



YEARLY STATUS REPORT - 2021-2022

| Part A | |
|--|---|
| Data of the Institution | |
| 1.Name of the Institution | Government Arts and commerce (Naveen) College, Bhopal |
| • Name of the Head of the institution | Dr. Mukesh Dikshit |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 07552555326 |
| • Mobile No: | 9826218002 |
| • Registered e-mail | hegaccbho@mp.gov.in |
| • Alternate e-mail | jainshobhana123pro@gmail.com |
| • Address | Malviya Hostel Building Jahangirabad |
| • City/Town | Bhopal |
| • State/UT | Madhya Pradesh |
| • Pin Code | 462008 |
| 2.Institutional status | |
| • Affiliated / Constitution Colleges | |
| • Type of Institution | Co-education |
| • Location | Urban |

| | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status | UGC 2f and 12(B) | | | | |
| • Name of the Affiliating University | Barakatullah University | | | | |
| • Name of the IQAC Coordinator | Dr. Shobhana Jain | | | | |
| • Phone No. | 07552555326 | | | | |
| • Alternate phone No. | 07552555326 | | | | |
| • Mobile | 9425382389 | | | | |
| • IQAC e-mail address | hegaccbho@mp.gov.in | | | | |
| • Alternate e-mail address | jainshobhana123pro@gmail.com | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | https://govaccmh.ac.in | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://govaccmh.ac.in/wp-content/uploads/2021/04/Academic-Calendar-compressed.pdf | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 3 | C | 1.83 | 2022 | 18/11/2022 | 17/11/2027 |
| 6.Date of Establishment of IQAC | | | 07/10/2005 | | |
| 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 | |
| Govt, Arts and Commerce (Naveen) College Bhopal | Administrative/Repairing Expenses | world bank | 365 | 372000 | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | No | | |

| | |
|--|--|
| <ul style="list-style-type: none"> • Upload latest notification of formation of IQAC | No File Uploaded |
| 9.No. of IQAC meetings held during the year | 1 |
| <ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes |
| <ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |
| <ul style="list-style-type: none"> • If yes, mention the amount | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | |
| <ul style="list-style-type: none"> • The college faculty is encouraged to use innovative methods of teaching and learning to develop learning interests in studies. • IQAC asked the Career and Counselling Cell to promote awareness through training and lectures in order to facilitate the students and prepare them for competitive exam and employment. • In the first period of the class 10 minutes is assigned for yoga or meditation to the students and class teachers. Yoga and meditation drive are in the session. • The teachers regularly interact with the students and solved their queries. • The all- respectable departments are prepared question bank according to their subjects. | |
| 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 |
| NAAC accreditation Cycle 3 | SSR Summited and waiting for the DVV results |
| 13.Whether the AQAR was placed before statutory body? | No |
| <ul style="list-style-type: none"> • Name of the statutory body | |

| | |
|---|--------------------|
| Name | Date of meeting(s) |
| Nil | Nil |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2021-2022 | 05/01/2023 |
| 15. Multidisciplinary / interdisciplinary | |
| Nil | |
| 16. Academic bank of credits (ABC): | |
| NEW EDUCATION POLICY ACADEMIC STRUCTURE MAJOR SUBJECT - 56 CREDITS MINOR SUBJECT -26 CREDITS OPEN ELECTIVE -18 CREDITS VOCATIONAL - 12 CREDITS FOUNDATION COURSE - 24 CREDITS INTERNSHIP/ FIELD PROJECT / COMMUNITY ENGAGEMENT - 24 CREDITS TOTAL CREDITS := 160 | |
| 17. Skill development: | |
| Nil | |
| 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| Nil | |
| 19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE): | |
| Students performance in university examination and learning outcomes are related to each other but with the changing times it is not | |

must. Our institution is an undergraduate college so proper campus selections for UG candidates are organized. Most of the students these days prefer to be entrepreneurs (may be small). They work towards that goal also. Whatever skill and knowledge they earn with degrees of B.A., B.Com. and B.C.A. They try to use this to be the best for their job search and experience.

The institution runs B.A. (Foundation Course, History, Economics, Political Science and Sociology), B.Com. (Computer application, Taxation and Tax Procedure, Travel and Tourism), with BBA, BCA and M.A (English Literature). Students pursuing these courses need some specific global skill also. We cater to this need by organizing training programmes through Vivekanand Career Guidance Cell of the institution. University Examination results are also indicative of learning outcome. Analysis of results is given to the departmental profiles. Barkatullah University has given instructions for affiliated college that students pursuing graduate courses can be permitted to complete this course in maximum of 5 years. Similarly, post graduate courses of two years are also permitted one-year grace period. This is to facilitate candidates complete their courses and increases success rate at institutional level.

