile no	9826515377
• Registered e-mail	pallotti.college@gmail.com
• Alternate e-mail	kuldeep.dubey05@gmail.com
• Address	St. Vincent Pallotti College, Kapa, Lodhipara
• City/Town	Raipur
• State/UT	Chhattisgarh
• Pin Code	492004
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**	
• Name of the Affiliating University	**Pandit Ravishankar Shukla University, Raipur**	
• Name of the IQAC Coordinator	**Dr. Prachi Singh**	
• Phone No.	**07712283334**	
• Alternate phone No.	**07712283334**	
• Mobile	**9584959000**	
• IQAC e-mail address	**pallotti.college@gmail.com**	
• Alternate Email address	**rathipooja.08@gmail.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.stvincentpallotticollege.org/Img/AQAR%202020-2021.pdf	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.stvincentpallotticollege.org/Image/Acad2122.pdf	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**-**	**2003**	**21/03/2003**	**20/03/2008**
Cycle 2	**B**	**2.31**	**2015**	**03/03/2015**	**02/03/2020**
Cycle 3	**B++**	**2.92**	**2021**	**03/11/2021**	**02/11/2026**

6.Date of Establishment of IQAC	**16/03/2013**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC	[View File](#)
9.No. of IQAC meetings held during the year	**7**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

• **Proposal for Building Extension and Separate Block for Management Department: A separate block is constructed with 3 classrooms and 1 staff room for Management department. Amongst the 3 classroom, 1 classroom has been developed as Smart Classroom.**

• **New Canteen Set Up on Students Demand: A contract has been given to a new caterer for College Canteen. Keeping in view the suggestions given by students, amendments have been done.**

• **To offer scholarships and fees concession to the needy/deserving students: As its Best Practice, on recommendation of IQAC, Institutional Scholarship has been offered to more than 85 students. These Scholarships are distributed in 4 different categories and the students are scrutinized to its best fit.**

• **Organization of numerous activities for Developments of Entrepreneurship Skills among the students: Various activities like Techno-Fest workshop, Fun-Fair, Expert Lectures, Seminars etc. are frequently organized by different departments, in collaboration with IQAC, for skill development.**

• **NAAC Cycle 3 SSR submission and Peer Team visit: IQAC was instrumental during the complete NAAC accreditation process for cycle 3. After the successful submission of SSR and DVV, Peer team**

visit was performed efficaciously resulting which the institute was able to achieve B++ grade with 2.92 CGPA.

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

Plan of Action	Achievements/Outcomes
Proposal for Building Extension and Separate Block for Management Department	A separate block is constructed with 3 classrooms and 1 staff room for Management department.
To offer scholarships/fees concession to the needy/ deserving candidates	As its Best Practice, on recommendation of IQAC, Institutional Scholarship has been offered to more than 85 students. These Scholarships are distributed in 4 different categories and the students are scrutinized to its best fit.
Targeting Advanced and Slow learners	As an outcome of the special attention given to advanced learners, our students have bagged positions in University Merit List. As IQAC keep on conducting special classes and programs for Slow Learners, above 90% pass percentage depicts the achievements.
Staff Development and advancement	Faculty Development Programs, Special/Expert Lectures, Skill Development classes are some of the activities that are continuously conducted for development of staff.
Strengthening of MoUs and activities under MoU	To widen the scope of Teaching-Learning process, Institution and its various departments have collaboration and MoU with different organizations. Frequent activities are conducted to enhance the learning outcome.
Execution of Certificate	Different Certificate courses

programs	have been conducted by various departments. around 500 students have been enrolled in these courses.
Awareness of Social Responsibilities through Extension Activities	Numerous Extension activities are conducted by Extension and Charity Committee of the college. Such events helps to build socialism, Communism and morality in the individuals.
Women Empowerment Activities	Marshal art training, Orientation program, Skill development activities for girl students have been organized by Women Cell of the college.
New Canteen Set Up on Students Demand	A contract has been given to a new catrers for College Canteen. Keeping in view the suggestions given by students, amendments have been done.
Activities for Developments of Entrepreneurship Skills among the students.	Various activities like Techno-Fest workshop, Fun-Fair, Expert Lectures, Seminars etc. are frequently organized by different departments, in collaboration with IQAC, for skill development.
Energy Audit, Environment Audit, Green Audit	To identify and manage environmental and sustainability issues, the Energy audit, Environment audit and Green audits are conducted.
Use of ICT Tools for Effective Teaching Learning	Several ICT tools are made available to all the departments for effective learning. Diversified Teaching Methods have been used by all the faculties.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Vidya Protsahan Sangh	01/05/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	18/01/2023

15.Multidisciplinary / interdisciplinary

St. Vincent Pallotti College is a composite college with multiple disciplines such as Commerce, Management, Computer-Science, Education, Physical-Education etc. At the very outset NEP 2020 envisages for multidisciplinary education. The college administration possesses a broad outlook pertaining to the holistic development of the students and always welcomes the changes with a positive attitude. Holistic development aims the development in multiple dimensions such as physical, intellectual, aesthetic, emotional, social and moral to mention the few.

The institution is affiliated to Pt. Ravishankar Shukla University, Raipur. As an affiliating institution, it is mandatory to abide by the curriculum structure of affiliating university. The choice based curriculum system implementation in under the process in the university. The affiliating colleges are eagerly waiting for its implementation so that the students' may get the privilege of multidisciplinary approach. It has been observed that the students are inclined to study few subjects which are not under their curriculum. In the present system the college is unable to provide them with a chance to do so as choice based curricular system has not yet introduced by the affiliating University. But the college IQAC in its planning designs such certificate courses which should fulfill their professional and technical requirement.

As the affiliating college, it comes under the purview of the university with regard to Admission, curriculum, examination and results. The college at its own level adopts various innovative methods in the curriculum transaction. Keeping in view the demand of the market, various skill based, language based, and technology based lacuna in the curriculum are identified in the commencement of the session. Accordingly, certificate programs, value added courses

and various workshops are conducted for the students. The students of Education department conduct various community engagement activities such as village camp for three days in the nearby villages, health awareness programs, blood donation camps etc are organized every year. Environmental Studies is one of the compulsory subjects for all the classes. Curriculum delivery for this subject includes both theory and practical nature. In addition, project submission in selected topic is mandatory for all the students. Students submit their project under the guidance of a mentor which is followed by the viva-voce by Externals.

In order to maintain the rigor and zeal of learning of students at any age, the university permits admission of students even after many years of gap in their studies. Students are permitted to have multiple entry and exits in under graduation by following the guidelines of the university. But they are enrolled and allowed to continue their education only in the same discipline. Computer Department of the college organizes Techno Fest every year for all the students of all the disciplines. This is the one of the good practices of the institution. It has been noted that the students who do not belong to science and technology discipline also enthusiastically take part in this fest. Students' innovation and creativity irrespective of the branch of the study can be observed in this good practice.

16.Academic bank of credits (ABC):

College adopts the examination and evaluation of the affiliating university. Annual and Semester Examinations of students are conducted by the university in different examination centers. St. Vincent Pallotti College is one of the big examination centers of the university. After the evaluation the results are declared by the university. The distribution of hardcopies of mark sheets is conducted at the college level. All the students are encouraged to register themselves in the NAD Digi-lock system in order to maintain the soft copies of their certificates. As the institution is affiliated to Pt. Ravishankar Shukla University, we follow the guidelines of the University with regard to the enrollment of the students in NAD. All Heads of the departments continuously put effort for students' enrollment under NAD. At the same time efforts are in process to ensure complete automation of the College Office to maintain the records of the students. The University has not introduced CBCS in the affiliating colleges, hence we are not in a position to collaborate with other Indian and Foreign Universities to materialize the transfer of credits of students.

