Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SHRI ATAL BIHARI VAJPAYEE GOVERNMENT ARTS AND COMMERCE COLLEGE, Indore**
Name of the head of the Institution	**Dr. Vandana Agnihotri**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0731-2460579**
Mobile no.	**9893280908**
Registered Email	**principalgaccindore@rediffmail.com**
Alternate Email	**hegaaccind@mp.gov.in**
Address	**A.B.Road, near Bhanwarkuan Square**
City/Town	**Indore**
State/UT	**Madhya Pradesh**
Pincode	**452017**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Geeta Choudhary**
Phone no/Alternate Phone no.	**07312460579**
Mobile no.	**9826798558**
Registered Email	**principalgaccindore@rediffmail.com**
Alternate Email	**hegaaccind@mp.gov.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sabvgacc.in/Pdf/AQAR2018-19.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://sabvgacc.in/Pdf/Academic.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
2	**A**	**3.10**	**2014**	**21-Feb-2014**	**20-Feb-2019**
3	**B+**	**2.65**	**2019**	**09-Sep-2019**	**08-Sep-2024**
1	**B**	**70.60**	**2004**	**16-Sep-2004**	**16-Sep-2009**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**01-Oct-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Working towards making the campus green and eco-friendly	14-Aug-2019 4	225
Workshop by Hindi department on mahatama Gandhi ka Chintan wvam Dhriti	18-Sep-2019 1	173
Initiative for health awareness(Seminar on Narcotis)	29-Feb-2020 1	50
initiative for Anti addiction campaign	30-Sep-2019 3	195
TO organize extension lectures	22-Jan-2020 3	90
Soft Skill Development Workshop	20-Feb-2020 1	50
Hindi and english computer typing training workshop	20-Feb-2020 1	50
Eco-friendly Workshop (on ganesh)	19-Sep-2019 1	25
workshop on moral value mahatma gandhi ka chintan	18-Sep-2019 1	175
Seminar on Research Methodology for MRP	26-Feb-2020 1	12

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Shri Atal Bihari Vajaypee Govt. Arts and Commerce College	RUSA	RUSA, Department of Higher Education M.P.	2019 365	10000000
Shri Atal Bihari Vajaypee Govt. Arts and Commerce College	Janbhagidari samiti	Janbhagidari samiti	2019 300	5002000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes

Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Promotion of sports and development of sports facilities.

2. Enhancement of effective teaching methodology

3. Organization of lectures and seminars

4. Training program for students

5. Programs to connect the students to the society

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

Plan of Action	Achivements/Outcomes
To aims for better placements	**Placement cell of the institution took the initiatives for the campus plcements and many students were placed in good positions**
To take initiatives for health awareness	**The NSS unit of our institute conducted many health awareness program**
To organize seminar and workshops	**webinars were organized during the pandemic by various departments of college**
To initiate online CCE in the various departments	**Online CCE were taken by the various departments**
Soft skill development program	**Soft skill development program conducted by the departments**
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	26-Aug-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2022
Date of Submission	24-Feb-2022
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The Institute is Government affiliated College and so it follows the Curriculum designed by the Department of Higher Education, M.P. It is affiliated to Devi Ahilya Vishwavidyalaya, Indore, . It is a matter of pride that seven members and one chairperson of Board of studies of Devi Ahilya Vishwavidyalaya, Indore belongs to our are institute, and are providing their valuable insights in framing the syllabi of various subjects to be followed by the colleges of DAVV. The College carefully follows the academic calendar of events prescribed by the Department of Higher Education, M.P, .The instituted also follows the available dates for the significant activities to ensure proper teaching -learning process and continuous evaluation. Time table is set at the beginning of every semester/year for the whole college by the time table committee which is displayed on the departmental notice boards and College website. The HODs hold meetings in the beginning of the academic year to discuss about the course distribution for the academic session. Syllabus of each subject for the academic session is provided to the students. All professors maintain student registers and daily diary for effective academic planning, implementation and review of the curriculum. The attendance registers and diaries are reviewed by the Head of the Institution. The College has an internal examination cell to monitor the implementation of the internal tests, practical, projects etc. Internal assessments at regular intervals are conducted by the department and final evaluation is done according to the University norms. Conventional classroom teaching is blended with reasonable use of ICT like YouTube assisted learning, power point presentations, websites, audio lectures, e-notes, are also being used by all teachers, experiential learning, participative learning and problem-solving methods are also used for effective curriculum delivery. Seminars, workshops, special lectures, group discussions, departmental quiz, and paper presentations by students, projects, group assignments, educational

tours, field trips and industrial visits are also supplemented along with class room teaching. Students are motivated to refer digital sources as well as internet. Faculty members and students have been provided with unique user ID and Password for accessing NLIST books and journals. The Institute encourages faculty members to attend Orientation/Refresher courses, workshops, FDPs and present papers in seminars to update themselves and for acquiring necessary skills for effective delivery of the curriculum. Departments are provided with computers and internet facility which the faculty uses for effective curriculum delivery. Institute has projectors, spacious classrooms, conference halls to conduct departmental program, extension lectures etc. Display boards/ notice boards outside the departments are used to display bulletins, announcement regarding, tests, assignments, lectures etc. Departments like Psychology, Geography make teaching more effective from their practical work in laboratory. The College has English Language Lab which is being used to help students for improving English Language Communication.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	0	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Nil	01/07/2019
BBA	Nil	01/07/2019
MA	Psychology	01/07/2019
MA	Geography	01/07/2019
MA	Sanskrit	01/07/2019
MA	Sociology	01/07/2019
MA	Hindi	01/07/2019
MA	Economics	01/07/2019
MA	Philosoghy	01/07/2019
MA	Yoga	01/07/2019
MA	History	01/07/2019
MA	English	01/07/2019
MCom	Nil	01/07/2019
MBA	Nil	01/07/2019

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

	Certificate	Diploma Course

Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Cambridge skill training programme	03/10/2019	113