1. B.Com. (Computer application, Taxation and Tax Procedure, Travel and Tourism)

2. This is to facilitate candidate complete their courses and increase success rate at institution

20.Distance education/online education:

Nil

Extended Profile

1.Programme

1.1 148

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1 793

Number of students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.2 **494**

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.3 **615**

Number of outgoing/ final year students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

3.1 **25**

Number of full time teachers during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.2 **24**

Number of Sanctioned posts during the year

Extended Profile

1. Programme

| | |
|--|------------|
| 1.1 | 148 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2. Student

| | |
|------------------------------------|------------|
| 2.1 | 793 |
| Number of students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|--|------------|
| 2.2 | 494 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|------------|
| 2.3 | 615 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3. Academic

| | |
|--|-----------|
| 3.1 | 25 |
| Number of full time teachers during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|--|----|
| 3.2 | 24 |
| Number of Sanctioned posts during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|---------|
| 4.Institution | |
| 4.1 | 15 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 6838206 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 53 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through a well-planned and documented process. The institution adheres strictly to the syllabus provided by Barkatullah university and M.P Higher Education for all of the courses in various programs being run here. Head of the institution ensures sincere and effective implementation of the same. The faculties are instructed and regularly monitored for effective curriculum delivery to the students. The Department of higher Education, Government of MP provides academic calendar to all the government institutions. It is mandatory for all the government affiliated HEI to implement the same academic calendar. However, the examination is conducted as per the guidelines of the affiliating University. The affiliating university works in coherence with the HED prescribed academic calendar which is effectively implemented by the institution here. Following points are important to mention in this process: At the beginning of the session, meeting is held to formulate the mechanism for effective implementation of the

academic calendar. Time table committee frames the time table for all the programmes in the college. It is mandatory for all the faculty members to prepare Academic planner in line with the time table.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

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

Every department of the institution prepare the teaching planner by referring to the university calendar. We also prepared unit wise notes according to the syllabus. The corrective actions are initiated for improvement and delivery of contents. Examinations are conducted from time to time as per the circulars received from affiliating university.

| File Description | Documents |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

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

C. Any 2 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 | No File Uploaded |

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

7

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

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

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

00

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

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

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

1.3 - Curriculum Enrichment

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

Institution has an active national service scheme (NSS) through which many activities are conducted such as tree plantations, cleanliness survey, awareness of voting, blood donation, rally organised on different activities. College students of NSS conduct so many programmes like Nukkad Natak to give message to the society on save girl child, awareness of election among voters, programmes on Clean India and Green India, programmes on hygiene importance and education.

Gender Equality: Institute encourage boys and girls both to participate in sports and cultural activities. Girls common room as well as boys' rooms are available in the institute.

Environment: College have been conducting various social events such as tree plantation, rallies in nearby villages on energy conservation, save water rallies and environment related activities.

Human values: A necessary part of curriculum is to inculcate good human values among students. Our institute always believes to make each student to be a good human being. Student learns not only respect to teacher seniors, but also to respect themselves. College has Anti-ragging cell to ensure ragging free environment. Internal discipline committee has been appointed to take care of human values. College has a handicap friendly campus. College has constructed ramp near staircase for physically challenged students handicapped.

Professional Ethics: Institute has given equal importance to the professional ethics along with academics. Students should not do wrong things knowingly and willingly this ethics inculcated. College has organized various personality development programmes

through skill development cell to increase the employability of the students.

| 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

8

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| 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 |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

612

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

| | |
|---|---|
| 1.4 - Feedback System | |
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | D. Any 1 of the above |
| File Description | Documents |
| URL for stakeholder feedback report | No File Uploaded |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | No File Uploaded |
| 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 | No File Uploaded |
| URL for feedback report | Nil |
| 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 sanctioned seats during the year | |
| 650 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| 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****494**

| 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

Special Program especially for advanced learners and slow learners have yielded fruitful results. Remedial classes are organized on regular basis for slow learners students. The students are encouraged to make notes with the help of ICT using PPT's prepared by teachers. Guest lectures. Textbooks, reference books and study material provided by the faculty members. Virtual classes on all subjects are held for all students regularly.

Special classes for advance learners and slow learners are held subject wise and class wise to bridge the knowledge gap of enrolled students. The students are benefitted by these special classes and try to cope with the programs they have taken admission, When the faculty looks upon the diversity of learners in all respect, for example their personal background, their interests and abilities they take it as their duty to train the young minds in such a manner that all the learners get interested and involved in whatever is taught in the class-room or otherwise in and around campus. Subject wise special classes are held for brilliant and weak students where the students can relate and present their problems without hesitation.