The selection of the staff members is according to the UGC norms. In addition to adopt and deliver the curriculum prescribed by the University, teachers are encouraged to adopt innovative methods of teaching. Various pedagogical approaches are being discussed and shared in the Teachers' presentation sessions. Time to time evaluation followed in order to support the students in achieving their objectives. Principal and Vice Principal always ensure that the curriculum delivery should occupy practical and hands on practice for most of the subjects. Allocation of assignments in all the subjects also occupy important place in teaching and learning. Individual and group assignments are provided to students that are followed by discussion and presentation. Affiliating Higher Education Institutions are waiting for the introduction of Credit Based Education System by the University, so that ABC can be implemented for the benefit of the students.

17. Skill development:

St. Vincent Pallotti College aims at all round development of the students. Students of all the disciplines are provided with exposure to develop their interested skills through various activities conducted by the departments and different committees from time to time. Efforts are initiated by the institution to strengthen the soft skills of students through several certificate courses and several activities by the departments and the committees.

Computer Science under graduates are provided with an opportunity to undertake certification courses of hardware training and software testing every year. Although the same is not included in the stipulated curriculum but it provides them with an opportunity to uphold their skill in the required field. In the same manner, the students of Education enrich their teaching skills through Micro-Teaching Program by means of which they are provided with hands on experience of each teaching with their peer members and supervisors. Personality Development and Spoken English sessions are mandatory for all the students.

Nai Talim – an experiential learning is a mandatory subject for all the students of Education. The concept of this subject is to uplift skills of students specially keeping in view the necessity of the society. The practicum of this subject provides the department an opportunity to exhibit the skills of the students. The major skills promoted under this subject are handy crafts, preparation of toys, gardening, preparation and preservation of local pickles, sweets etc.

Students of Management and Commerce are provided with skill development programs such as Tally, Basic Computer Learning, Entrepreneurship Skills, and even practical experience through industrial visits. Students of Physical Education undergo compulsory skill development practical sessions on a regular basis. They were taught different techniques of each game. For conducting the same the Experts of each game are invited to conduct special theory and practical sessions.

In addition, Sessions are allotted for training with regard to preparation of Resume, Mock Interviews, participating in Techno Fest, developing Entrepreneur Skills through arranging various Fests and Melas, encouraging students to participate in Inter collegiate business and entrepreneur events etc are part of the students' involvement areas other than their curriculum.   The Special Day Celebration Committee organizes various activities on important and special days commemorating human values, constitutional values and even activities to spread the noble ideals of great personalities such as Swami Vivekanand, Mahatama Gandhi, and Dr. B. R. Ambedkar etc. Every year Vijay Diwas, Khel Diwas, Samvidhan Diwas, Hindi Diwas, Paryavaran Diwas and Yuva Diwas are celebrated to spread the human values among the students.

The good practice that the institution adopted with regard to the Skill development of the student is the mandatory teaching skills theory and hand on experience for Education department students, organization of techno fest by Computer Department and food fest by Women Cell for imbibing entrepreneur skills among students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

St. Vincent Pallotti College commenced its journey in the road of quality education since 1995. It was the first English medium college of the region. But as the students' community consists of both English and Hindi backgrounds, so the teaching learning medium is also bi-lingual by nature. Hindi Language is one of the compulsory subjects at the under graduation level. Sincere efforts are initiated to develop the interest of students in the national language. With an objective to promote the Indian culture, several activities are organized for students to imbibe in them the love for their culture. Celebration of Hindi Diwas, Celebration of all the festivals in the college premises always creates an atmosphere of respecting our culture and transmitting the rich culture to next generations.

Institution encourages all the faculties to provide the classroom delivery in bi-lingual mode i.e., in English and Hindi. As it is mentioned above, many of our undergraduates from Hindi medium schools are enrolled in colleges. At the same time, in order to bring them to the streamline, Spoken English Classes are conducted for interested students. Utmost care is taken to maintain the bilingual mode of delivery even in the special occasion such as in guest lectures, Tedx talk and in Alumni talks.

St. Vincent Pallotti College is a composite college with many programs such as B.Com, BBA, BCA, B.Ed., B.P.E, M.A, M.Com, PGDCA and PGDY. In all the programs the curriculum delivery is bilingual in nature except in M.A (English) program. All the faculties' member put extra and special efforts to maintain their teaching learning process both in English and Hindi in order to facilitate students of both mediums. College library is well equipped with Books of English and Hindi. Teachers prepare their PowerPoint presentations also in both the languages.

Institution always put efforts to promote the Indian culture and tradition. Teaching Indian Art occupies important place in Teacher Education Curriculum. Art Workshop for one week is conducted every year in Education Department. In continuation, an exhibition is also organized to showcase the talents of the teacher trainees in the field of Art. Many activities are organized in the Institution in which the culture of India is depicted and taught to the students like painting competitions, Nukkad Natak, Folk dance, patriotic song competition, elocution competition, extempore competitions, to mention the few. The theme of the cultural events is so decided which encourage students to promote Indian Art, Culture and Tradition. Various festivals are celebrated in the college campus in order to develop patriotic feelings amongst the students.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

St. Vincent Pallotti College is affiliated to Pt. Ravishankar Shukla University, Raipur and aims at qualitative development of the students. It emphasizes to the quality outcomes of achievement after attaining knowledge. College offers various Under Graduate, Post Graduate, Diploma courses and Research Program under the Faculty of Commerce, Management, Computer Science, Education, and Physical Education following the curriculum designed by the affiliating university. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes are designed as per the curriculum developed by the university and communicate the same to the stake holders of the institution through the College Website. The outcome

is so designed to develop various dimensions of students such as basic life skills, vocational skills, intellectual skills and interpersonal skills etc. The institution aims at the holistic development of the students through various academic and non academic activities. The outcome is transferred to the students through intense curriculum delivery of the curriculum through various methods of teaching, through effective exercise of projects, assignments, internships, practicum in labs and number of self creating activities. The college organizes various activities to attain the holistic development of the students through various activities of the committees and the activities of NCC and NSS. The emotional intelligence of each student is deeply observed and given required support by giving mentoring and counseling sessions through mentor-mentee program. The level of attainment of Course Outcomes were measured via formal as well as informal mechanisms such as internal and external evaluation in association with feedback collected and analyzed from various stake holders of the education.

The program outcomes, course outcomes and program specific outcomes are very well planned and communicated to the students through website and through individual department's orientation sessions. The curriculum delivery and hands on experiences are always planned and executed after analyzing the feedback analysis which is collected from various stake holders. Course outcomes are achieved from core competencies as stated by the affiliating University and other regulatory bodies such as Higher Education Department and NCTE. As an affiliating college, we adopt the curriculum prescribed by the university. Many of our staff members are members of Board of Studies in different disciplines. Therefore the gaps between the program and program outcomes are always discussed in the meetings of Board of Studies. Recommendation and suggestions for the required changes are represented to the university from time to time. The feedback of stakeholders on curricular aspects serves as an important document for designing the curriculum delivery and evaluation process to achieve the outcome based quality education. The basic aim of outcome based education demands for meticulous planning, curriculum delivery, academic and non academic activities, formative and summative evaluation and clear action to be adopted on the basis of the feedback from various stakeholders of the education. College aims at outcome based education which is clearly observed in the number of students occupy their place in the University Merit-list. Many students represent in the National and International sports events and bring laurels to the college.

