



YEARLY STATUS REPORT - 2022-2023

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. Pradeep Kumar Sharma
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		07552555326
• Mobile no		9425445183
• Registered e-mail		hegaccbho@mp.gov.in
• Alternate e-mail		pradeepsharma65@gmail.com
• Address		Malviya Hostel Building, Opposite Lower Lake, Jahangirabad
• City/Town		Bhopal
• State/UT		Madhya Pradesh
• Pin Code		462008
2.Institutional status		
• Affiliated /Constituent		Affiliated
• 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.	9425382389				
• Mobile	9425382389				
• IQAC e-mail address	hegaccbho@mp.gov.in				
• Alternate Email address	drshobhana.jain@mp.gov.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://govaccmh.ac.in/wp-content/uploads/2023/11/AQAR-21-22.pdf				
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/2023/11/2022-23.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
Cycle 2	B	2.38	2015	15/11/2015	14/11/2020
Cycle 1	B+	75.10	2006	17/10/2006	16/10/2011
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	1	540440	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	2	
<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 	No File Uploaded	
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 incorporate innovative teaching and learning methods to develop learning interests of students. • The Career and Counselling Cell was instructed to promote awareness through training programs and lectures in order to facilitate the students and prepare them for competitive exams and employment. • In the first period of the class, 10 minutes is assigned for yoga and meditation for students and class teachers. • The teachers were advised to regularly interact with students and provide them guidance and counselling. • All the departments were asked to prepare 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	COLLEGE GOT C GRADE POST NAAC INSPECTION	
13. Whether the AQAR was placed before statutory body?	No	

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	07/02/2024

15. Multidisciplinary / interdisciplinary

The institution has implemented the new NEP 2020 from session 2021-2022. The institution offers a wide range of courses in varied fields. The college offers various combinations of courses to new-enrolled students to opt for as their major, minor, generic elective and vocational subjects. All the subjects are student-centric and students are given freedom to choose any subject of their choice. The Vocational Subjects being run are quite diverse such as Personality Development, Web Designing, Financial Planning, DTP and so on. The college intends to widen the scope of subjects soon to incorporate a multidisciplinary nature in the curriculum.

16. Academic bank of credits (ABC):

NATIONAL EDUCATION POLICY 2020 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 The National Education Policy (NEP) 2020 introduced the Academic Bank of Credits (ABC). ABC is a virtual/digital storehouse that is a centralized repository housing the comprehensive credit records of individual students as they progress through their educational journey. It aims to promote a multidisciplinary and interdisciplinary nature in studies and provides a flexible approach to students so that they can easily switch and learn any course as per their interests. The College has circulated awareness among students regarding the creation of ABC ID and will try to incorporate it in future as per the instructions from Higher Education.

17. Skill development:

Under the NEP 2020, the focus has been on skill development and thus

to implement this, some workshops and training programs were organized by the various departments of our college. A week-long program on Tally Software and Cyber Security was organized to enhance skill development among students.

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

The NEP-2020 incorporates the Indian knowledge system into the curriculum. The new syllabus designed focuses on Indian knowledge and culture. Yoga and meditation and Environmental Studies are now part of the foundation course in the first year. The Foundation Course - I i.e. Hindi Language and Moral Values and English Language is included every year and also focuses on Indian Culture. It includes chapters and poems primarily by Indian authors and writers such as Mahatma Gandhi, R. N. Tagore, R. K. Narayan etc. It also includes a brief about our Indian scriptures such as Ramayana, Mahabharata and Vedas. The various subjects such as economics, political science, and sociology now include chapters from the ancient and modern Indian schools of thought. To preserve and celebrate Indian culture and art, the students make Rangoli on various occasions of national and international importance. As far as Indian culture is concerned, we get a unique glimpse of it in our courses. The prime motive is to make the students realize the importance of being connected with roots. In the various programs held during the year, our sole emphasis is on depicting Indian culture through folk dances and drama.