The institution includes all students in all programs and activities without discrimination of gender or category. The functionaries get to learn that any discrimination is unhealthy for institution.

Special classes for advance learners are held and the concerning faculty members respond to special learning as per needs of such brilliant students.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Link for additional Information | Nil |
| 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 |
|--------------------|--------------------|
| 2057 | 25 |

| 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

Faculties work on making the learning procedure effective as well as interesting. They provide a variety of learning experiences through diverse methods of teaching and also invite participation of students in all teaching-learning process. Proper learning is incomplete without participation and enthusiasm on both fronts. Students are given assignments and are asked to present it before the class. This enhances their confidence and all-round development of students. Teachers use different methods of teaching. This renders a healthy bonding between teacher and students.

Example-.

During every year CCEs are organized for different courses. For evaluating students different techniques like surprise test, Pre-Examination, Class teaching, Group Presentations, Group discussions, assignments etc are used. It helps in personality development, increase their alertness, help them research about a certain topic, helps their verbal communication skills and so on. Students' performance is discussed with their parents in Parent-Teacher Meeting that are held regularly.

With the CCEs we can give a development and progress promotive guidance to our students. When we talk about qualitative or quantitative part of evaluation process we give our suggestions.

We send our recommendations to Government as well as to university . In programs with practical subjects like computer Application and BCA our faculties promote students participation to attain practical experience.

There is an active Creative Writing Club and Book Reading Club in the institution. Clubs invite students for to participate and organize activities. Clubs are instrumental in creating literary instincts in students and we found an enthusiastic response.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

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

The college have Smart Class rooms effective teaching. E-Resources Centre in the college has been established by the funds sanctioned by Higher Education department. We have computers with internet facility in all faculty cabins that help faculties to apprise themselves with latest information and development and then use this knowledge for effective and latest information teaching.

With the expert Lectures, inter-disciplinary workshops and seminars students get Exposure to advanced knowledge and skills.

Innovative teaching approaches and methods adopted these innovations have a positive impact on students. Power Point Presentation and Smart class room make students more involved in learning procedure. We believe that you learn better by doing.

We also engage brain storming method for teaching a few topics. It is soliciting and then compiling without judgements. It is an effective tool to generate ideas, encourage creativity, involve the big group.

We innovate by forming Learning Cells. In this we make each learner read different selections and then teach the essence to the small cell of which he/she is a member. This works in an excellent manner in subjects like History, Sociology, a few topics in languages.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

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

25

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| 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

25

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | No File Uploaded |

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

12

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

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

2.4.3.1 - Total experience of full-time teachers

163

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

The Higher Education department decides about the number of classes during every semester/ Yearly examination. The syllabus decided by out affiliating university i.e. Barkatullah University Bhopal has to be taught within these 180/90 days. If this limit of 180/90 days cannot be achieved then extra- classes are conducted so that the syllabus may be completed and students' welfare is taken care of. Ours is a Government institution affiliated to Barkatullah University, Bhopal. Recent reform in plan i.e. semester system has imparted a very sensitive responsibility on the institution. This is the allotment of 15% internal marks.

We always believe in interactive learning technique and evaluating students through interactive methods that open up numerous options CCEs are conducted every year. Different methods to assess are used. Group discussion helps in personality development and team work. Assignments and presentation enhance self confidence and Students are encouraged to prepare PPTs. This helps their

technological attributes.

Internal assessment is done regularly. Students are allowed to see their test papers and a record of marks is maintained in the college.

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

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

Grievances with reference to evaluation at college level are easily solved as there is transparency in evaluation and test papers can be shown to students.

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

2.6 - Student Performance and Learning Outcomes

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

Students performance in university examination and learning outcomes are related to each other but with the changing times it is not must. Ours is an undergraduate college so proper campus selections for UG candidates are organized. Most students these days prefer to be entrepreneurs (may be small). They work towards that goal also.

Today's youth is very aware and tries to earn such skills and academic qualifications that enable them to get a good job. The institution runs B.A (Foundation Course, History, Economics, Political Science and Sociology), B.Com (Economics), B.Com with Computer application, B.Com with Taxation and Tax Procedure, B.Com with Travel and Tourism, BBA, BCA and M.A (English Literature). Students pursuing these courses need some specific global skill also. We cater to this need by organizing training programmes through Vivekanand Career Guidance Cell of the institution. We have already organized training programmes in Computer skills,

Computer hardware, Tally, Group Discussion and Personality Development, Paper Mashy, Small Scale industry entrepreneurship and many more. University Examination results are also indicative of learning outcome. Barkatullah University has given instructions for affiliated college that students pursuing graduate courses can be permitted to complete this course in maximum of 5 years. Similarly Post graduate courses of two years are also permitted one year grace period. This is to facilitate candidates complete their courses and in turn increases success rate at institutional level.