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Hindi	9
MA	Psychology	4

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Nill
Parents	Nill

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

Feedback Obtained
The feedback was taken in an off-line mode. A questionnaire was prepared by the committee members to take of the feedback of the teaching methodology of the Professors of the institute. Many students participated in it. According to preferences of questions, frequency distribution table was prepared. Each question was created with the help of the pie diagram . The analysis of feedback given by students is positive and inspirational for the faculty members of the institute. Students are satisfied and have appreciated various issues like course completion, preparation of teachers for taking class, communication ability of teacher, fairness regarding evaluation of students, promoting internship, student exchange program, field visits, opportunities to learn and grow. Students have appreciated the various techniques adopted by the Professors to enhance the learning of the students . The contribution of the faculty for the development of the cognitive social and emotional growth is highly valued by the students . Professors promotion of soft skills and life skill among the students are preparing them for their career and bright future.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Nill	Core	800	800	800

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	6808	2350	98	98	98

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
98	98	4	4	4	4
[View File of ICT Tools and resources](#)					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring the students is one of the most important aspects of our education system. Students are closely monitored, guided and properly taken care of by the various committees formed by the college management. The professors are also appointed as class teachers for the sections formed at UG level. Any student with his/her problems can easily approach the concerned professors for Guidance at PG level. HODs of the different department readily mentor and guide the students and also help them to shape their careers. The students are also mentored by the professors who are in-charge of NSS Boys Girls Unit. The professor in-charge of NCC Unit also provides guidance to the students enrolled under NCC. The counseling of the students is regularly done by the Professors of Psychology. Apart from this our institution runs various schemes of Higher Education Department of the Government of Madhya Pradesh. Under the government schemes, the college is also implementing many other schemes at its level. One of which is the Teacher-Parent Meet, under this scheme parents are also given advice and counseling for their wards. Parents can approach the concern professors to know the progress of their ward. The college has been able to run the scheme prominently after being awarded the coveted Grade by NAAC. Objectives of Teacher- Parent Scheme : 1. To free the students from a stressful life. 2. To solve the various problems of the students in the easiest way. 3 To help the student to lead a career oriented life in the present times. 4. To beautify the campus environment by sensitizing the students towards it. 5. To be in constant contact with the parents of the students. 6. The help desk is always available to mentor and guide the students for admission, course related issues etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
9158	98	1:93

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
97	97	0	5	73

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

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from

	state level, national level, international level		Government or recognized bodies
Nill	00	Nill	00

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	C028	Sem IV	20/09/2020	30/10/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous internal evaluation system at the institutional level plays an important role in the assessment of student's progress. It is executed in accordance with directives and academic calendar of the department of higher education, Govt of M.P. (Bhopal). The examination committee in the institute prepare the schedule for internal examination at the beginning of the academic year and it is notified to the students and teachers well in advance. The college has an internal examination cell which displays all the circulars regarding examination on notice boards from time to time. The government has introduced annual examination system from 2019-20 and now we have quarterly and half yearly exams as internal assessment. The time table is set by the internal examination cell and each paper is allotted one hour time. The paper is set and evaluated by the faculty. Internal marks obtained by the students are sent to the university online, and are added to the marks obtained by the students in university exams. At the commencement of every academic year, the students are made aware of the continuous internal evaluation mechanism which includes nature of questions papers and marking schemes. Our examination cell adopts different forms of assessment like, pre university exam, class room test, assessment and group discussion.

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

The institution is run according to the Time-table prepared by the department of Madhya Pradesh Higher Education. Each and every college of the State of Madhya Pradesh is bound to adhere to the time table fixed by Higher Education. The calendar clearly mentions the number of working days and holidays along with Sports, Youth Festival and other cultural activities. The calendar also provides a tentative schedule for the CCE and internal examinations. In accordance with the academic calendar given by Higher Education the institution prepares its own time table at the same time the institution synchronizes its academic calendar keeping in mind the examination calendar of the affiliating university i.e. Devi Ahila Vishwadhilaya, Indore. Since the institution has to follow both the calendar of the Madhya Pradesh Higher Education and Devi Ahila Vishwadhilaya, Indore, so the college itself has limited periphery to prepare and operate on its own calendar. The time-table of the CCE is prepared by the college in the beginning of the academic session, which is forwarded to the several departments for the proper implementation of the test according to the institutional time-table.

2.6 – Student Performance and Learning Outcomes

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

https://sabvgacc.in/pdf/ProgramOutcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C018	MA	political Science	97	85	88

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2.7 – Student Satisfaction Survey

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

https://sabvgacc.in/Pdf/Offline-feedback-form.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	0	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Soft Skill Development Workshop	Career Placement Cell	20/02/2020
Hindi and English Computer Typing Training Workshop	Career Placement Cell	20/02/2020
Eco Friendly Ganesh Workshop	Career Placement Cell	19/08/2019
Seminar on Narcotics	Career Placement Cell	29/02/2020
Seminar on Research Methodology for MRP Building	Career Placement Cell	26/02/2020
Seminar on Career in Computer (IT)	Career Placement Cell	14/01/2020
Seminar on What Next for Students	Career Placement Cell	02/03/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category

00	00	00	Nill	00

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	00	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
English	1
Sociology	3
Philosophy	2
Commerce	8

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Political Science	2	6.3

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

Department	Number of Publication
Hindi	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
00	00	00	Nill	0	00	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A cross Sectioanl	Vyas, Arti	The inte rnational	2019	0	0	Shri Atal

Study to Assess the level opf Gender and Social Equity Focusing girl Children and Urban sulm in a cosmopolitan city of central India	research Journal of Social Science				Bihari Vajaypee Govt. Arts and Commerce College, Indore

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

Number of Faculty	International	National	State	Local
Resource persons	Nill	Nill	Nill	5
Resource persons	Nill	3	Nill	Nill
Presented papers	15	Nill	Nill	Nill
Attended/Seminars/Workshops	Nill	Nill	Nill	24
Attended/Seminars/Workshops	Nill	10	Nill	Nill
Presented papers	Nill	16	Nill	Nill
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Traffic awareness program	1 MP Air sqn, NCC open unit SABVGACC, Indore	1	19
Swachhata Abhiyan	1 MP Air sqn, NCC open unit SABVGACC, Indore	0	7
Swachhata Cycle Rally	1 MP Air sqn, NCC open unit SABVGACC, Indore	1	17
Anti Tabacco Day	1 MP Air sqn, NCC open unit SABVGACC, Indore	0	11