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

The NEP 2020 aims to create an outcome-based education focusing on innovation and skill-based learning. The curriculum focuses on the vocational training of students as well. Students' performance in university examinations and learning outcomes are related. Our institution is an undergraduate college, so proper campus selections for UG candidates are organized. Most students these days prefer to be entrepreneurs or want to pursue their career in the Government sector. The College tries to provide the best aid and guidance to students. The 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, Hindi, 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 skills also. We cater to this need by organizing training programmes through the Vivekanand Career Guidance Cell of the institution. University

Examination results are also indicative of learning outcomes. Analysis of results is given to the departmental profiles. Barkatullah University has given instructions for affiliated colleges that students pursuing graduate courses can be permitted to complete this course in a maximum of 5 years. Similarly, post-graduate courses of two years are also permitted a one-year grace period. This is to facilitate candidates to complete their courses and increase the success rate at the institutional level.

20.Distance education/online education:

Distance and online education provide opportunities for students to learn from learned faculties all across the world. It is a blessing for those students who cannot be physically present at the institution. Our college also acts as a study centre for BHOJ (Open) University. The students are encouraged to enroll in the courses offered by several institutions in the NPTEL and SWAYAM portals. The faculty members are also being encouraged to develop MOOCs and E-content for the students.

Extended Profile

1.Programme

1.1	156
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	701
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	462
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	482
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1	24
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	11
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	63,53,798
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. The 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 an 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. The teachers of the institute are instructed to prepare their Teaching/Daily Diary, Teaching Planner, Attendance Register which is duly signed by the Head of the Department and Principal of the institute every month.

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 prepares the teaching planner by referring to the university calendar. The teachers of all departments prepare 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 the affiliating university.

File Description	Documents
Upload relevant supporting document	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

D. Any 1 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)

NIL

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)	No File Uploaded

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

NIL

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

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 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, a rally organized on different activities. College students of NSS conduct so many programs 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.	No File Uploaded

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

08

File Description	Documents
Any additional information	No File Uploaded
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
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships	
950	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded
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	C. Any 2 of the above
File Description	Documents
URL for stakeholder feedback report	Nil
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	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	D. Feedback collected
File Description	Documents
Upload any additional information	View File
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 students admitted during the year	

701

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

433

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

The students are encouraged to make notes with the help of ICT using PPTs prepared by teachers, Guest lectures, Textbooks, reference books and study material provided by the faculty members. Special classes for advanced learners and slow learners are held subject-wise and class-wise to bridge the knowledge gap of enrolled students. The college admits students from diverse backgrounds irrespective of their background, their interests and abilities. Teachers 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 classroom or otherwise in and around campus. The college tries every possible measure to cater for the needs of students as per their learning levels. The students are counselled and guided from time to time in academic sessions. Extra classes are conducted for slow learners and after the completion of the syllabus classes are repeated for slow learners according to their needs. The teachers from all departments counsel the advanced learners and provide information and guidance about the next level of their interests. The institution includes all students in all programs and activities without discrimination of gender or category. The students get to learn that any discrimination is unhealthy for the

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

File Description	Documents
Paste 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
2034	24

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

The institution is an affiliated college; therefore it follows the rules and guidelines of the university regarding the assessment and evaluation of performance of students. The internal assessment is carried out by a transparent, systematic, and time bound manner for all theory courses, laboratory courses, and also for internships and projects. 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.

Example-1-Experiential learning through project is already a part of the curriculum of PG programs and in the NEP it is also incorporated in all UG programs. Students are allotted projects, internship and fieldprojects and theywork for stipulated hours on the project and submitsa report to their teacher guardian.

Example 2- Participative learning - every programme has its own study groups and study circles to promote participated learning like WhatsApp study groups, Google classroom etc are used to Innvolve students in learning exercises.

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 has apt infrastructure available for ICT in the form of smart classrooms with devices like projectors, Wi-Fi connectivity etc. The College has a sufficient number of computers with internet facilities in all faculty cabins that help faculties to upgrade them with the latest information and development. Further, this knowledge can be used for effective teaching. With the help of expert Lectures and workshops, students get exposure to advanced knowledge and skills. Innovative teaching approaches and methods adopted have a positive impact on students. PowerPoint presentations and Smart classrooms make students more involved in learning procedures. We believe that you learn better by doing.