20.Distance education/online education:

St. Vincent Pallotti College is affiliated to Pt. Ravi Shankar Shukla University, Raipur. The curriculum prescribed by the university is adopted and executed by the college. Professional programs students are motivated to enroll themselves in the certification courses of various online platforms such as Swayam, NPTEL, Coursera, etc.   The college has been conducting its regular teaching learning process through various ICT enabled tools. Students of all programs are provided with the video lessons, relevant content links, and assignment to concrete their knowledge. Departments take keen interest in providing all the students the question banks, glossary of all subjects and list of concerned text books and reference books. Library is equipped with computers along with internet facility for students to avail the Inflibnet facility. All the teachers are provided with training facility to use LCD projectors and Smart Boards. Besides the College YouTube channel, all the departments maintain separate YouTube channels in which they upload the curriculum content from time to time. Institution's academic planner promotes for blended mode of learning. College council and IQAC continuously put effort to provide environment for online access of teaching material to the students and at the same time train faculty members in developing and delivering e-content both through offline and online platforms. All the department heads are very much functional in adopting the virtual and online social media to facilitate the students. All the information and notices are circulated both in offline and online mode. All the classes in-charges' maintain separate Whatsapp Groups to communicate with students. The PPT presentations of teachers are saved in the Department's Smart Boards for quick references.

To mention the good practice of the institution with regard to online education is maintenance of YouTube Channel of the institution and the departments as well. These YouTube channels contain the video lectures, PPT presentations and the question banks of the all subjects. Few of Faculty members even have their own personal YouTube Channels for delivery of curriculum. College library Inflibnet Facility provides with numerous e-books and journals to the students.

The other best procedure with regard to online education practiced in the institution is that every year each faculty member has to enrich the department with numerous e-books. All the e-books are saved in the department computer system and made available for the students as and when necessary.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**190**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**1097**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**50**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**440**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**30**

File Description	Documents
Data Template	View File

3.2	**31**

Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**24**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**52.15**
4.3 Total number of computers on campus for academic purposes	**70**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution is affiliated to Pt. Ravishankar Shukla University and follows the syllabus prescribed by it. Innovative teaching strategies, distinctive pedagogies, remedial-coachingand novel approaches are used to successfully complete the curriculum. Annual Academic-Calendar is prepared by IQAC, specifying available dates for significant activities to ensure proper teaching-learning process. Utmost concern is given for systematic implementation of prescribed syllabus. A mechanism for effective delivery of curriculum includes:

• The College Council prepares broad guidelines and frameworks to suit requirements of different courses. The IQAC and Staff Council provide directions and regularly monitor the same.

• Blended-learning is employed in conjunction with Multimedia classrooms, YouTube-assisted learning, Experiential-learning, Participative-learning, and Problem-solving techniques.

• Classroom teaching is supplemented with seminars/workshops, group discussions, tutorials, quiz, PPT presentation, projects, expert

lectures etc.

• Internal assessments like Class-tests, assignments, etc. are conducted to check whether the students have acquired knowledge. Remedial classes are conducted for Slow-Learners. Efforts are made to improve the performance of Advance-Learners.

• The College encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars.

• College has a rich library with adequate books from all the branches. Moreover, departments have their Departmental libraries for the benefit of students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.stvincentpallotticollege.org/Image/Acad2122.pdf

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

With the commencement of every academic year, the students are made aware of the evaluation mechanism which includes academic-calendar, University examination, nature of question papers, marking scheme, various evaluation methods and the marking weightage. Every academic year, IQAC prepares schedule of internal evaluation and other allied activities. The schedule is circulated among the members of teaching faculty and same is communicated to students through classes, notice board, college website and other Medias.

Each department conducts the unit tests, seminar, group discussion, field visit, viva-voce, assignments and model examination as per the scheduled prescribed in the calendar. The department conducts internal meeting to monitor the curricula delivery and internal evaluation to ensure adherence to calendar. In addition, the college has established an Examination Committee to monitor smooth conduction of evaluation at institutional level and in University Examinations.

All activities related to evaluation are conducted as per the syllabus and planned schedule. The learner's performance in unit

tests is conveyed and discussed with students. The continual evaluation allows teacher to detect shortcomings in students. The regularity in evaluation improves the performance of the students along with reducing fear of examination. An effort is always made to adhere to the academic calendar.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.stvincentpallotticollege.org/Events

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

9

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

404

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The affiliating University has added a variety of topics relating to gender, environment and sustainability, human values, and ethics in the UG and PG curricula. The subject of environmental studies is compulsory for undergraduate programs. The majority of course content in Education contains concepts of gender and professional ethics. Experts undertake personality-development classes in

addition to regular teaching-learning initiatives.

Programs for increasing environmental awareness, gender sensitization, and holistic health are organized by several cells and departments. Soft skill development certificate programs teach students how to acquire the skills they will need to get a job. It also imparts expertise on how to comprehend societal problems.

There are certain specialized cells and committees, such as the women's cell, special-day celebration committee, charity cell, cultural committee that are composed and continuous efforts are made to improve ethics, environmental awareness, and human values among students and staff.

The college's NCC unit works tirelessly to instill moral, disciplinary, patriotic, and ethical ideals among its pupils. The women's cell plans unique events like girl-specific self-defense classes and orientation programs.

By actively participating in both academic and extracurricular activities, both girls students and female professors demonstrate gender equity to a considerable extent within the institution.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

32

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

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

502

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://www.stvincentpallotticollege.org/Image/AG1225.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.stvincentpallotticollege.org/Image/AG1411.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1097

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

50

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Institute aims to identify the Advanced Learners and Slow Learners in each class, and. required steps are taken by the faculty members

to facilitate the learning process of identified students.

Identification of slow learners.

- Analysis of academic performance of slow learners for identification of weaker academic aspects.

- Checking the regularity of learners in attending their classes.

- Identifying interest, attentiveness in class and also their grasping power.

- Identification of any Physical, personal or psychological issues related to slow learners.

Programs for slow learners :

- Provision of remedial sessions.

- Organizing parent-teacher meeting

- Providing opportunities in various activities

- Setting realistic expectations and smaller targets

Identification of Advance learners :

- Analysis of academic performance and achievements in various areas.

- Identification of proactive behaviour in various tasks assigned.

- Identifying the analytical, comprehending, problem solving skills and creative skills of the learners.

Programs for Advance learners :

- Mentoring process

- Assigning challenging assignments and projects

- Encouraging for participation in activities at inter college, university and state level

- Motivating and guiding in research area

- Library facilities and providing additional books.