Drug Abuses and illicit Traffing	1 MP Air sqn, NCC open unit SABVGACC, Indore		0	15
My Earth My Duty	1 MP Air sqn, NCC open unit SABVGACC, Indore		0	15
Tree plantation on vijay diwas	1 MP Air sqn, NCC open unit SABVGACC, Indore		1	26
Blood Donation on NCC Days	1 MP Air sqn, NCC open unit SABVGACC, Indore		0	14
World water day	1 MP Air sqn, NCC open unit SABVGACC, Indore		0	27
Vrahad safai abhiyan	1 MP Air sqn, NCC open unit SABVGACC, Indore		5	65
[View File](#)				

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

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Nasha Mukti Program	NSS with, Indore Narcotis department, Indore	Nasha Mukti Program	20	150
Swachatta program	NSS unit, management students	Swachatta program	6	150
Discussion on the role of youth in nation building	NSS unit	Discussion on the role of youth in nation building	5	40
Poster making competition on communal harmony	Higher Education (Bharat ratna Rajeev Ghandhi Program)	Poster making competition on communal harmony	5	5
Debate competition on the topic that voting should	Higher Education (Bharat ratna Rajeev Ghandhi	Debate competition on the topic that voting should	5	5

be mandatory	Program)	be mandatory		
Poetry competition on the topic of nation building, Patriotism and goodwill	Higher Education (Bharat ratna Rajeev Ghandhi Program)	Poetry competition on the topic of nation building, Patriotism and goodwill	6	70
slogan competition on the role of youth in democracy	Higher Education (Bharat ratna Rajeev Ghandhi Program)	slogan competition on the role of youth in democracy	6	10
Mahatma Gandhi literature reading	NSS Unit	Mahatma Gandhi literature reading	6	180
Elocution on (Rajeev ghandhi ke sapne ka bharat)	Higher Education (Bharat ratna Rajeev Ghandhi Program)	Symposym on (Rajeev ghandhi ke sapne ka bharat)	6	100
Group discuss on (Rajeev ghandhi ka sapna in IT)	Higher Education (Bharat ratna Rajeev Ghandhi Program)	Group discuss on (Rajeev ghandhi ka sapna in IT)	5	100

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
00	00	0	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
00	00	00	Nill	Nill	00

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

Digi ReAcTs Private Limited	10/12/2019	For Educational and social purpose without any legal binding	48

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
150.02	150.02

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added

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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 patially)	Version	Year of automation
SOUL	Partially	2.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	251368	10000000	0	0	251368	10000000
e-Books	135000	5900	0	0	135000	5900
Journals	2	1056	0	0	2	1056
e-Journals	6000	5900	0	0	6000	5900
Others(specify)	0	0	32420	5010728	32420	5010728

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
00	00	00	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/	Others

								GBPS)	
Existing	106	26	6	16	0	7	48	0	9
Added	0	0	0	0	0	0	0	0	0
Total	106	26	6	16	0	7	48	0	9

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Youtube, Mazezi Studio	https://sabvgacc.in/lectures.aspx

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
926296	**926296**	**2035910**	**2035910**

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

The institution follows certain procedure for maintaining and utilizing various physical and academics supports facilities like laboratory, library, sports complex, computers, classroom, etc. Since our college is center of all examination (the University Professional exams). It is also the host of Cultural Events, Workshops, Sports Activities and Seminars and other research oriented programs where the optimum utilization of our resources are required therefore the regular maintenance of our resources is essential for the smooth functioning of our college. The laboratory maintenance is looked after by the HoDs of the departments with the help of Lab-technicians and Lab-assistants. The institution has four categories of lab namely Computer Lab, Geography Lab, Psychology Lab Management Lab. The maintenance of the equipments of the labs is done by a Repair Committee in collaboration with the IQAC to ensure that the laboratory equipment is in proper order for the use of students. The laboratories are in continuous use due to the large number of students who are divided into batches for the smooth conduction of the practical sessions. Annual physical verification of the stock is conducted in all the department / labs. The library is regularly maintain and updated so that the staff and student can make maximum use of it. The institution has a very well equipped English Language Lab where students are taught Communication Skills, and are prepared for the interviews. The college is a member of Madhya Pradesh Cricket Association (MPCA) and Madhya Pradesh Tennis Association (MPTA). Therefore it has a good sports facilities comprising of Cricket, Football, Hockey Athletic Grounds where thousands of students are continuously practicing the physical activities and preparing themselves for Army Police interviews. For indoor sports like Table-tennis, Carrom, Chess, etc. the students are utilizing all the available facilities and bringing laurels to the institution at the District, State National Level. Many of our students have been recruited for good jobs in Central State Government under Sports Quota. The institution also has the Yoga Department and the Meditation Hall. The purchase and write off committee continuously monitors the need of new equipments and as well as

https://sabvgacc.in/pdf/Procedures-and-Policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Disable Scholarship	81	648000
Financial Support from Other Sources			
a) National	central sector, JRF	663	6630000
b)International	Nil	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Selection of employment	04/12/2019	39	Career and counselling cell, Gacc
Presentation Skill	10/12/2019	32	College level
Motivations of Start up	14/12/2019	25	College level
communication Skill	19/12/2019	39	College level
General Knowledge	25/12/2019	25	College level
How to prepare for interview	26/12/2019	36	College level
How to make Resume	30/12/2019	32	College level
Cambridge Assessment English Training Program	04/02/2020	43	Department of Higher Education, MP
Marketing Skills	14/12/2019	19	ICICI academy for skills
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

2019	Swami Vivekananda Career Guidance Scheme (July)	51	111	0	0
2019	swami Vivekananda career guidance scheme , (august)	36	178	0	0
2019	swami Vivekananda career guidance scheme , (September)	0	217	0	0
2019	swami Vivekananda career guidance scheme , (October)	28	229	0	0
2019	swami Vivekananda career guidance scheme , (November)	32	320	0	52
2019	swami Vivekananda career guidance scheme , (December)	61	167	0	21
2020	swami Vivekananda career guidance scheme , (January)	0	179	0	0
2020	swami Vivekananda career guidance scheme , (February)	0	170	0	2
2020	swami Vivekananda career guidance scheme , (March)	0	56	0	0

| 2020 | swami Vivekananda career guidance scheme , (May-June) | 52 | 0 | 150 | 0 |
| No file uploaded. | | | | | |

