YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Shri Atal Bihari Vajpayee Govt. Arts and Commerce College, Indore
• Name of the Head of the institution	Dr. Vandana Agnihotri
• Designation	P.G. Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07312460579
• Mobile no	9893280908
• Registered e-mail	principalgaccindore@rediffmail.com
• Alternate e-mail	hegaccind@mp.gov.in
• Address	A.B. Road, near Bhanwarkuan Square
• City/Town	Indore
• State/UT	Madhya Pradesh
• Pin Code	452017
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	**Devi Ahilya Vishwavidyalaya**
• Name of the IQAC Coordinator	**Dr. Aaditya Lunavat**
• Phone No.	**07312460579**
• Alternate phone No.	**9893280908**
• Mobile	**9425047556**
• IQAC e-mail address	**preparationnaac2024@gmail.com**
• Alternate Email address	**principalgaccindore@rediffmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://sabvgacc.in/Pdf/AQAR%2020 19-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://sabvgacc.in/pdf/Academic% 20calendar%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**A**	**2.65**	**2019**	**21/02/2014**	**20/02/2020**
Cycle 3	**B+**	**70.60**	**2004**	**09/09/2019**	**08/09/2024**
Cycle 1	**B**	**70.60**	**2004**	**16/09/2004**	**16/09/2009**

6.Date of Establishment of IQAC	**01/10/2004**

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

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Shri Atal bihari vajpayee government Arts and commerce college	RUSA- water cooler and admin building	RUSA	2020-21	1825500

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	2	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Organization of webinars on different current issues, eg cyber security, women enterprises, financial awareness etc.

Organization of training programe for students related with career guidance, startups, skill development training etc.

Events activities to connect the students to the society

Due to covid-19 enhancement of effective teaching, learning and examination related methodology

To organize methods to create awareness among students and staff members about safety against covid-19

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
Plan to organized webinar for the students and as well as faculty members	Following webinars were organized in the college in 2020-21
On the basis of results of BA and Bcom programme identyfication of slow and advance learners	Organized classes for both as per theirrequirments
Due to covid-19 online CCE is to be taken in the various department	Online CCE were taken by the department conduct as internal assessemnet during covid-19
Due to pandemic year make a plan of teaching on online basis	Classes were taken on online basis of post graduate and under graduate level in different subjects
Make awareness programs and mask to prevent the corona pandemic	programs of these activities have been organized and mask distributed to the students

13.Whether the AQAR was placed before statutory body?	**No**

- Name of the statutory body

Name	Date of meeting(s)
Staff council meeting	05/08/2020

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	24/02/2022

15.Multidisciplinary / interdisciplinary

The College has a multidisciplinary academic set-up. The college was opened as a Co-ed institution for Arts and Law. Later commerce was opened. In due course of time law college was separated and was shifted in a new building. The subjects were approved and seats sanctioned by the Higher Education department of Government of Madhya Pradesh. With a period of time, new subjects were opened as per the orders of Higher Education Madhya Pradesh. These were the regular popular subjects of Commerce and Humanities. With changing educational needs of the society, new subjects were offered in Self-Finance courses like Bachelor of Journalism, Master of Journalism, M.A. in Yoga, Diploma in Yoga, M.A. in Public Administration, Master of Social Work, Bachelors of Social work and P.G.D.C.A. The college approached the Higher Education for the seats in M.B.A. and B.B.A. courses. The proposal was accepted and the seats were allotted both in BBA and M.B.A. It is encouraging that all these courses are running successfully.

16.Academic bank of credits (ABC):

In the context of National Education Policy 2020- Registration of students in Academic Bank of Credit and regarding uploading of mark lists of students in D.G. Locker Government of India, Ministry of Education directed the Department of Higher Education, Government of Madhya Pradesh, in the context of the National Education Policy 2020, to register all the students (regular/self-study) in the Academic Bank of Credit. For this, Madhya Pradesh Higher Education Department, through the office of Additional Director, Higher Education Indore Division, Moti Tabela Indore, directed all the colleges of Indore division and Shri Atal Bihari Vajpayee Govt. Arts and Commerce College to take the following action regarding Academic Bank of Credit: The institute should be registered on the NAD/ ABC Portal. The institute has to form a NAD/ ABC cell and nominate a nodal officer. The institute has to register students on ABC through Academic Bank of Credit website http://www.abc.gov.in/   As per the above instructions, the college registered the institute on the portal https://nsd.digilocker.gov.in/ and formed a cell and nominated Dr. Sandhya Bhargava as the nodal officer.