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

The learning outcomes of traditional courses like B.A and B.Com are not very easy to analyze as most of our students either go for Post graduate degrees or computer related short term course or some jobs they might get after their graduation. Computer related short term certificate and diploma courses add to their employability. We can state that in modern times computer skills are must for job seekers hence in institution we conduct skill Development programs, Computer related training programs and so on. Higher Education department of M.P is also taking care of employability of students and hence 'Computer Awareness' has been declared a compulsory part of foundation course paper of syllabus.

Tutor guardians keep the records of the students who are allotted to them. Teachers suggest students regarding their future plans at times. The institution has Alumni that are indicative of performance and life initiatives taken by our students. Suggestions guidance and help from Alumni is also sought. Members of college alumni are pursuing different professions and share their experiences with teachers as well as students. This helps us for deciding goals and future planning.

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

2.6.3 - Pass percentage of Students during the year

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

615

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

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://forms.gle/bMUTmdpeC69E2wEa6>

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)

00

| 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) | View File |

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

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

00

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

01

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

00

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

5

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities

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

Extension Activities Response: Higher education objective is to promote team spirit to foster, Innovation, leadership, continuous personality and overall development of students. The Institution Organizes education, cultural and extracurricular activities through various department like NCC, NSS, Red Ribbin club and child protection club to fulfill the responsibility. NSS works Under the state organization administration management. At the beginning of session the advisory committees decide about the activities to be undertaken during the session. In the Institute there are 2 Units women unit and men unit and they both work together with responsibility for fulfillment of duties. It was in 1990 that a men's unit of 50 was introduced for boy students that was increased to 100 volunteers unit in 1996. During 2011 a women

unit of 10 50 students was started that was increased to a unit of 100 students. Now we run two NSS units of 100 members each.

NCC

College has a NCC wing. National Cadet corps is the youth wing of the Indian Armed forces. It is open to college students on a voluntary basis a Tri services organization, comprising the army, Navy and Air wing engaged in grooming the youth of the country into disciplined and patriotic citizens. NCC wing of this college various out rich activities organized like health and highline, social awareness, Mission cleanliness, plantation, environment conservation etc.

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

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

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

06

| 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 |

3.3.3 - 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

3.3.3.1 - 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

40

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

1797

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

3.4 - Collaboration

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

5

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | View File |

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

other universities, industries, corporate houses etc. during the year

00

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

Response: Our college premises has total 1.53 ACRE of land out of them 3886.0 square metre area is constructed .the college has provided and adequate Infrastructures and physical facilities for teaching learning purpose .our college provides Morden Infrastructures like smart classroom partly automated library updated computer lab etc. computer lab updated time to time with the latest equipment maintenance and repairs .our college has acceptable infrastructure for office, staff and students. There are 13 departments for professor and total 17 classrooms here, some of which are also equipped with close circuit cameras. sufficient number of 65 computer with latest configuration along with 10 automatic master printers, 01 digital camera ,03 laptop. 1 laser printer ,14 web camera situated in different classes and college campus. we have one big Auditorium with updated technical facilities and sitting arrangement of about 400 people. the campus of our building is covered with Wi- Fi we have following facilities for the students and staff members like purified drinking water and toilets, special one toilets for male and one for female. Conference Hall, Health Centre, gymnasium, girls common room, semester cells also available in our college.

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

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

Sports and culture activities Develop the personality of student physically as well as mentally. College provide platform to enhanced the overall development of the students through different culture activities like "Yuva Utsav", "annual function" and NCC, NSS and sports activities. Our sports department provides indoor and outdoor games facilities with all needed Infrastructures and equipments. we have facility at different sports activities like chess, table tennis, judo, Kea king cannoing ,soft ball , Cricket, Kabaddi ,football and yoga, besides this yoga is also performed by the students we have proper met by approximate 25 to 30 people in a batch. sports department is very rich as it is 16 stations indoor gym.

Students of our college participate in different District, Divisions, State National and International Level Competition. many players also participate all India inter level competition and represent Barkatullah University in different games. we have physical fatteners like jogger machine, cycle with Twister. stepper for knee strength, vibrator abdominal apparatus, high pulling machine etc. students perform different cultural like dance, nuked natak , mime, singing and participate other competition like Mehndi ,Rangoli ,poster making, speech ,gifts and gift decoration activities etc.