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
62	62	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
ICICI Academy	64	37	Vision India	2	2
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	20	Bachelor degree in Journalism	Department of Journalism, SAVB GACC, Indore,	SABV GACC, Indore	Master degree in Journalism
2019	11	Bachelor of Arts,	SABV GACC, Indore	SABV GACC, Indore	Master of Arts in English Literature
2019	14	Bachelor of Arts	SABV GACC, Indore	SABV GACC, Indore	Master of Arts in Philosophy
2019	10	Bachelor of Arts	SABV GACC, Indore	SABV GACC, Indore	Master of Arts in Sanskrit
2019	30	Bachelor of Arts & Bachelor of Commerce	SABV GACC, Indore	SABV GACC, Indore	Master of Arts in Sociology
2019	13	Bachelor of Arts & Bachelor of Commerce	SABV GACC, Indore	SABV GACC, Indore	Master of Arts in Economics

Nill	13	Bachelor of Arts & Bachelor of Commerce	SABV GACC, Indore	SABV GACC, Indore	Master of Arts in Yoga
Nill	30	Bachelor of Social Work	SABV GACC, Indore	SABV GACC, Indore	Master of Social Work
Nill	79	B.Com	SABV GACC, Indore	SABV GACC, Indore	M.Com
Nill	6	Bachelor of Arts and Bachelor in Commerce	SABV GACC, Indore	SABV GACC, Indore	Master of Arts Hindi literature
No file uploaded.					

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

Items	Number of students selected/ qualifying
NET	8
Any Other	10
[View File](#)	

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

Activity	Level	Number of Participants
Poster making competition on communal harmony	Institution Level	5
Poetry competition on the topic of nation building, Patriotism and goodwill	Institution Level	70
Debate competition on the topic that voting should be mandatory	Institution Level	5
Elocution on (Rajeev ghandhi ke sapne ka bharat)	Institution Level	100
Group discuss on (Rajeev ghandhi ka sapna in IT)	Institution Level	100
Mahatma Gandhi literature reading	Institution Level	180
Yoga	commissioner level	110
Kho-Kho (Male)	District level	80
Chess	District level	50
Essay competition on Terrosim problem and Solution	Institution Level	14
[View File](#)		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	Nill	Nill	Nill	00	00
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

During the academic session 2019-20, the Election for student council were not held therefore there is no student council functioning at present, but there are nominated student representative in almost all the committees which are directly related to the activities involving student participation like Sports, Youth Festival, NCC, NSS, etc. The students of this institution participated in Youth Parliament. There is also a cell for Personality Development in the institution. Students from different classes of Commerce, Humanities Management are nominated in different committees to ensure the maximum participation of student in the college administration. The nominated students are regularly invited to attend the meetings in which they have representation. Their suggestions are not only considered but also implemented if and when necessary. Many students are the member of the College Alumni Committee which has active participation in the college functioning including academics and administration

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association of Shri Atal Bihari Vajpyee Government Arts and Commerce College Indore is registered under the MP Society Registration Adhiniyam 1973. The alumni is functioning very well under the guidance of Dr. Shradhha Malviya the registered alumni members are 94, and 5 are patron members. In the period of 2019-20 four meetings were held and plans were made accordingly. The college has very prominent members as its alumni including Leaders, Lawyers, C.A., Politicians, Administrative Officers, Professors etc . The chairperson of the Alumni Association is Mr. Sundar Lal Nayak who is Sarpanch of Ralamandal, Some faculty members are also members of alumni association. The plantation drive was carried out in the college with the help alumni and the Eye Check Up camp is also organized by the alumni association. At the beginning and end of each session informal meetings and discussions of the alumni members is held to chalk out the future plans.

5.4.2 – No. of enrolled Alumni:

94

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

4

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Keeping in view the vision and mission of decentralization and participative management the college follows the policy of decentralization and participative management for a administrative work in a particular academic session. To fulfill the desired results various committees are formed comprising a Convener and members. The work is delegated to these committees and they are responsible for executing the assigned work. The administrative work, curricular activities, co-curricular activities, sports, examinations, admission, scholarship and other government schemes as well as other day to day administration activities are conducted with the help of these committees. The primary aim of our institution management is to develop a system for conscious, consistent and catalytic action to improve the overall performance of the institution, For the smooth running of the college administration 67 Committees are formed comprising the Professors of the various departments. These Committees ensure the smooth operations of various schemes run in the college as well as the proper management of the college. The decentralization of power involves every faculty members in the day to day activity of the college. for example the college administration constitutes the Staff Council which comprises all the faculty members of the college. This platform gives a opportunity to staff member to discuss and interact on various important issues. Meetings of the council is being held at the regular interval as per the grievance of the issues which need to be addressed. The college administration constitute a separate examination cell in the institute. A senior professors works as examination controller along with 3-4 professors of this cell. The examination are organised on two levels such as university level examinations annual as well as semester examinations. On the college level continuous comprehensive examination (CCE) are also organised by this cell. These exams are organised in the same mode (sitting arrangements, allotment of roll no. and invigilator with a small control room). One hour examination is conducted and answer sheets are taken and given to respected professors teaching those classes. The answer sheets are checked and CCE marks are sent to the university examination cell in the online mode. For semester and annual examination, the exams of the university are conducted for regular UG and PG students. All the regular and private students are given their seat allotment for examination in this institute only. The exams are conducted in 3 shifts (Morning, Noon and Evening). Each shift has a control room as superintendent, assistant superintendent and permanent invigilator. They organised all the activities concern the examination. The students are allotted seats and invigilator are put on duty according to the number of students in each room. This institutes provides examinations facilities to MPPSC, UPSC and other competitive exams. The teaching staff gives their duty as invigilator and in control room.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	At the commencement of every academic session, the department of higher education provides an academic calendar. On this basic a central time-table is prepared by the institutions and in turn every department prepares

	their individual time table. The College prospectus offers information of the elective combination available at UG level. The traditional mode of education is supplemented by use of ICT, field work, guest lectures, projects, industrial visits etc. E-content of the syllabus prepared by the staff is uploaded at college website as well as whatsApp groups. Free Wi-Fi internet connectivity in the campus ensures better usage of online learning resources. Online teaching technology also used by the professor of the instituted.
Examination and Evaluation	Examination is conducted by the College Exam Cell and maintain all the protocols our University. For PG programme semester system is followed where in each academic session has two semesters. For PG programme 20 marks are reserved for internal assessment (Field work, internship and assignment) and 80 are allotted for final examination. For UG programm annual examination system is followed. For UG 20 marks are reserved for internal assessment (CCE- Continuous and Comprehensive Evaluation) and 80 for final examination. Exam committee consisting of Exam. Superintendent and Asst. Superintendent is formed for the smooth conduction of exams. Due to C-19 internal assessment was conducted in the form of assignments. The format of assignment was similar to final exam Question paper pattern. Also the exams for UG final year and PG fourth semester were conducted as open book examination.
Research and Development	Faculties from all departments actively engage in research by publishing their research work in reputed Journals and magazine. Many professors of our institutions are registered guide for research work in different subject. A separate research room has been established in our institution for conducting online and offline Ph.D. viva and other research work. Many students are enrolled under JRF scheme by UGC. Ph.D. are awarded under the guidance of our eminent professor.
Library, ICT and Physical Infrastructure / Instrumentation	The collection of books in the library is being upgraded every year. Updating of various lab in progress.