File Description	Documents
Upload any additional information	No File Uploaded
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

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
24	
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	
14	
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	
188	
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.

We always believe in interactive learning techniques and evaluating students through interactive methods that open up numerous options CCEs are conducted every year. Different methods to assess are used. Group discussion, Extempore, Projects, Models, and Role Plays help in personality development and teamwork. Assignments and presentations 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	View File
Link for additional information	Nil

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

Overall evaluation of the UG and PG students comprises an internal evaluation of 30 marks. External theory of 70 marks. Theory exams are conducted by the university and practical/internal exams is conducted by the institute under the supervision of the external examiner appointed by the university.

In case of any grievance, students are given a fair chance to go through their valued answer sheets. The grievances filed by the students are always solved to their satisfaction. if a student misses their internal exam because of any genuine reasons personal or because of they being pre-occupied extra curriculum activities special internal exams are conducted for such 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 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The students' performance in university examinations and learning

outcomes are related to each other but with the changing times, it is not a must. Ours is an undergraduate college so proper campus selections for UG candidates are organized. Most students these days prefer to be entrepreneurs (maybe 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 skills also. We cater to this need by organizing training programmes through the 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 outcomes. Barkatullah University has given instructions for affiliated colleges that students pursuing graduate courses can be permitted to complete this course in a maximum of 5 years. Similarly, Postgraduate courses of two years are also permitted one year grace period. This is to facilitate candidates completing their courses and in turn, increases success rate at the institutional level

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (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 Postgraduate degrees or computer-related short-term courses 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 a must for job seekers hence in the institution we conduct skill Development programs, Computer related training programs and so on. The Higher Education department of M.P. is also taking care of the employability of students and hence 'Computer Awareness' has been

declared a compulsory part of the foundation course paper of the syllabus. Tutor guardians keep the records of the students who are allotted to them. Teachers suggest to students their future plans at times. The institution has Alumni who are indicative of performance and life initiatives taken by our students. Suggestions guidance and help from Alumni are also sought. Members of college alumni are pursuing different professions and share their experiences with teachers as well as students. This helps us decide 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

493

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	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://govaccmh.ac.in/wp-content/uploads/2024/03/sss2-1-1.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)

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)	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**

00

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**

00

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	NA

3.2 - Innovation Ecosystem

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

The Institution provides an active environment for the promotion of Innovation and Incubation. All required facilities are provided and guidance is extended to the students. Students are encouraged to be actively involved in the application of technology for societal needs. Necessary support is provided for documentation, publication of research papers and also for obtaining patents. Students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field. Product service Training is provided to create awareness of marketing the products. To enhance learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Also, some teachers use PowerPoint presentations and computer-based materials. For, they use the lectures of youtube to make learning interesting besides the conventional oral presenting methods. Some student-centric methods are given below, Field Study, Interactive methods, Student Seminars, Summer Internship Programs, Group Learning Methods, Group Projects, and PowerPoint presentations- Faculties are encouraged to use PowerPoint presentations in their teaching by using LCDs and projectors. They are also equipped by a digital library. Industry Connect- Seminar and Conference room are digitally equipped.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

00

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

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

00

File Description	Documents
URL to the research page on HEI website	NA
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

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)	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

File Description	Documents
Any additional information	No File Uploaded
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 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 Ribbon Club and Child Protection Club to fulfil the responsibility. NSS works Under the state organization administration management. At the beginning of the session, the advisory committees decide about the activities to be undertaken during the session. In the Institute there are 2 Units women's unit and men's 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 which was increased to 100 volunteer units 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 voluntarily a Tri services organization, comprising the Army, the Navy and the Air Wing engaged in grooming the youth of the country into disciplined and patriotic citizens. The NCC wing of this college has various 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	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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

18

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)	No File Uploaded

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

00

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)	No File Uploaded

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

02

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	No File Uploaded

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:

The College ensures adequate availability of physical infrastructure. For safety measures, there is a guard at the main entrance. The library is in the main block of the building with books of all disciplines. CCTV cameras are available in the lab and each passage of the building.