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

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

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

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | No File Uploaded |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | No File Uploaded |

4.2 - Library as a Learning Resource

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

Response (ILMS)

Library is automated using ILMS,

1. The ILMS software we use is soul
2. It is partially automated Bar code technology
3. We use the version 2 of the software.
4. Library is automated in the year 2016

We have 21073 books in all in the library with 164 P.G. English literature. Books.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

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

D. Any 1 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)

00

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

23

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| 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

Response:

The college maintains its IT infrastructure and keeps it updated in the following way:

1-Our college use Web enabled application software for the best college management modules like online admission portal, MPTAA S Portal for scholarship, BU Bhopal website for examinations form and internal marks of students etc. and also maintaining College website time to time by committee.

2- teaching learning process is carried out through 2 smart class room.

3.Institute is having a thumb impression machine for taking attendance of faculty and staff members.

4- Today's students have mostly engaged with social sites. our College Professor using the power of different type of like Google classrooms WhatsApp and YouTube to attract students engaging content and stay conducted with us.

5.Wi-Fi facilities is also available at college.

6.A central Server room is maintained at principal with display in LCD is connected to close circuit cameras for security related issues.

7.Departments of Equipped with desktop. sufficient number of computer is also allocated to all departments with printer and scanners with Wi-Fi password .

8.Our college office also use printers, photocopy Machine and computers which are connected server which provides access to BSNL broad band 100 Mbps and application software IFMIS for treasury work.

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

4.3.2 - Number of Computers

65

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Student – computer ratio | No File Uploaded |

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 | No File Uploaded |

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)**

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The maintenance and utilization of academic, physical and support facilities is through adequate established system. The college administration has assigned lab attenders and cleaners for taking care of these facilities. Computer lab, Proper safety measures are followed while working in the labs, Students in their initial classes are taught about the safety measures and protocol to be followed while doing lab work. Lab attendant ensures that all the cables, connections are safe. He takes care of all the hardware and software of the facility. Similarly, the computer lab is also taken care of by the lab technician in charge. There are 38 computers in the computer lab. Library: There is a librarian, in-charge of the library who takes care of the library facility. Cleaner Regular cleaning of the library, Issue and login registers are maintained properly. Books are arranged regularly. The classrooms are regularly cleaned by the cleaning staff. Worn out furniture is replaced regularly. It is ensured that proper teaching aids such as green board black board, as well as properly functioning tube light, fan etc. are there. Discipline committee ensures that the students maintain discipline and stick to the code of conduct in the classes and campus premises. Sports Facility: The sports officer is in-charge of the college's sports facility. A lab technician assists him in maintenance of the facility.

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

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**

1225

| 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**

00

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | No File Uploaded |
| 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

C. 2 of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | Nil |
| 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

00

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

00

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | 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

101

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

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

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

government examinations) during the year

00

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |

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.**

1

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | 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)

The formation of the student union is done as per the instructions of the government. For the last 3 years, no instructions have been received for the formation of Government Students Union, but senior students cooperate in various activities of the college.

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

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

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

203

| 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

Alumni organization has been formed in the college and was sent for registration during the Corona period, the case is pending. Again the application has been sent to the registered firm and society. This committee cooperates in all the works for the development of the college and guides the students from time to time.

1. Assist in the conduct of examinations.
2. Cooperate in NSS activities
3. Providing cooperation in cultural and literary activities.
4. Participation in environmental protection program.

5. Providing cooperation in providing information about welfare schemes and facilities.

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

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

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Our institution aims and vision is to contribute for our country and world through all possible excellence. We wish to generate knowledge for academic growth and ethics. We want the students to cater in Indian social needs, and developed to their potential to explore in the given circumstances.

we want to inculcate values in our students are academic integrity, accountability with respect for all individuals and professions. We also work on the realization of national and global concerns of our students. We developed innovation, exploration, creativity and enterprise.

VISION: To establish caste and gender discrimination equality. To establish the prestige of the college to a higher standar level. To enrich the students to the global level with teaching an learning. To cease the decline of moral values and forwarding standard values of our Indian Culture. To inculcate determination and responsibility toward institute and society.

MISSION: Collage committed to innovative teaching and higher quality of students achievement in scientific and practical aspects. Enriching the knowledge of the students with the changing events happening at the global level.

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

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

We understand that a leadership has to prove itself through achievements on all fronts in any organization. Ours is one institution imparting higher education to learners with a purpose to make ready useful and enthusiastic citizens by achieving the set goals. The principal acts as a companion, guide, mentor, associate, helper and leader. These roles are fulfilled by constituting committees that work on behalf of head of the institution. This in fact is the formal arrangement for running the institution smoothly. These committees co-ordinate and monitor internal management of the college efficiently.

All functionaries of the college are given such responsibilities that they have to act as leaders in one or the other programs. Leadership quality makes one ready to set goals and then achieve those goals with the help of those around you. All goals should be clear and feasible. Curriculum activities also promote leadership qualities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The principal assigns work as the head of different committee so that the result may be accomplished through team work spirit and he make strategy to run smoothly and diligently.