Human Resource Management	The College not only works for the student, but it also provides a conductive environment for Staff and there are several welfare schemes available for the staff by the government. The permanent faculty is appointed by the department of higher education (M.P.). However the staff is also motivated to attend various trainings for personal development. Though the permanent faculty is recruited by the government as well as guest faculty is also appointed by the department of higher education M.P.Govt. The college recruits required guest faculty members for self-finance courses and technical and supportive staff, as per the guidelines of the government. The instituted also have a placement officer who take care of placement activities and organized open campus for students of all the streams i.e. Arts, commerce, management.
Industry Interaction / Collaboration	Industrial visits and training is another regular practice of the institution. Students visit and receive training at various companies under the banner of our institute. The institute also have a placement officer who take care of placement activities. Deal Stock Investment Advisory Services, One Point One Solution Ltd., HPS Lab Designs , Ajjas.com, TCS, Digi ReAcTs Pvt. Ltd., Victory Terminal Financial Services, Vacmet India Ltd., Personality Development and Soft Skill Training by Swami Vivekananda Career Marg darshan Yojana organised open campus for students of all the streams i.e. Arts, Commerce and Management.
Admission of Students	The institute offers both online and offline facilities for admission and payment of fees. Admission committees are formed for all streams and classes for seamless admission process. Admission is done as per the norms of the higher education. Admission process is based on the basis of merit list. To maintain transparency the list of students getting admission with their marks/percentages is declared time to time according to reservation rules for reserved category (SC/ST/OBC) which is strictly followed by the college authority.
Curriculum Development	Since our institution is affiliated to Devi Ahilya University Indore, it

follows UG unified syllabus approved Department of Central Board of Studies Bhopal and Higher Education department for graduation syllabus approved by DAVV Indore UG meetings of board of studies are regularly conducted in the university of each subject where decision are taken by board member for the updation and improvement of various syllabus. The Board of studies comprises of the departmental faculty members, subject experts from the colleges of repute. While introducing a new course the feasibility, the relevance, academic requirement and its conformity with the vision and mission of the institution is taken into consideration. For PG programm, seminar presentation, internal assessment and project work are part of evaluation other than semester examination.

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

E-governace area	Details
Examination	Since college is an affiliated to DAVV University Indore, the college follows the examination/evaluation system according to university. Different modes of CCE are followed by the college.
Planning and Development	Committees are formed before the beginning of every academic session. A sketch is prepared for the development of college. Committees are formed to organize youth festival, Literary and cultural activities. Internal Quality Assurance Cell of the college organizes supervises the working/activities of the committees. The college for benefit of the students conducts various plans of the government. During the lockdown period under COVID-19 pandemic situation, the meetings of different committees, units, cells, departments have been conducted through online mode
Administration	Correspondence of college is done by on-line process and we are moving towards paperless system. Whats app official groups are made and urgent information is conveyed to staff by the mobile app
Finance and Accounts	Details of the employees related to finance are maintained through IFMS system. The college conducts regular audits of annual books of accounts. The administrative office keeps all

	financial records separately as per the events and transactions made for. The administrative office maintains the books of accounts properly which helps in auditing procedure.
Student Admission and Support	Admission process is available to candidates in website https://epravesh.mponline.gov.in/ of higher education department of M.P. Govt. All information about rules and regulation of admission gives in higher education website http://highereducation.mp.gov.in/. Admission process is quite transparent as it is done on-line from registration of candidates to display of merit list. Admission committees are formed for admission to different courses in the college. Admission process of various courses involves registration of candidates on-line, verification of their documents and preparation of merit list on-line. While preparing the merit lists, reservation of seats for candidates belonging to SC, ST, and OBC (as per norms of M.P. Govt.) is also taken into consideration.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	0
2020	NIL	NIL	NIL	0
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Mahatma Gandhi ka Chintan Evam dristi	nil	18/09/2019	24/09/2019	23	Nill
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Mahatma Gandhi ka Chintan Evam dristi	23	18/09/2019	24/09/2019	07
Yog ek Vakalpik Chikitsha	2	02/03/2020	08/03/2020	07
New tools and techniques of teaching	2	19/07/2019	19/07/2019	01
Departmental inductions training program	1	03/02/2020	08/02/2020	07
Workshop for academic excellence	1	30/08/2019	30/08/2019	01
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
97	97	68	68

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Study-leave for research work like Ph.D., D.Litt. or any other degree can be availed for a maximum period of 2 years. General provident fund and contributory provident fund (i.e. an equal share is contributed by the Government) scheme and loans and advances against them to class I, II, III and IV employees. Mercy appointment of a family member in the case of death of a regular employee in service. Gratuity at the time of retirement of a regular employee. Amount of	General provident fund and contributory provident fund (i.e. an equal share is contributed by the Government) scheme and loans and advances against them to class I, II, III and IV employees. Mercy appointment of a family member in the case of death of a regular employee in service. Gratuity at the time of retirement of a regular employee. Amount of gratuity is (a) 16.5 months salary or (b) Rs. 20 Lakhs whichever is less. Medical leave and reimbursement of medical	Free books, stationary, Awas Yojana, Gao ki Beti Yojana, Post metri Scholarship, Mukh Mantri medhavi yojana, Research scholarship, Sports Kits, Gold and Silver medal for merits holder students, R.O. drinking water facility for staff. Clean washrooms. Separate parking facility for staff. Free Yoga Training and health counseling to desirous staff members. Free computer training to interested employees. Free Wi-Fi facilities to all staff members.