File Description	Documents
Paste link for additional information	https://www.stvincentpalloticollege.org/Image/AG2221.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1097	**30**

File Description	Documents
Any additional information	View File

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

Academic plan of our institution practices a teaching methodology that focuses on student centric approach, transforming students to dynamic participants in the teaching learning process. The college gives prime importance to the holistic development of the students through co-curricular, extracurricular and field-based activities. There is ample scope for the students to pursue their interest in their field of specialization in the form of student's forum and committees. our students whole heartedly represent and participate in committees like Cultural Committee, Literary Committee, Sports committee, Placement Committee, Library Committee, Alumni Committee and many other functional committees. The faculty members are encouraged to participate in state/ national level seminars and workshops to update their teaching competencies, for their maximum inputs in the teaching – learning process. The college has adopted various student- centric teaching-learning to meet the learning needs of diverse students. In regular classroom teaching, teachers effectively employ student centric methods like participative learning, experiential learning, and problem solving methods that include Role- play, group discussion, classroom seminars, project work, survey methods, case – study, research based activities. So,

the student- centric methods make classes more interactive and encourage innovative thought and novel interpretations.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.stvincentpallotticollege.org/eresources

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

Information and Communication Technology (ICT) empower both teachers and learners by exposing them to advance and practical learning.

Our institution adopts following ICT based practices by using ICT enabled tools for effective teaching-learning process.

• The college facilitates the teaching- learning process for effective use of power point presentations, and making provisions for e-books/ journals.

• The college has installed sufficient computers in various departments/ Laboratories and library, and Campus Wi-Fi facility for the effective teaching – learning process.

• The college motivates faculty members to participate in the ICT based training programmes, workshops/seminars .

• Power point presentations, Video lectures and You Tube Channels of faculty members from Education, Commerce, Management, Computer Science, and physical Education are made available on college website.

• Important links of learning materials are also provided in the college website.

• For the effective knowledge delivery, the college has developed Smart classrooms.

• Whatsapp groups are created for instant communication and dissemination of information.

· The faculty members effectively use ICT tools such as Digital Pen and Pad in their teaching – learning process.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

256

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college prepares schedule for Internal assessment in line with university calendar in consultation with the Heads of the Departments.

Assessment of internal examination is continuous and comprehensive to thrive on the path of attaining its objectives of Holistic development of students.

• Unit test

• Assignment

• Project work

• Community activities

- Preparation of teaching Aids

- Yoga/ sports

- Pre- University exam

- Pre- Practical Viva

For making internal examination transparent and robust following mechanism are adopted:

- Schedule of class Assessment-test, Sessional-Examination and assignment is set in the Academic-calendar which is displayed well in advance before the commencement of academic session.

- Internal Exams are held frequently during the complete academic session and is designed to check, give constructive feedback and report the periodic performance of students to the stakeholders.

- All the records pertaining to internal-examination like data of attendance in internal Examinations, Question-papers, Valued answer sheets, summary of marksheets , are maintained by the teachers for academic mentoring / academic audit.

- After valuation, marks are displayed by the faculty members and assessment copies are shown to students for further clarification.

- Exam coordinator maintains complete transparency in the internal Examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.stvincentpallotticollege.org/Image/AG2223.pdf

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

The college has well developed mechanism for Redressal of examination related grievances. As per the requirement and jurisdiction of the grievances, they are resolved with support and guidance of teachers, College Examination In-charge and Principal.

The college has mechanism to deal with both internal examination

that is conducted by the institution and External examination conducted by the affiliating university.

In brief grievances are resolved in following Manner:

1. Before External Examination, the grievances related to wrong entries in Admit card, late application form filling, non-receipt of Admit card is communicated by the college to the Examination Section of University and resolved at the earliest.

2. During the University Examinations, discrepancies related to Question paper as raised by students, is communicated to the University.

3. If student is dissatisfied with the marks obtained in theUniversity Examination, they are guided to apply for onlineRevaluation process.

4. In cases like absent marked in result, are communicated tothe University for corrective measures.

5. Similarly for Internal Examination, the time – table is rescheduled in case there is overlapping with some other state/ National LevelCompetitive Examinations.

6. Retest is conducted in case students remain absent due to genuinereason.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.stvincentpallotticollege.org/Image/AG2224.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

St.Vincent Pallotti college is a self – financed minority institution affiliated to Pt.Ravishankar Shukla university, Raipur (C.G). The programmes offered by the institution are highly preferred by the students and are in accordance with societal demand.

The Program Learning goals are developed based on the broad contours of the vision and mission of college that strive for academic excellence and creating /fostering Learning environment that enables our students to be Leaders who are sensitive to the societal needs.

The program outcome revolve around learning decision making skills, developing critical and analytical thinking, providing solutions in the context of different issues within an ethical framework, facilitating our students in becoming leaders.

The following mechanism is followed by the institution to communicate the learning Outcomes to teachers and students.

- The college Website displays Courses offered by the institution along with Program outcomes, and Course outcomes.

- Program outcome and Learning Outcome is communicated to the students in the orientation program organized after the commencement of every new session.

- The importance of Learning outcomes and effective ways to achieve them is discussed and communicated to the teachers in every IQAC meeting and college council meetings.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.stvincentpallotticollege.org/image/Discipline.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The institution provides ample Learning experiences and opportunities that focus on holistic development of students. Various Departments of our institution assess our students continuously and comprehensively throughout the session with the help of well- planned schedule that checks the progress our students in various domains.

Formal as well as informal mechanism is used to assess the level of attainment of Pos, PSOs and COs . Feedback from the stakeholders in this aspect is analyzed and necessary measures are undertaken for maximum attainment of Learning outcome. The college takes care of attainment of Learning outcomes and implements following mechanisms :

- The institute follows the schedule of assessment as mentioned in

Academic calendar.

- Academic Diary is maintained by all the subject teachers in every academic year.
- Internal examination committee analyzes evaluation reports of all departments to assess and reckon the attainment of Learning outcomes.
- Student feedback provides information pertaining to availability of course material, relevance and importance of course in terms of employability.
- Institute considers feedback from the stakeholders for the attainment of Program outcome.

Students progression to Higher Studies and their Placement is reviewed by the Placement committee.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.stvincentpallotticollege.org/Image/AG2226.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

431

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.stvincentpallotticollege.org/Image/A2122.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.stvincentpallotticollege.org/Image/AG2227.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute has created an ecosystem for Research and Innovation by taking initiative for creation and dissemination of knowledge. The IQAC submitted a proposal for a NAAC sponsored seminar in the coming session.

A Faculty Development Program was organized by the college on the topic "How to Publish Quality Research Paper in Impact Journal" by reputed Faculty from different universities with the objective of enhancing the academic environment in the institution.

Mrs. Pooja Rathi, Head, Computer Science, got her idea patented on topic "Methods and Process to Improve Digital Education System". This motivates the faculties to work more in research field.

Library was digitalized so that students can take benefit from e-resources and Inflibnet facility.

The departments of the college conducted following activities to develop diverse skills among the students:

S.NO

NAME OF THE ACTIVITY

NAME OF THE DEPARTMENT

1

Quiz Competition

Department of Computer Science

2

Technical Carnival

Department of Computer Science

3

Techno Update

Department of Computer Science

4

Antarnad-Nukkad Natak

Department of Education

5

BizMap

Department of Management

6

Career Guidance Program

Department of Commerce

7

Rags to Riches

Department of Commerce

8

Super Dancers

Department of Management

9

Technology Integration

Department of Education

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG2231.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

9

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	_Nil_
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

File Description	Documents
Any additional information	_View File_
List books and chapters edited volumes/ books published (Data Template)	_View File_

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College undertakes various extension activities involving students on regular basis and these are primarily targeted at different communities in the neighborhood. All these activities are undertaken through various teaching departments, different committees, NCC and NSS unit of the college. Extension programmes of the college sensitize students on social issues besides rendering services to the society.