For proper implementation of all schemes several committees are formed. Working plans are designed for all functionaries. All committees are constituted keeping in mind students' welfare and

development along with Proper running of the institution. To mention a few - Time Table committee prepares the time table for all classes keeping in mind available teaching staff and subjects to be taught. Proper Care is taken that all classes are commenced on time, Principal & other in charge heads inspect it timely, that classes are runner in proper discipline, Arrangement lecture are arranged in case of absence of any faulty and it also helps in control of ragging. Discipline committee and anti-ragging committee make sure that discipline is maintained and no ragging case is reported. This promotes a cordial environment in the institution. NSS officers promote the hidden social service spirit in students and they learn to take care of environment, cleanliness and became aware about their social obligations as well.

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

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

The college functions as per the following hierarchy: 1 st Level : Commissioner Higher Education Regional Additional Director, Bhopal Narmadapuram Region, Bhopal 2nd Level: Principal of the College 3rd Level: Teaching Staff/ Non-Teaching Staff/Administrative Staff Committees constituted for achieving the proper execution of government instructions are as under:- 1. Staff Council 2. Discipline Committee 3. Anti Ragging Committee (IV) Women harassment Committee 1. Janbhagidari Committee 2. Recruitment and Teaching arrangement in self- finance courses 3. Physical Verification Committee 4. Right to Information Committee 5. IQAC Committee 6. Admission Committee.

| File Description | Documents |
|---|---------------------------|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user interfaces | View File |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

Welfare schemes for teaching and non teaching staff are decided by Higher Education Department.

Teaching staff

1. Provident fund
2. Group Insurance
3. Medical allowance
4. City compensatory allowance
5. House rent allowance
6. Maternity leave
7. Fee concession to the children of Teaching staff of admission is taken in the college.

Non teaching staff

1. Provident fund
2. Group Insurance
3. Medical allowance
4. City compensatory allowance
5. Maternity leave
6. Salary advance to UGC Grant salary faculty. If grant is delayed
7. Fee concession to the children of staff if admission is in taken in the college
8. Uniform for class IV staff
9. Bonus for class III & IV staff.

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

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

00

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | 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

00

| 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 | No File Uploaded |
| 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

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

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

Self assessment is obtained from all staff members that helps head of the institution in planning work distribution for next sessions and allot best suited duties to person concerned. All these mechanism finally add to efficient working on part of all staff

and help a healthier environment at work place.

Performance of all functionaries of college is appraised and evaluated by the principal. A proper Performa has been given by the Higher Education Department for class III and class IV. The principal gives the evaluation by March of every year and this is then sent to higher authorities for further action.

Regular performance and appraisal of teaching faculty is made by PBAS Performa prescribed by UGC in March every year. This Performa is filled in by concerning faculty and then marks are assigned by the IQAC of the institution. This evaluation is then sent to higher authorities for necessary action.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| 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

An Internal Audit Committee monitors proper maintenance of all accounts and verifies income and expenditure. Audit by Government agencies and by Auditor General, Gwalior is also done regularly, From this session 2014-15 Government has instructed that all the Accounts of college are to be audited by Chartered Accountant regularly. All these mechanism are used to exercise a control over proper expenditure as per the rules laid down by Government. Audit by State Governments Auditor General, Gwalior is also implemented regularly. Last audit was done by Auditors team from Gwalior in February 2019 and all the audit objections have been expunged. It is in 2019-20 that State Government has ordered audit by authorized Chartered Accountant was been be done for last five years and report were sent to Department in Tally from.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| 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)

00

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

Budgeting and optimum utilization of available finance is the key to proper running of any institution. Our college is a government institution so allotment of budget is done by Higher Education Department. Government allots budget for salary, liveries, consumable 6 items and contingencies.

Funds are generated by charging fees from students. We are running self finance courses also and have developed financial resources from this source also. Fee is charged and deposited in Bank head-wise. We have developed a mechanism to make the distribution of funds easy by depositing the collected fee in different accounts such as Treasury account, government account, Non- Government account, Janbhagidari account, Self finance account, NSS account and Examination account. There after these funds are utilized with proper approval from principal and higher authorities if required. The institution has to conform to purchase rules laid down by Higher Education Department and different committees have been formed by the principal for proper control over finances generated and thus received. The institution receives funds from State Government also for increase in infrastructure. These funds are transferred into the accounts of the agencies authorized by Department to work on the given project. An amount of Rs. 85959870 has been released for construction of class room. After completion of construction an amount of Rs1721419 was sanctioned for furniture.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| 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

The institution has a very effective and keen IQAC that takes care of Quality assurance. However state government has also given instructions regarding quality assurance in Higher Education. When we talk about Quality Education we mean that such higher education should be imparted to students that they became responsible citizens. To have the effective teaching learning process a system is to be planned and executed. All the decisions taken by IQAC are put up in staff council meetings and then approved and implemented. (c) IQAC of the college has two external members. Dr. Manish Sharma, Professor of Institution for Excellence in Higher Education, Bhopal. He had also been the NAAC facilitator in Higher education MP government. His valuable suggestions have helped in Quality improvement of institution. (d) IQAC of the college functions towards improvement of quality in Education Different duties are assigned to staff for this purpose.