gratuity is (a) 16.5 months salary or (b) Rs. 20 Lakhs whichever is less. Medical leave and reimbursement of medical bills as per govt. rules. 20 half pay leave for every year of service completed are credited to respective employees leave account. Maternity leave for 26 weeks for female employees and paternity leave for 15 days for male employee can be availed up to 02 children. Female employee can avail leave for 8 weeks prior to delivery and 18 weeks post delivery. Fees concession to class IV employees for admission of their children in higher education courses. Encashment of earned leave facility, subject to a maximum of 300 days leave at the time of retirement on the basis of last month pay. Family planning increments as per Government rules. Uniform allowance Rs. 200 per month and washing allowance Rs. 50 per month for class IV employees. Group insurance scheme for regular employees. Amount deducted from employee salary is allocated in the ratio of 35: 65. i.e. 35 for insurance amount and 65 is as savings and receivable at the time of retirement along with interest applicable. According to amount deducted from employees salary the insured amount is as below: Deduction of GIS P.M. (In Rs.) Amount Insured (In Rs.) 100 1, 25,000 200 2, 50,000 400 5, 00, 000 600 7, 50, 000 12. 5 reservation in admission in higher

bills as per govt. rules. 20 half pay leave for every year of service completed are credited to respective employees leave account. Maternity leave for 26 weeks for female employees and paternity leave for 15 days for male employee can be availed up to 02 children. Female employee can avail leave for 8 weeks prior to delivery and 18 weeks post delivery. Fees concession to class IV employees for admission of their children in higher education courses. Encashment of earned leave facility, subject to a maximum of 300 days leave at the time of retirement on the basis of last month pay. Family planning increments as per Government rules. Uniform allowance Rs. 200 per month and washing allowance Rs. 50 per month for class IV employees. Group insurance scheme for regular employees. Amount deducted from employee salary is allocated in the ratio of 35: 65. i.e. 35 for insurance amount and 65 is as savings and receivable at the time of retirement along with interest applicable. According to amount deducted from employees salary the insured amount is as below: Deduction of GIS P.M. (In Rs.) Amount Insured (In Rs.) 100 1, 25,000 200 2, 50,000 400 5, 00, 000 600 7, 50, 000 12. 5 reservation in admission in higher education for employee children as per online admission rules of M.P. Government, Higher Education Department. 13.

education for employee children as per online admission rules of M.P. Government, Higher Education Department. 13. Reimbursement of transport assistance at the time of administrative transfer of any type of regular employee. 14. Staff quarter facilities: 6 quarters are available in the college campus. 15. 13 casual leaves and 03 optional leaves are permitted in a year. Extraordinary leave i.e. without pay and no break in service is permissible subject to circumstances. 16. Ex- gratia Rs. 50,000 to family of the employee who dies while on service. 17. Study-le

Reimbursement of transport assistance at the time of administrative transfer of any type of regular employee. 14. Staff quarter facilities: 6 quarters are available in the college campus. 15. 13 casual leaves and 03 optional leaves are permitted in a year. Extraordinary leave i.e. without pay and no break in service is permissible subject to circumstances. 16. Ex- gratia Rs. 50,000 to family of the employee who dies while on service. 17.

6.4 – Financial Management and Resource Mobilization

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

The College conducts 3 types of audit as per government Instructions - (1) Internal Audit: - Internal audit is done by the Committee formed by the Principal headed by a senior Professor. This Committee does continuous internal audit and submits a report to the principal with errors committed by account department of the college and gives suggestions for rectification. (2) External audit by C.A.:- According to government instructions, it is mandatory for college to do external audit of the UGC, Janbhagidari and Self finance accounts by a chartered accountant every year. The C.A. gives an audit report. This audit report may be Clean Report or may be Qualified Report, if some objections are raised then this report is called qualified audit report otherwise it will be a clean audit report. (3) External Audit by Government Audit Agencies: - The College is managed by the government of M.P. so audit is conducted as per government rules. The office of Accountant General Government of M.P. (AGMP) Gwalior and the Higher Education Department sends an Audit team from time to time as per their schedule. These teams check the overall accounts and trace out accounting objections. These objections are called Audit 'Aapatiyan' or 'kandikas' (Objections). The Principal is responsible to remove these Audit Aapatiyan with proof of documents otherwise these are carried out in next Audit. The Audit period and schedule does not remain fixed for government department agencies. They can conduct audit with prior information at any time in a block of some years. Last AGMP Audit in our College was conducted in 2016-17 and prior to this, it was in 2013-14. Audits Conducted during the last 5 years are as under:- Year Internal Audit External Audit by C.A. External Audit by AGMP 2015-16 Yes Yes No 2016-17 Yes Yes Yes 2017-18 Yes Yes No 2018-19 Yes Yes No 2019-20 Yes Yes No

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

Name of the non government	Funds/ Grnats received in Rs.	Purpose

funding agencies /individuals		
NIL	0	NIL

No file uploaded.

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nill	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

Under the government schemes, the college has implemented the scheme of Parents – Teachers Meet. The many other schemes at its level. One of which is the Teacher-Parent Meet, under this scheme parents are also given advice and counseling for their wards. Parents can approach the concern professors to know the progress of their ward. The college has been able to run the scheme prominently after being awarded the coveted A Grade by NAAC. The college has been able to solve various issues of the students through Parents-Teachers Meet, like - 1. To free the students from a stressful life. 2. To solve the various problems of the students in the easiest way. 3. To help the student to lead a career oriented life in the present times.

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

1. Supporting the staff with regards to leave sanction. 2. Festival advance on important festival. 3. Permission to attain training programmes fro career advancement

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

i. Providing more ICT and research facilities. ii. Started remedial classes under the World Bank Project. iii. Extension of buildings of Arts and Commerce faculties under the World Bank Project

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Soft Skill Development Workshop	20/02/2020	20/02/2020	20/02/2020	50
2020	Hindi and English computer	20/02/2020	20/02/2020	20/02/2020	50

	typing training workshop				
2019	Eco friendly Ganesh Workshop	19/08/2019	19/08/2019	19/08/2019	25
2019	Mahatma Ghandhi ka Chintan evam Drishti	18/09/2019	18/09/2019	24/09/2019	173
2020	Seminar on Narcotics	29/02/2020	29/02/2020	29/02/2020	50
2020	Seminar on Research Methodology for MRP building	26/02/2020	26/02/2020	26/02/2020	12
2020	Seminar on Career in Computer	14/01/2020	14/01/2020	14/01/2020	50
2020	Seminar on- What Next for Students	02/03/2020	02/03/2020	03/03/2020	50
2019	ICICI Skill Training Program	03/10/2019	03/10/2019	13/12/2019	122
2019	One Points One Solution Limited	25/11/2019	25/11/2019	27/11/2019	50
				[View File](#)	