The Extension Committee organizes Blood donation camps, Swachh Bharat Abhiyaan, Aids awareness program, NCC Day, equality programs to create awareness among students. Moreover, by organizing diverse programmes, the college tries to sensitize students and society at large on critical contemporary issues like discriminations, climate change and health.

The various departments of the college are conscious of their responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programs like "A tribute to General Bipin Rawat" ,Polythene Mukt Raipur and Transcendental Meditation. The Institute continuously works towards promoting the ethos of preservation and protection of our environment and towards instilling a feeling of responsibility for a better, greener, and cleaner environment.

All these mentioned activities have a positive impact on the students and they developed student community relationships.

File Description	Documents
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG2232.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

956

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

8

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- **The college has adequate availability of teaching resources like classrooms with projectors, smart classrooms enabling to enhance the learning experiences of the students. The faculty avail the digital sources also and teach through presentations, PPTs and various Medias.**
- **The campus of 4.25 acres with lush green atmosphere remains**

the sole attraction.
- The Institution's primary concerns are well maintained like -water filters, fire extinguishers, parking zones both for the students and the staff.
- Security guards and surveillance cameras serve the purpose of keeping the check on security/ safety measures.
- Canteen on the first floor of circular building provides the hygienic food items.
- Hostel accommodation is well maintained.
- Cleanliness and hygienic maintenance is the utmost concern of the entire institution. First aid facility is well kept for health services.

CLASSROOMS

- Well furnished and ventilated 23 class rooms, laboratories, 70 computers with Wi-Fi facility and technological devices are well maintained.

LABORATORIES

- Experimental teaching is conducted through work experience laboratory, psychology laboratory, pedagogy lab, Management lab as well as two computer labs.

COMPUTING EQUIPMENT

- Our infrastructure comprises Wi-Fi facility, 70 computers well maintained printers, Scanners and laptop.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG4221.pdf

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

All the necessary facilities and support to participate in the inter-university and inter-collegiate level competitions in sports and cultural events are provided to the students. An open air stage is available for all cultural events in the college.

Cultural Activities:

All socio-cultural activities including National & Religious festivals like Holi, Diwali, and Christmas are celebrated. The highly popular event –Annual-Function is organized every year. Various entertaining activities are organized by every department on every Saturdays.

Sports:

Students participate actively in all outdoor and indoor games. Annual Sports is organized every year. Courts for Basketball, Volley ball, Handball, Throw ball and a 200 meter-track are also available to conduct matches. Institutional teams have been proving their excellence in various Inter and Intra-Institutional, University and National level competitions.

Gymnasium:

The college has gymnasium facility. Health awareness through regular exercise is sought by 10 equipment of gymnasium made available in collaboration of Municipal Corporation, Raipur.

NCC& NSS

NCC and NSS always participate in many camps and social works in the interest of society.

YOGA:

Diploma in yoga is also one of the courses provided in our college. The World Yoga-Day is celebrated every year. Students gather in the Yoga Centre on every Saturdays.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG4222.pdf

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

24

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG4223.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

33.03

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **The Library of St. Vincent Pallotti College is situated in the circular building on the second floor. The third floor is occupied by the stock of books which is well maintained and well equipped with study resources and seating capacity of 100 students.**
- **According to the procedure the proper approval of the concerned authority is taken to procure the books, journals or magazines.**
- **Library Software SOUL 2.0 is fully automated and installed in 2020.Data entry is available in English along with useful Reports, Circulation, Member List, Title List, Book Searching System viz., Author, Title, and Publication & subject for**

making it easy to use. The Library comprises INFLIBNET, online journals & books, Reference section, Accession Register, Attendance Register as well as supportive WI-FI facility. All the books have been classified with the Dewey Decimal Classification System.

- Suggestion box as well as Display board is placed to serve the purpose.
- Cameras, fire extinguishers, photocopy machines, Gate entry monitoring system for the students, book bank facility & books reserving facility are the other essential features of the library.
- The complete library information to the new students is provided by conducting Library Orientation program every year.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.stvincentpallotticollege.org/Image/AG4225.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2,27,291

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

66

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

As per the needs and requirement in the college, IT facilities including Wi-Fi are upgraded frequently.

- Availability of 70 computers connected to the internet facility with 70 internet switches and optical fiber connectivity is made. Two well equipped computer laboratories are available. 8 Wi-Fi hotspots with extender are provided to cover the wireless range throughout the college.

- IT and related needs of the campus such as software development, hardware and networking, website designing and posting email solution, SMS solution, etc., is taken care of by the formation of a separate team with in-house staff .
- The Wi-Fi connectivity with the speed of 300 MBPS is provided each by Airtel Pvt. Ltd. and Smart link to the entire campus building including the hostel.
- The enforcement of High security measures, spam and antivirus, Net-protector Total, Quick Heal filtering managed the network infrastructure. The systems are completely protected through NP antivirus.
- The desktops are provided to all the departments.

- **Biometric machines, Printers, Photocopy machine, CCTV cameras and scanner are also available.**
- **The track of the books and journals is kept by a Library Management Software.UPS backup facility is provided to all the computers in the college**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG4228.pdf

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

52,15,870

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The systems and procedures for maintaining and utilizing facilities have been established by the infrastructure policy of the college. The responsibility for provisioning and maintaining infrastructure is supervised by the Director and shared by the different authorities of the institution. Any complaint regarding infrastructure maintenance is dealt by the Director.

Proper supervision and maintenance of the building and surroundings is taken care of by the intervention of management of the institution.

Departmental Laboratories are taken care of by lab-assistants and their own workforce. The outsource persons are called time to time for updating the lab apparatus.

Self sufficient library is installed with the library management software, keeping track of the books and journals.

Facilities include water, medical, parking, security CCTV, biometric and photocopy machines updated from time to time, fire extinguishers, gymnasium, comfort zones, sprinklers for garden etc. The gardener and the supporting staff look after the watering and trimming of the plants.

The other key features of the college are guest rooms and Bank Facility. There is a facility of Ramp & comfort rooms for Divyangjan students.

Canteen remains open during the working hours of the college and the Canteen Committee supervises for its hygienic function.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG4229.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

191

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

88

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.stvincentpallotticollege.org/Image/AG2257.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

610

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

610

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

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

58

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

99

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

09

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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)

Students constitute a major stakeholder in the institutional growth. Utilization of the support and ideas of the students is the vital requirement for the prosperity of the institute and strives to build a cordial relation and inculcate a sense of pride amongst the students.