1. IQAC
2. Alumina Registration
3. Library - Full Automation
4. Building Renovation
5. Students involvement is Various activities
6. Feedback online
7. Canteen facilities
8. Student placement
9. Develop student tracking system
10. MOU
11. Health Center
12. Solar Panel - Save Energy
13. Water Harvesting - Save water
14. Green campus
15. Green Audit
16. Academic Audit
17. College level Computerization
18. LED

19. Logo Comity byes
20. Effective syllabus delivery system
21. To include Cross Cutting Issues into the Curriculum.
22. To take feedback from teachers through department heads.
23. To Identified weak and bright students.
24. To developed E-learning materials.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| 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

It is with UGC funds that the institution has a Network Resource Centre and Smart Class- rooms. Use of these techniques enhances the quality in teaching learning and evaluation. The computer lab that initially started with 9 computers has attained a new face with 35 computers. Our library has a Wi-Fi facility and establishment of E-Library has added new dimensions to the learning process. Students and Staff are greatly benefitted by this and soon we are going to have the bar-coding done in the library automation through our own resources. For Internal Quality assurance check committees have also been formed in college. Self finance teaching committee is one of those. This committee takes care of teaching arrangement of self finance courses and also makes sure that guest faculty members are comfortable with teaching- learning process. The committee helps them sort problems if any. State government has also designed a plan for implementation of quality academic activities. The institution runs Zero Classes in the beginning of all semesters. Proper training to staff for implementation of quality assurance has not been organized. But IQAC of the college holds meetings, takes initiatives and formulate plans for quality assurance and all functionaries work accordingly.

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

| | |
|--|-----------------------------------|
| <p>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)</p> | <p>A. All of the above</p> |
|--|-----------------------------------|

| File Description | Documents |
|--|--|
| Paste web link of Annual reports of Institution | <p>https://drive.google.com/drive/folders/1-6WN-lnEet1bUM_7-Ikn8_6biL5qaHGE</p> |
| Upload e-copies of the accreditations and certifications | <p>No File Uploaded</p> |
| Upload any additional information | <p>No File Uploaded</p> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <p>View File</p> |

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

General Sensitivity positive initiative in college: Internal complaints committee, sexual harassment committee and anti-ragging committee; in order to maintain safety & security of girl students and women faculties grievance redressal committee is constituted- Women Empowerment cell; Students are being educated about the POCSO act. Various necessary initiative has undertaken in order to maintain discipline, safety, cleanliness, etc. Viz. Anti-Ragging Committee, Helpline(181) for registering complaint, complaint box (setup outside Principal's office), CCTV Surveillance, separate washrooms for boys & girls, girls common room to facilitate hygiene, sanitary napkin dispense machine and an incinerator. Seminars, lectures, rallies are also being organized for the same by NSS for making awareness among the students. The personality development cell and Swami Vivekananda Career Guidance Cell both guide the students and enrich them with good communication skills, presentation skills, self-confidence, through various seminars, quizzes, guest lectures.

| File Description | Documents |
|--|-------------------------------|
| Annual gender sensitization action plan | nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | 1 Comman Room |

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

E. None of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

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

The college understands importance of its role in working with its supply chain and others to help avoid or to minimize the generation of waste and in working with the waste collection staff. We are committed to good practice in reducing and managing waste effectively and innovatively at all levels. Plant waste is collected in a pit and organic fertilizer is prepared for campus itself.

Solid waste management:

For solid waste, dustbins are placed at several places in college campus. Paper and plastic waste are segregated and resold to scrap vendors by the college. The college restricted the usage of plastic bags in the Campus. To reduce waste at institute, students and staff are educated on proper waste management practices through lectures, advertisement on notice boards, displaying slogan boards in the campus.

Liquid waste management:

Proper drainage system is available in college campus through the underground pipe lines. Liquids are diluted by getting mixed with the washroom and toilet liquid wastes in to the common drainage. Biomedical waste management: Incinerator to dispose off sanitary napkins is available in the girls common room.