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Youth drama and song on the topic " Beti Bachao beti Padhao"	13/01/2020	13/01/2020	50	105

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

Percentage of power requirement of the University met by the renewable energy sources
Power requirement of our institutions is 80 kilowatt out of which 25 percent of Energy is Saved through Installation of LED bulbs. The solar panels installed

in our institute generate energy which is provided to MPEB. Apart from this we also initiate environmental consciousness among the students through various activities like, Plantation, Cleanliness drive and our institutional is also focused on developing Vehicle Free Zone.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	25
Braille Software/facilities	Yes	25
Physical facilities	Yes	25
Ramp/Rails	Yes	25
Any other similar facility	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	17/11/2019	1	Blood Donation Camp	Awareness about Blood Donation in the society	50
2019	1	1	01/12/2019	1	Street Play	An event was organized comprising Street Play to create awareness on HIV AIDS	24
2019	1	1	03/12/2019	1	Rally and Poster Display	HIV and AIDS Awareness	23
2019	1	1	19/11/2019	7	National Intergration Week	Celebrated various activities were conducted to create the feeling	390

2020	1	1	15/01/2020	1	Anti-intoxication Program for Youth	Spread awareness in the youth regrading anti-intoxication	157
2019	1	1	25/09/2019	1	Organized Rally	HIV, AIDS Awareness	170
2019	1	1	28/09/2019	1	Organized Rally	HIV and AIDS Awareness	185
2019	1	1	30/09/2019	1	Lecture and Poster Display	Anti Intoxication Campaign	215
2019	1	1	02/10/2019	1	Rally and Poster Display	Spread Gandhian Thoughts	250
2019	1	1	31/10/2019	1	Rally and Oath Taking for National Integration Day	National Intergration	126

"of national integration namely a few - Lectures, Street Plays, Poster making, etc"

No file uploaded.

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

Title	Date of publication	Follow up(max 100 words)
Quality management in Higher Education - By DHE, Govt. of M.P.	21/12/2011	https://highereducation.mp.gov.in/Uploaded20Document/quality_recorder/QualityManagementofHigherEducation_24Dec11.pdf
Code of Conduct for various committees	01/07/2019	This institution being a government institution works on the direction provided by the government of MP. Various committees are formed for

	follow up of code of conduct such as discipline committee, anti ragging committee, redressal and grievances cell, etc. code of conduct of the principal, academic staff and other staff is regulated time to time by the government of MP .Code of conduct of teachers which are directed by UGC are monitored and implemented by the principal of college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Essay competition on Terrosim problem and Solution	15/01/2020	15/01/2020	14
Discussion on the role of youth in nation building	11/11/2019	11/11/2019	40
Poster making competition on communal harmony	01/10/2019	01/10/2019	5
Poetry competition on the topic of nation building, Patriotism and goodwill	28/02/2020	28/02/2020	70
Debate competition on the topic that voting should be mandatory	24/12/2019	24/12/2019	5
slogan competition on the role of youth in democracy	24/12/2019	24/12/2019	10
Mahatma Gandhi literature reading	30/09/2019	30/09/2019	180
Community unity week	19/11/2019	25/11/2019	390
Independence Day	15/08/2019	15/08/2019	350
National Services Scheme Day	24/09/2019	24/09/2019	165

[View File](#)

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

1. Polythene free campus 2. Plantation 3. E-Waste and Green Waste management 4.

Rain water harvesting installed and water conservation program for students like JAL SHAKTI ABHIYAN 5. Save bird program

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE Best Practice 1 : Computer Based English Language Learning The Dept. of English had established the Language Lab with a purpose to impart education and knowledge, beyond the prescribed syllabus for learning English conversation, communication skills and thus by improving the personality development and employability. Therefore, it has been named as BEST PRACTICE. The Salient Features of English Language Lab: The English Language Lab consists of 301 computers with considerably good configuration. All the computers are inter-connected through LAN with the Server (Master) computer, through which the commands are delivered to the students, sitting on one of the computers. Basically, the intention is to make the students learn English through computer software. Words Worth is the software, through which we are at present imparting the training of English Language Learning to the students. This software is a combination of ILT (Instructor Led Training) and CBT (Computer Based Training). This software contains three Levels of Courseware – Prep I, Prep II, and Prep III. In these Preps there are 24, 39 and 25 sessions (lessons) respectively. Presently, the Preps are learnt by the UG students, starting Prep I to Prep III, respectively from first year to the final year UG. The PG students will opt Prep III directly. We have already proposed (in purchase process) some more softwares (at least 4 or 5), which will be more useful for UG and PG students, including the MA English students too. In the present software, every session starts with ILT wind followed by CBT. In the beginning of each session, the Instructor explains ILT part through LED Projector or blackboard. This part also includes 'Public Speaking", Role Play", Skit/Act", "One-to-One Conversation" from the front/podium and so on. More focus is given on the voice intonation, pronunciation, building confidence and hand movements while speaking. The Word Worth focuses on all the four skills of language learning, LSWR skills i.e. Listening, Speaking, Writing and Reading. Besides the software based learning, some activities like group discussion, creative writing, extempore, personal interview, PPT for phonetics, dramas etc. are also performed in the Language Lab. Enrolment in the English Language Lab is open for all the regular students of the college, on 'first-come-first-get' basis. After the registration, students get online enrolment. Through these feedback forms, which maintain anonymity, we come to understand that the course content is very effective, useful and compatible for the language learner and it is also apparent from the feedback forms that they very much satisfied and the Language Lab has proven to be a platform for one of the BEST PRACTICES. BEST PRACTICE 01. Title of the Practice: English Language Improvement classes 02. Goal: The aim was help was to prepare students for effective communication in English for their personal and professional growth. 03. The Context: Madhya Pradesh being a Hindi speaking state, the students find it very difficult to communicate in English despite studying the same in school for twelve years. 04. The Practice: Words Worth, the software is a combination ILT (Instructor Led Training) and CBT (Computer Based Training). In terms of Course Content, there are three levels of Courseware, Prep I, Prep II and Prep III. In each Prep, there are 24, 39 and 25 session (lessons) in all the three Preps respectively. This part also includes Public Speaking, Role Play, Skit/Act, One-to-One Conversation from the Front, One-to-All Conversation and so on. More focus is given on the voice intonation, pronunciation, building confidence and hand movements while speaking. The software Words Worth focuses on all four skills of language learning LSWR skills i.e. Listening, Speaking like group discussion, creative writing, extempore, personal interview, PPT for Phonetics, Dramas etc. are also performed in the Language Lab. 05. Evidence of Success:

The enrolment has witnessed an unprecedented acceleration from 49 in 2015-16 to 287 in 2018-19 and 450 in 2019-20 06. Problems Encountered and Resources Required: Availability of time. The Data: Sl. N. Academic Year Students Regd. Students Completed (Claimed Certificates) 01 2019-20 450 150 2 Best Practices - social work through NSS and MSW 1. Most of the students in our college are from socially and economically weaker section, also from small areas around Indore. The activities need to be scheduled as per the convenience of the students who are otherwise engaged in part time jobs also to support their families. The planning and designing of program need to be managed keeping in view their academic and domestic needs. Objectives of the practice : With the help of NSS, NCC, and the students of M.S.W. we enhance social awareness amongst students and, extend community help and society . 2. The Practice : The College has efficient and active NSS wings working under the NSS Cell, DAVV, Indore. This session i.e. 2019-20 the girl students also demanded the revival of NSS Girl Unit. The institution promotes NSS for all round development and character building of the students. The volunteer students are taught to extend the activities of units at the community level. NSS is the platform for community service. The college has been working since last three years in Ralamandal village for its extension activity. The college promotes extension work bringing together the campus and the community. The college follows regular activity and holds special camp activities to understand the community in which they work and also understand themselves in relation to their community, identify the needs and problems of the community and involve them in problem solving and help them to develop among themselves a sense of social responsibility. Such activities help the students to develop discipline, social harmony, civic sense and a sense of oneness in terms of national integration and social harmony. As the motto of NSS says - I do not live for me, but you- so is the teaching they get from the various activities conducted. Following Programs were conducted by NSS volunteers and other college students- 1. .Health Awareness program 2. Environmental Awareness 3. Cleanliness Drive. 4. Anti drug and tobacco Program 5. HIV / AIDS awareness Program 6. Save Girls Child Program 7. Old age Problem. 8. National Integration program 9. Crowd management and traffic control. 10. Programs based on Indian values. The students have expressed and spread these messages through street plays, rallies and also door to door contact. Apart from these, they are active in all the programs held in the college. 3 . Evidence of Success: Enthusiastic participation and increase number of students in the units. Some student voluntarily join NGOs and come forward to join government drive in Traffic control and HIV / AIDS Awareness Programs, Voter awareness SVEEP program of Madhya Pradesh. 4.Problems Encountered and Resources Required: The NSS units work under the guidance of their officers. The College authority extends all encompassing support. The officer in charge plans, takes decisions on regular activities and special camp activities through periodic meetings. Sometimes the NSS Units face financial crunch, they receive less of support from the authorities and hence have to sort out certain problems with their personal efforts. Experts for different social activities . Government Support for rally and special camp .Literacy awareness

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://sabvgacc.in/pdf/Best-Practices-2019-20.pdf

7.3 – Institutional Distinctiveness

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

Vission The college abides by the motto, Na hi jnanena sadrsam pavitram iha vidyate' in its vision i.e. 'In this world, there is nothing as sublime and

pure as knowledge'. It endeavors to be a respected and, a sought after Educational Institute engaged in transforming lives through comprehensive education by upholding the values of secularism, national integration and social commitment. The College aims to mould the student community into better individuals, and guide them to contribute constructively towards national goals by upholding the values of secularism, national integration and social commitment. The College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence. Mission: We hope to translate our vision into a concrete reality with an aim to contributing to work towards the all-round development of the personality of the students and equip them with knowledge and skills to face the challenges of the life boldly. We aim at inculcating core human values to the learners and instill in the minds of the students the ethical values of our rich cultural tradition and to contribute to the transformation of prevailing social conditions so that values enshrined in the constitution of India- social justice, equality of opportunity, democratic freedom to all, tolerance and respect to all religions may be brought closer to realization. Our mission statement gives assurance that no social, economic or racial constraint can obstruct education of the desirous students To facilitate meaningful education to socially and economically backward classes by taking in hand the social needs, access, equity, and quality. Strive to materialize our vision by focusing on the all-round development of the students' personality through proper education and exposure. Inculcate core human values to the learners and instill in the minds of the students the ethical values of our rich cultural tradition. Contribute to the transformation of prevailing social conditions so that values enshrined in the constitution of India- social justice, equality of opportunity, democratic freedom to all, tolerance and respect to all religions may be brought closer to realization. Organize various academic and co-curricular activities in the college to develop leadership qualities, team spirit, communication skills and mutual responsibility. Promote attitude of research and examination among the youths to developing an intellectual society.

Provide the weblink of the institution
https://sabvgacc.in/pdf/vision.pdf

8.Future Plans of Actions for Next Academic Year

 Future Plan of Actions for Next Academic Year – The Institution's internal quality Assurances along with college Administrations including various committees formed for the welfare of the students has formulated, keeping in view the vision and mission of the college, a work- plan for the forth- coming academic session. The focus of the plan lies in addressing the contemporary issues which demands the attention of youth. Following other future plan of action for Next academic year IQAC • Planning and implementation of the program for women- empowerment. • To Build the healthy Nation to Promote youth of India, IQAC intends to focus on indoor and outdoor sports activities for the students. like kabaddi, Kho-Kho, Wallyball • Looking at the contemporary need of stress management IQAC along with Yoga Department would development the yogic kriya hall for students faculty members. • To develop the civic sense among the student's program to be organized. • To establish paper-less office for better office operations. • Focus on use of renewable solar energy. • Development of infrastructure to cater the need of students • Better parking facility for students, staff and visitors • Development of computer facility for the students • To establish research hall for the presentation of research papers, Ph.D. thesis viva etc. with the modern technology. • To make efforts for gender sensitization. • To take initiative for weaker students. • To make better efforts for placements of students. • To organize national seminars • Development of smart rooms facilities the ICT , • To developed open theater for culture

activities • Academic Administrative Audit of the college • Development of E-Library