- ○ **Formation of Students Council: It is formed every year as per the notification and guidelines by the affiliating university, comprises of General Secretary, joint secretary and class representatives of different streams.**
- ○ **Representation of Student Council: by participating in the students' feedback activity, they address the problem pertaining to classroom, infrastructure, library, food, water, hygiene, etc. and subsequently bring the details to the notice of 'Students Grievances Redressal Committee'.**
- ○ **Representation in the NCC and Sports: Institute has its NCC and Sports facility in which many students take initiation and participate in the different sports activities viz., inter college, inter-university, annual sports etc.,**
- ○ **Social responsibility and Charity Activities: Students participate and execute social awareness and charitable activities like, Blood Donation camp, Marathon on World's heart day etc.,**
- ○ **Representation in various committees: Students represent in (i) Cultural Committee, (ii) Anti-ragging and discipline committee, (iii) Alumni Committee (iv) Women cell (v) Library committee**

File Description	Documents
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG2259.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

05

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

We have registered Alumni Association under the specified Act by Government of Chhattisgarh registrations bearing No. 122202242213. The Institution's Alumni Association has been significantly contributing its services towards the promotion of goodwill and uplifting the professionalism and subsequently acquired tremendous public perception of quality standards in its performance. In connection to the institution's effectiveness, the Alumni supports in various guidance and counselling activities. The purpose and objective of these interactions with the students of the institution are not only fulfilling the gap between the subject knowledge and the industry needs but also providing the financial assistance to few students who are deserving and needy. Students who are benefited by the 'Alumni Scholarship' provided in the memory of Alumni's

beloved family members, greatly motivated and inspired. Apart from the above support the institution carries out various 'Alumni Talks' every year in order to communicate with the current students which are related to the contemporary challenges and opportunities in the society and industry. The students subsequently obtain and aware the striving factors and solutions to work out immediately after completion of their graduation. They contribute in these activities and make the students obtain career and entrepreneurial opportunities to become industry ready.

File Description	Documents
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG2252.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) — E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

Upholding of the College's Vision is the paramount objective of the institutional governance.

The governance and administration of the Institution is deeply influenced by the values enshrined in its Vision and Mission. The Strategic Plan is drafted while keeping these foundational principles in mind. The rules and regulations of PRS University, Higher Education, UGC and other statutory bodies are also duly followed.

The structure of authority is hierarchical with the GoverningBody, The Director and the Principal and Vice Principal at the apex. The decision-making process is federal and collective in nature. Teacher representation in bodies like the college council, IQAC andvarious committees ensures the sharing of responsibility and cohesive

functioning.

The Staff facilitates sincere participation with the Principal on academic matters. Further delegation and decentralization is seen in the functioning of Head of the Departments and teachers who plans and executes the departmental curricular and co-curricular activities. Teachers are also the members of board of studies of the affiliated University. For the outstanding academic achievements of the students, high-quality teaching-learning through innovative methods is emphasized.

For the fulfillment of social and collaborative aspect of the mission, college organizes extension, social, and community activities-thereby contributing towards holistic education.

File Description	Documents
Paste link for additional information	https://www.stvincentpallotticollege.org/MISSION
Upload any additional information	View File

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

Decentralization and participative management is given utmost importance in the institution. It is well visible in the coordination of all the stakeholders and in the functioning of the Institution.

Case Study-

The IQAC members proposed to host a 5-day online national level FDP on"How to develop and publish quality researchpaper in High Impact Journals"from February 15 to February 19, 2022. The goal of the FDP was to offer advice on how to write high-quality papers and how to approach reputable research journals to publish them. The speakers shared their perspectives, experiences, and valuable information on the topic. Smooth conduction of the FDP needed a decentralized, wide and extensive plan of action. Topic of the FDP was decided upon by IQAC and Management with discussion with the college Research committee. A plan of action was created by the Research committee and college council members. For the successful accomplishment of the event, all the teachers were divided into different committees. For example, Registration Committee was responsible for the

registration of participants. The Technical committee was
responsible for all the arrangement regarding online sessions.
Feedback committee was responsible for feedback collection and
analysis for the future improvement.

File Description	Documents
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/C22.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution develops its Strategic Plan, highlighting the short-
term and long-term goals that will help to achieve a consistent and
holistic development in all its spheres of functioning.

In its progressive journey, the college had entered to the third
cycle of the NAAC. With respect to this, NAAC inspection was
scheduled on 26.10.21 & 27.10.21.A proposal was put in the governing
body meeting for hosting and taking care of NAAC Peer Team. In order
to conduct a proper and smooth functioningduring their visit,
different teams of teachers accompanied with students were formed to
takeover different responsibilities.Minute to minute scheduling of
the events of these days were done.

Day 1- The Peer Team visit was commenced with the welcoming speech
of the Principal which also highlighted various achievements of the
college. This was followed by departmental visit and interaction
with different committees, visiting library and meeting with Parents
and Alumni. A colorful cultural programme was also organized to
honor the visitors.

Day 2 -The day began with the interaction with few more committees
which was followed by report-writing. The visit was accomplished
successfully. The visit concluded with the exit meeting. The report
was handed to Principal and IQAC coordinator.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.stvincentpallotticollege.org/Gallery%20menu?tid=11ed30d65494214d9573b42e99c9ac7b
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organogram maps the organizational set-up and structure of the College. The transparent demarcation of roles and responsibilities of each member helps in the efficient execution of their duties. The recruitment, appointment, service rules and institutional procedures of the College are governed by the ordinances and rules of Pt. Ravishankar Shukla University,Raipur, Department of Higher Education, UGC and Vidya Protsahan Sangh.

The Governing Body and the Director are the highest decision making body of the college.

The Principal is the Chief Executive and Academic Officer, who plays an advisory, intermediary and supportive role.Under his guidance other departments and committees function. There are 6 academic departments in the college engaged in the teaching-learning process. The Principal is assisted by the Vice Principal, HOD andtheir Departments, IQAC, the College Council, the Non-Teaching Staff and other staff members. The College Council holds regular meeting for the effective planning and implementation of programmes like teaching- learning, curricular and co-curricular activities. All the teachers of the college are engaged in different administrative, academic and co-curricular activities through various committees.

The formal organizational structure of the library staff includes the Librarian, Library Assistant.

File Description	Documents
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/CC.pdf
Link to Organogram of the institution webpage	https://www.stvincentpallotticollege.org/Image/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has effective welfare plans for all the teaching and non- teaching staff.

Leave Benefits (As per University Rules)

- **Casual Leave is provided to teaching and non-teaching staff both.**
- **Medical Leaves**
- **Duty leaves to the teaching staff are provided to attend various Orientation/Refresher/Seminar/workshops/Training Programs etc.**
- **Female teaching and non-teaching staff can avail a Maternity Leave.**
- **Male staff can avail Paternity Leave.**

Benefits Related to Finance

- GPF which allows Pension to employees.
- PF loan facilities can be availed.
- Faculties are rewarded with an extra increment after achieving UGC-NET or Ph.D.

Support Facilities

- Canteen for all.
- Proper Drinking Water facility.
- Preference to admission and fees concession is provided for staff's children in schools runs by the sister institutions.
- The bank building is there in the campus.
- Free uniforms to class IV staff are provided.
- Soft skills training for non-teaching employees are provided.
- Non-teaching staff is encouraged and supported to pursue additional qualification.
- Gymnasium facilities for all. ·

ICT Facilities

- The College is fully Wi-Fi enabled.
- The smart class rooms are provided to every department.
- Desktops are available in the Library and in every department.

File Description	Documents
Paste link for additional information	https://www.stvincentpallotticollege.org/Facility
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

8

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

27

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal System for Teaching staff:

A well-structured self-appraisal form has been developed by the College Council for assessing the performance of the teaching staff. The form includes several factors relating to academic, co-curricular, and administrative ability. Performance of the Faculty is evaluated based on innovative teaching, participation in institutional work, teamwork, co-curricular, mentoring quality and involvement in publication work.

A Departmental Academic Audit is conducted by IQAC of College every year. Departments display their academic plans, teaching diaries, innovative teaching practices of the teachers, their participation in co-curricular and research publications.