E-waste management

Non-working electronic equipment's are safely being disposed outside the college campus.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | 2 Photos |
| Any other relevant information | No File Uploaded |

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**

D. Any 1 of the above

| 5. landscaping with trees and plants | |
|---|------------------------------|
| File Description | Documents |
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | No File Uploaded |
| 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution | |
| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | D. Any 1 of the above |
| File Description | Documents |
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |
| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading | C. Any 2 of the above |

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

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

The institution promotes cultural, regional and communal harmony among its members. Students of various religions and beliefs viz., Hindu, Muslim, Jains, Sikhs study together. The feeling of national integrity is imparted in the students through time to time lectures and webinars in NSS, Career Guidance Cell, celebration of various days such as Yuva Diwas, Samvidhan Diwas etc. Such programs convey a goodwill message to the audience and impart a sense of social responsibility among the students. Cultural events such as annual function, youth festival etc. are organized in which the students participate as a team, and represent different cultures of our country. The NSS unit has an important role, as they represent various socioeconomic issues such as AIDS awareness, NashaMukti etc through different performances such as speech, skits or Nukkad Natak.

| 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 | No File Uploaded |

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

A number of important days and events are celebrated in the institution, that become a means of delivering the message about the constitutional rights, duties, values and responsibilities as a citizen of the nation. Celebration of days of national

importance such as Independence Day, Republic Day, Teachers Day, Gandhi Jayanti, Yuva Diwas, Birth and Death Anniversaries of our great Martyrs like Chandrashekhar Azad, Bhagat Singh, Samvidhan Diwas, Matdata Diwas etc. leads a way for the students to enlighten them regarding the constitutional obligations. Every year on the occasion of Gandhi Jayanti on October 2, students participate in regular cleanliness and various activities along with active participation in tree plantation. The institute organizes regular health checkup camp and blood donation camp in association with District Civil District General Hospital and / or Rotary Club. World AIDS Day is celebrated every year on 3 December. Human chain is formed in the college campus, stickers of red ribbon insignia are put on the students and staff. Citizens are made aware about this deadly incurable disease through rally. On days of national importance i.e., Independence Day and Republic Day, flag hosting with national anthem and oath of national integrity.

| File Description | Documents |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | No File Uploaded |

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

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | No File Uploaded |
| 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 | No File Uploaded |

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

The college celebrates and organizes national and international days. The institution follows protocol in celebrating Republic day, Independence day. Institute organizes national festivals and birth and death anniversaries of great Indian personalities with enthusiasm. The activities include patriotic songs, slogan, speech, and rallies by the students. Such celebration has positive impact on the students, as it fills them with patriotism and gratitude for our national leaders and martyrs.

Following days are celebrated religiously in the institution:

Independence Day 15th August and Republic day 26 January; Gandhi Jayanti, 2nd October; Ekta divas, 31st October; Madhya Pradesh foundation day; Samvidhan Diwas 26 November; World AIDS Day, 1st December; National Youth Day, 12th January; National Voter's Day (Matdata Diwas), 25th January; World environment day, 5th June.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

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

1. Child Protection Club:

i. On 12.06. 2022, for making awareness among students, posters were made on the topic "Prevent Child Labour".

ii. On 13.07.2022, students of the college made food in 'Nitya Sewa Anaath Aashram' and fed to orphan children and also played games with orphan children.

iii. On 14.11.2022, students of the college presented laws on the right of the children through Nukkad Natak on the topic "Masoomiyat".

iv. On 01.01.2023, students of the college distributed stationary items and charts to small children in Ekta Nagar Basti.

2. Plantation Program :

i. On 05.06.2021, students planted sapling under the program 'Ek Vyakti Ek Paudha' and pledged for taking care of the saplings under the plantation program.

ii. On 13.07.2021, students and professors planted saplings of guava, black berry, lemon, Tulsi etc. in college premises.

iii. On 24.09.2021, students planted saplings and gave message on Environment conservation and to maintain greenery in college premises.

iv. On 22.12.2021, plantation program was organized and with cooperation of NGO, 50 saplings were planted in the premises.

v. On 12.07.2022, students of NCC and NSS adopted 01-01 plant under plantation program and pledge to upkeep & taking care of adopted plant.

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | View File |
| Any other relevant information | View File |

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

Best out of Waste:

Students of NSS conducted exhibition on 16.11.2022 in college premises. Various artistic creation and science models were exhibited which were created from unusable scrapped items.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

-An action plan is proposed to install solar panels in the new building. And the implementation of the scheme has been started

-Water harvesting system is proposed to be installed near the new building in the coming year.

-In the coming year, efforts will be made to make the college a "Harit Mahavidyala" by planting more and more saplings.