The Infrastructural Facilities comprise:

Campus Area: 1.53 acre, Built-up Area - (3886 sq. met.)

Class Room: College encompasses sufficient number of classrooms equipped with LCD projectors. There are 20 classrooms with sufficient seating capacity.

Seminar Halls: There is a seminar hall in the College that is regularly used for conducting cultural activities. Hall has a LCD projector, Laptop etc.

Computer lab: The lab is utilized for conducting practical classes as per the requirements of the curriculum. Labs have sufficient licensed software and open-source tools to cater for the requirements of the curriculum.

LCD facilities: 03 Classrooms, Seminar Halls-01.

Wi-Fi: The entire campus is Wi-Fi enabled.

Staff Room: Each department has its own staff room and one common staff room.

Sports: There is an indoor and outdoor gym with basic facilities; a spacious playground (MoU) in Government Motilal Vigyan Mahavidhyalaya is available for outdoor games.

Career Counseling & Placement Cell: Helps the students to enhance their skills.

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.

Response:

The Govt. Arts and Commerce (Naveen) College, Bhopal, (M.P.) provides adequate facilities for the holistic development of students in the fields of Cultural, and Sports activities (football, Cricket, Volleyball etc).

Cultural Activities:

The College Cultural Committee, Quiz Committee etc., and Youth Festival Committee motivate the students to participate in various cultural activities like dance, singing, public speaking skills anchoring etc. Competitions like dance, drama, debate, creative writing, singing, rangoli, Mehandi, salad decoration, flower decoration, cooking, poster making competitions etc. are organized every year at the time of Social Gathering and Youth Festival. Selected students have represented the college at the District/ State/ National level competitions in the Youth Festival. The institute observes and celebrates National and Regional days and commemorates birthdays of great scientists, writers and personalities like Mahatma Gandhi, Swami Vivekanand etc.

Sports Activities:

The Sports department focuses on promoting indoor and outdoor games. The college provides a variety of sports facilities both indoor as well as outdoor games i.e. Badminton, Cricket, Table Tennis, Chess, Carom, Volleyball, Kabaddi etc. The College offers multiple facilities on campus that cater to the physical fitness of students. There is an indoor table tennis hall. A fitness centre (open gymnasium) is available for the staff and students.

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.

06

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)	No File Uploaded

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)

63,53,798

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:

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

Library: (for Academic Year 2022-23)

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software

Nature of automation (fully or partially)

Version

Year of automation

SOUL

PARTIALLY

2.0

2016

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

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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)

NIL

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)	No File Uploaded

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

FACULTY:10 STUDENT:20

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

Response:

The college having licensed software as MS-Office 2018, Windows 10 Operating System and Antivirus Quick Heal pro. There are 05 Smart Classrooms with Interactive boards & LCD projectors. There are 05

Network connections.

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

- Our college use Web enabled application software for the best college management modules like online admission portal, MPTAAS 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.
- Teaching learning process is carried out through smart class rooms.
- Institute is having a thumb impression machine for taking attendance of staff members.
- College Professors using the different type of like Google classrooms Whatsapp and YouTube to attract students engaging content and stay conducted with us.
- Wi-Fi facilities are available at college.
- A central server room is maintained at principal room with display in LCD is connected to close circuit cameras for security related issues.
- Departments are equipped with computers, printer, scanner and Wi-Fi.
- College office having computers with wifi connection. Office is also having printers and photocopy machine.

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

4.3.2 - Number of Computers

53

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

6353798

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

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

Response:

There are different committees for maintaining different activities in the college, these committees regularly monitor all physical and academic activities of sports, the library and computers.

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	
1076	
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)	No File Uploaded
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	B. 3 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)	No File Uploaded

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

C. Any 2 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	No File Uploaded
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

43

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
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

75

File Description	Documents
Upload supporting data for student/alumni	View File
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	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

13

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 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 past few years, no instructions have been received for the formation of the Government Student Union, but

senior students cooperate in various activities of the college. The NCC and NSS students actively take part in various activities and contribute timely to a number of managerial tasks.