Other assessment characteristics include commitment, collaboration with administration with other coworkers, and scholarly contributions such as paper and book publication. IQAC then provides suggestions to the department for further improvement. Teachers are motivated and reinforced through oral appreciation.

Non-teaching Staff Performance Appraisal System:

The Principal gathers information of Non-Teaching Staff from Department Heads and the Vice-Principal. Some of the characteristics considered for evaluation are office etiquette, prudence, politeness, presence of mind, managing a given critical situation, behavior with students and visitors and the ability to carry out a task independently. They are awarded for their efforts and

dedication.

File Description	Documents
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG635.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

As the College runs self-financing graduate and post graduate courses, Financial audit is done through external auditor who is appointed by our parent organization Vidya Protsahan Sangh. The process of external audit of all financial transactions is done by the external Auditor, Md. Arif & Co (C.A.), on regular basis. This provides a thorough report to the Director for upcoming planning and tracking.

Higher authorities of the Pallottine Father's group or trust from other areas of their designated province conduct internal financial audits. All necessary steps are taken during the internal audit to reconcile unit-wise balances with control accounts and bank reconciliations, regularize the accounts, obtain confirmations for credit balances, gather documentary evidence regarding payments, and comply with T.D.S.

A copy of the external audit report encompassing every aspect of account maintenance is kept. When the audit team points out minor mistakes, omissions, they are instantly rectified and preventative measures are taken to prevent future occurrences. A duplicate of the college's audit report is attached. The Accountant of the college extends all possible cooperation to the auditor for the smooth running of the audit.

File Description	Documents
Paste link for additional information	https://www.stvincentpallotticollege.org/Image/AG2261.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

3.0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

In collaboration with the Departments, the Director, and the Governing Body, the college's accounts department creates a yearly budget estimate. The governing body's approval is required for significant expenses.

(I)Mobilization of funds. - under a number of heads including

• Fee in the form of maintenance from the direct stakeholders, namely students.

• Sale of the prospectus to the students.

• Hostel fees.

(II)Funds are allocated under a number of heads , including

• General Fund and Provident Fund.

• Capital Fund,

• Endowment Fund,

• Social Welfare Fund, and

• Scholarship Fund

The money is set aside by management for both construction provision and infrastructure improvements.

(III) Utilization of Funds: This is done under various heads, such as

· Recurring Expenses.

· Infrastructure costs: furniture, equipment, books, and computer expenditures.

· Student Welfare—scholarships for co curricular, academic, and EWC participants.

Fees are collected in order to pay, staff salaries, bank interest, PF, ESIC, scholarships, CCTV, and biometrics, meetings and seminars.

The budgeted amount for research is used to support co-curricular initiatives for faculty development and other activities.

Through the yearly planned budget, the institute successfully implements the biowaste management policy to keep the compost pit, garden, and medicinal plant corner.

File Description	Documents
Paste link for additional information	http://www.stvincentpallotticollege.org/Fees
Upload any additional information	View File

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

IQAC has raised quality consciousness among stakeholders and institutionalized several of its initiatives.

1. Organizing National Level Seminars/FDP and Special Lectures related to various topics for both teaching and Non-teaching staff is performed as a compulsory practice.
2. Participation in Grading frameworks-

Participation in NAAC Cycles, regular submission of AQAR, Submission of AISHE, and Performance Index of affiliated University has been a regular practice.

1. **Regular conduct of Audits and feedback -**

Timely conduct of Academic audit, Environment, Green and Energy Audits. Timely filling up of Feedback Forms by students, faculty, nonteaching staff, parents, and Alumni and their analysis.

1. IQAC takes care of the requirements of the administrative staff to enhance their working environment on both a professional and emotional level.
2. Motivating for Innovative Teaching-Learning Process and its Monitoring-

The Teachers are continuously encouraged to bring innovative teaching-learning process, use of modern technology in teaching, and induce spirit of research in students.

Introducing online facilities in the library. Therefore, students and faculties can access many reputed national and international e-journals.

6. Institutionalized the 'Learning beyond the Classroom'-Guides to organize many activities beyond the classroom which enables students to learn and develop their Affective and Psychomotor domains.

File Description	Documents
Paste link for additional information	http://www.stvincentpallotticollege.org/IQAC
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC reviews its teaching learning process in the following process-

a. Ensuring timely completion of syllabus as per teaching plans. Teachers' daily diaries are monitored periodically.

b. Ensuring that periodic review of students' performance is done by faculty through formative/summative assessment on continuous basis. Students with under-achievement of learning outcomes are identified.

c. Ensuring that Remedial classes are conducted to improve the achievement of intended learning outcomes and fill the gaps in the

knowledge, understanding and application of concepts by students.

d. Feedback mechanism –

   1. Feedback is collected from students via monthly student-faculty meetings and feedback forms.
   2. Feedback is collected from various stakeholders through online forms and analyzed.
   3. Feedback so collected is analyzed and a Follow-up action plan is prepared for the rectification of grievances and future development of the institution.

e. Academic Audit-

Every Department undergoes Academic Audit by IQAC towards the end of the session. The IQAC provides the Departments with helpful comments based on the audit and suggests actions for improving internal quality.

f. Initiation of Programmes related to professional developmentfor both Teaching and Non-Teaching staff.

File Description	Documents
Paste link for additional information	https://www.stvincentpallotticollege.org/eresources
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.stvincentpallotticollege.org/Image/A2122.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Following are the facilities provided for promotion of gender equity -

- **Celebration of International Women's Day in the college campus ensures the awareness regarding gender equity.**
- **Orientation Program by Gender Equity Cell and all the departments ensures the transmission of equality in college campus.**
- **Surveillance cameras in the premises at various locations to ensure safety.**
- **Internal discipline Committee to redress grievances of students.**
- **Zero tolerance for sexual harassment of women in the institution.**
- **Anti-Ragging policy which helps to prevent any incident of ragging or harassment of the students.**
- **During outfield visits like study tour, industrial visits, field study etc. lady teacher accompanies to ensure the safety of girl students.**
- **Counselling plays a very important role to address student's problems. Mentor-mentee system creates a ventilation for students to share their specific issues and get them resolved.**
- **College has a well-maintained women's hostel for 90 girls inside the campus.**
- **Mandatory Courses such as Value Education which includes a theory paper -Gender School and Society for B.Ed. students address issues such as women's safety and challenges faced by**

women.
- College has facilitated a sanitary vending machine in the girls refresh room to ensure the health and hygiene of female students.

File Description	Documents
Annual gender sensitization action plan	https://www.stvincentpallotticollege.org/Image/AG2711.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.stvincentpallotticollege.org/Image/AG27111.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Waste management has become an urgent need , considering this, our institution has taken the necessary measures to ensure the proper disposal and recycling of waste

- Solid waste management:- To collect solid waste, separate dustbins are kept for bio-degradable and non- biodegradable waste. The canteen maintains with minimum plastic usage. A compost pit converts all the biodegradable waste in nutritious manure. Single- sided used papers are reused for writing and printing purpose.

- ○ **Liquid waste management:- The liquid wastes generated in the college is disposed through proper channel. The well-maintained drainage system takes out the sewage into the big drains outside.**
- ○ **Biomedical waste management**

College does not run any course that would generate biomedical waste.

- ○ **E-waste management**

An E-waste corner has been set up inside the college where the college e- wastes are collected from time to time.

- ○ **Waste recycling system**

The institution has three vermin compost units that recycles the biodegradable waste generated by the college.

- ○ **Hazardous chemicals and radioactive waste management**

Due to the hazardous effects of the radiation emitted by the telecom towers, is cautious that any telecom company shouldn't mount their tower in the range of 500 meter of the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage	B. Any 3 of the above

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The efforts towards providing inclusive environment created by St. Vincent Pallotti College can broadly classified into following categories:

- **Institutional Scholarship**

Apart from the government scholarships, the college also manages to give scholarships in five different categories. Those are-

1. **University Merit position holder/ More than 70% marks**
2. **Christian students with minimum 60% marks**
3. **Economically weak students with minimum 55% marks**
4. **Students whose father is not alive**
5. **Extraordinary performance in co-curricular area and minimum 60% marks**
6. **Special scholarship by Alumni for special achievements.**

- **Admission in Education Department: The Department of Education has 50% of its admission from SCERT counseling and the**

- remaining 50% seats are filled with Christian minority students..
  - **Fee Concession and Educational Help to the students: Students who are deserving get the fee concession from the college management on different grounds.**
  - **College celebrates Hindi Diwas to promote Hindi language. Bilingual teaching method is being used, as the students are from both Hindi and English-speaking backgrounds. The library contains a reasonable number of books in both medium.**
  - **Other activities as International Yoga Day celebration and semi-folk dance competition are conducted for bringing inclusiveness among the lingual diversity.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Independence & Republic Day: The staff and students along with NCC and NSS of College celebrate the Independence Day and Republic Day with deep sense of patriotism.

Kargil Vijay Diwas: The NCC and NSS of College took an initiative to celebrate the Kargil Vijay Diwas. The students ensured elaborate participation in the event.

Teachers' Day Celebration: The students take initiative to celebrate Dr. Sarvpalli Radhakrishnan's birthday as teachers' day. Students express their gratitude towards their teachers on this occasion.

No Polythene Day: Under the hashtag #clean India, The NCC cadets and students of the college ran a no-polythene rally. The students from B. Ed. Department conducted a Nukkad Natak on this event to create awareness for saving the environment.

NCC Day: The college NCC celebrates this day with utmost enthusiasm. On 27th November 2021 College NCC conducted program on this occasion to show the pride and dutifulness towards the nation.

International Yoga Day Celebration: 'International Yoga Day' has

been celebrated by the college on 21.06.2021. All the members of the staff and students took part in this occasion. The Yoga instructor guided them for different Asanas and Pranayams. The significance of daily practice of Yoga has also been explained.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.stvincentpallotticollege.org/Image/AG2719.pdf
Any other relevant information	https://www.stvincentpallotticollege.org/Image/AG27191.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The detailed description of activities are as follows-

World AIDS Day: -The world AIDS Day is celebrated with keenness in our College on 16 December 2021. The aim of the event is to create awareness for AIDS and its prevention.

Hindi Diwas (14 September)- The Hindi Diwas is celebrated by the special days committee.The objective is to make our youth aware of the significance of our national language.

Teachers' Day Celebration:- Birth anniversary of Dr. Sarvpalli Radhakrishnan is celebrated as teachers' day in the college campus. Students conduct various cultural events to express their love and affection for teachers.

Kargil Vijay Diwas:- The NCC and NSS students of the college celebrated Kargil Vijay Diwas to commemorate the sacrifice and pride of our Army.

International Women's Day - The female staff and the students celebrate this day on 08.03.2022 with joy and elation.

No- Polythene Day:- Under the hashtag #clean India, The NCC cadets and students of the college conducted a no-polythene rally. The students from B. Ed. Department conducted a Nukkad Natak on this event to create awareness for saving the environment.

NCC Day: The college NCC celebrates this day with utmost enthusiasm. On 27th November 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice 1 : Institutional Scholarship

Objectives:

To introduce value-based motivation system and develop the potential in academic and non-academic dimensions.

Context:

The institution gives scholarships in five different categories.

Practice

Name of the Category

Amount

Maximum Number of candidates

Merit

3000-5000

26

Economically Weak Class

3000-5000

20

Christians

3000-5000

20

Co-curricular Activities

3000-5000

17

Scholarship by Alumni

5000

5

Evidence of Success

Total Number of Students benefitted = 88

Total sum of money distributed as scholarship = Rs. 315500.00

Problems encountered and resources required:

1. Major resource is the college management.

2. Alumni should be more active.

Best Practice 2: Learning beyond the Classroom

Objectives :To enhance the soft-skills as presentation, exposition, technical specialities, mastery over giving interview and many more.

Context: To identify the essential needs of the students beyond the range of regular syllabus and fulfil them.

Practice: All the departments planned various extra-curricular activities such as CaseStudy, Grooming The Personality, ALM Workshop, Exhibition of Educational Toys, Yoga for Wellness, Quiz-Competition, Technical-Antakshari, PPT Presentation Competition, Guest-Lecture and BIZMAP A team building activity.

Evidence of Success

- **Students acquired merit positions**
- **Enhanced Placements**
- **Skill development.**

Problems encountered and resources required:

- **Time constraint:**
- **Need of effective implementation**

File Description	Documents
Best practices in the Institutional website	https://www.stvincentpallotticollege.org/Image/AG2721.pdf
Any other relevant information	https://www.stvincentpallotticollege.org/Image/AG272.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

"Association with the Community"

St. Vincent Pallotti College provides a socially conducive environment for harmonious growth of an individual. Following are the main facets in this area:

Association with the Nagar Nigam (Municipal Corporation and Smart city):-

Raipur City Municipal Corporation has set up an open gym in the campus. The beautification of the area around the college is another dimension of that connection. College has done unprecedented work with Nagar Nigam and coordinated with them to build a beautiful garden in front of the college.

Association with Green Army:

The college has signed a memorandum of understanding with the NGO Green Army, which is constantly engaged in raising environmental awareness in the city. NCC cadets and students along with staff participated in the No Polythene rally.

Charity and Extension Programme:-

Blood Donation Camp

College had organised a mega Blood Donation Camp in the college vicinity on October 15, 2022 with the praiseworthy cooperation of Bilasa Blood Bank Raipur.

COVID Vaccination Drive

Considering the health as an opulent factor, Charity and Extension Committee conducted a COVID vaccination drive on August, 20, 2022 in the college campus. The teachers and students participated in the program with enthusiasm.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year:

• To provide an environment that promotes the holistic development of the students.

• To enable teaching fraternity and students to continually improve their technological literacy and proficiency.

• To initiate new programs in accordance with the industrial demand.

• To justify the social responsibility of the institution by providing formal and informal education, disseminating information, and planning events and programmes for the community and other stakeholders.

• To raise consciousness to protect and promote the environment.

• To review the system of internal evaluation and device further innovative techniques that helps in effective execution of the curriculum.

• To promote research culture among teachers and students.

• To strengthen additional courses and certificate programs that are skill-based and job-oriented.

• To give more momentum to campus placement drive in all the departments.

• To identify student's talent in sports and extracurricular pursuits and avail opportunities to unleash their capacities.

• To inculcatehabits among students for effective implementation of the environmental policy of the college.

• To facilitate the differently abled students with accessible website, screen-reading softwareand soft copies of reading material so as to bring inclusiveness.