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

172

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)	No File Uploaded

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

The Alumni members assist in various activities and also cooperate in NSS, NCC and other cultural and literary activities. They also participate in environmental protection programs and motivate new students to show a positive attitude and enthusiasm towards such programs. They also co-operate in providing information about welfare schemes and facilities. The members actively cooperate in all the works for the development of the college and guide the students from time to time. The registration process for Alumni Association is under process and the committee members are actively trying to formulate and register it soon.

File Description	Documents
Paste link for additional information	Nil
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	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 standard level. To enrich the students to the global level with teaching and 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 inter faces	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 ofTeaching staff of admission is takenIn 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	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

NIL

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

26

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	No File Uploaded
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 headwise. 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. 85,959,870 has been released for construction of class room. After completion of construction an amount of Rs17,21,419 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.

1. IQAC
2. AlumniRegistration
3. Library - Full Automation
4. Students involvement is Various activities
5. Feedback online
6. Student placement

7. Develop student tracking system
8. MOU
9. Green campus
10. Green Audit
11. Academic Audit
12. College level Computerization
13. LED
14. Logo Comity byes
15. Effective syllabus delivery system
16. To take feedback from teachers through department heads.
17. To Identified weak and bright students.
18. 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

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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://govaccmh.ac.in/pdf/Annual%20Report%20part%2022-23.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

In order to promote gender equity, various General Sensitivity initiatives have been taken in college. Similarly, various committees have been formed such as Internal complaint committee, sexual harassment committee and anti-ragging committee to maintain safety and security of girl students and women faculties. Grievance Redressal committee is constituted along with a 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 so on. 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	https://govaccmh.ac.in/7-1-1/

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

D. Any 1 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.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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

D. Any 1 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

C. Any 2 of the above

5.Landscaping	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
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	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
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	View File

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 is done and students perform various activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	https://govaccmh.ac.in/7-1-9/

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

E. None 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	No File Uploaded
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)	View File
Geo tagged photographs of some of the events	No File Uploaded
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. For making awareness among students, posters were made on the topic "Prevent Child Labour". ii. Students

of the college made food in 'Nitya Sewa Anaath Aashram' and fed to orphan children and also played games with orphan children. iii. Students of the college presented laws on the right of the children through Nukkad Natak on the topic "Masoomiyat". iv. Students of the college distributed stationary items and charts to small children in Ekta Nagar Basti.

2. Plantation Program : i. Students planted sapling under the program 'Ek Vyakti Ek Paudha' and pledged for taking care of the saplings under the plantation program. ii. Students and professors planted saplings of guava, black berry, lemon, Tulsi etc. in college premises. iii. Students planted saplings and gave message on Environment conservation and to maintain greenery in college premises. iv. Plantation program was organized and with cooperation of NGO, 50 saplings were planted in the premises. v. 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 website	https://govaccmh.ac.in/best-practices/
Any other relevant information	Nil

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

The performance of the institution in one area distinctive to its vision: The college is a co- educational (Girls and Boys) takes admission in different courses offered by the college and makes it sure to provide all the basic need-based facilities to students as per the direction of the University and the State Government. The College always aspires to help poor and needy students so that they can overcome their academic hurdles, as an initiative the college has established a E-library where from poor and needy students can avail free books on yearly basis. The college also undertakes several initiatives to sensitize students to gender equity, energy conservation measures, inclusiveness, human values etc. Keeping all these in view, the college organizes several programmes such as lectures, popular talks, workshops, seminars, sports competition, activities under NSS and NCC units, NEP new education Policy In the session 2021-2022, training programs were continuously organized by various experts for the implementation of the National Education

Policy 2020 as per the target set by the college for the educational development of the students.

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

1.Faculty shall be encouraged to Conduct Seminar,Conference,Workshop on Various Subject.

2.Lecture on special Topics Viz. RTI, Legal Matter, Court Cases, Administration etc.shall be conducted for staff.

3. Motivational, Spiriuual Speaker and career Guidance Lecture shall be Organized For students.

4.Special Guest Lecture For Preparing Competitive Exam Focusing On PSC Shall be organized For Students.