17.Skill development:

In response to the challenges brought by COVID-19, our college organized a series of diverse webinars and competitions that helped students enhance their skills and stay engaged during the pandemic. These events ranged from technology-driven discussions like "Cyber Security and Threats," "Digital Marketing," and "Financial Awareness and Consumer Training (FACT)" to creative competitions such as the "Satark Bharat, Samriddh Bharat" poster-making and essay contests.

Professional growth was emphasized through career-centric sessions such as the "TCS National Qualifier Test (NQT)," "Career Guidance for Insurance Industries," and "Jila Stariya Rozgar Mela." Entrepreneurship was encouraged through webinars like "Women Enterprises Skill Training" and "Startup and Export Opportunities in the Food Processing and Agro-based MSME Sector." These programs empowered participants with the tools and insights to navigate the business world and seize export opportunities. Additionally, the pandemic has transformed industries globally. Webinars like "Impact of E-Commerce on Small Business during COVID-19" and "Business of the Future" addressed how businesses must adapt to survive. The importance of mental resilience was addressed through sessions like "Turn Your Fear into Faith" and "Building a Progressive Mindset for a Successful Lifestyle." Webinars on "Personal Data Protection," "Pandemic Parenting," and "CEO's Journey" provided a blend of technical knowledge and life skills. Ultimately, these initiatives not only encouraged students to keep pace with industry trends but also raised awareness about adapting to new normal realities, positioning them for success in a post-COVID world.

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

Inclusion of Bhartiya Gyan Parampara in the syllabus of UG classes in various subjects.   With the introduction of NEP-2020, the syllabus of UG classes in all subjects went through drastic changes. All the subjects including commerce and humanities were redrafted by the Central Board of Studies, Higher Education, Madhya Pradesh. As per the National Policy, it was decided to put greater stress on Indian Values and India's contribution in all the subjects.   India being the cradle of World's oldest civilization (Saraswati Sindhu Civilization) had literary and archeological remains in abundance. The Vedas are the greatest source of History of the Ancient period. All 4 Vedas have written reflection on the Religion, Philosophy, Vegetation, Physical and Geographical conditions, Human Relationships and other social dimensions, agriculture and other references on various topics. These Indian Value systems needed a reintroduction which was ignored by British who had try to develop "Slave Psychology" among the educated class of our country. Hence, it was needed to provide a correct perspective to our young minds. So, all the subjects syllabus were redrafted with the inclusion of Indian Value system, Indian History. Inclusion of Indian Science and technology, Indian Philosophy, Indian Literature in various languages, Idea of Nationalism, Indian Political System, Existence of Idea of Democracy and Republic, the Indian Philosophical thought. The relevance of

Sanskrit as a scientific language is internationally accepted and established. The same idea is conveyed through the syllabus to the students which will help in instilling the National pride among the new generation of students. The importance of other indigenous languages like Prakrit, Kharosthi, Brahmi and Pali came to be introduced to students. In the field of Commerce, the students came to know of India's rich commercial pass. In Ancient India we had a well-developed coinage system, Chamber of Commerce and Existence of Mints prove a well-developed commerce. Existence of trade routes and description associated with it are included in relevant subjects. The high status of metallurgy is highlight of India's own science and technology. Now in the new syllabus the contribution of Indian Philosophers, Indian Scientists, Indian Writers, Indian Mathematician and Indian Astronomers are given place in new syllabus.

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

The College adopts Outcome-based education. Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess, and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated. The college has clearly stated the learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students. Soft Copy of Curriculum is available to institution on websites(https://www.dauniv.ac.in/syllabus), COs are uploaded on the Institutionwebsite(https://sabvgacc.in/pdf/Program%20Outcomes%20UG%20Level.pdf) for reference. Hard Copy of syllabi and course Outcomes are available in the departments for ready reference to the teachers and students.

20.Distance education/online education:

The Institute is a Center of Madhya Pradesh open Bhoj University . It is a public university at Bhopal, Madhya Pradesh, India that primarily provides higher education mainly through open and distance learning. It was named after the renowned Indian King, Raja Bhoj. Various courses are offered by the Bhoj university

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**26**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**4794**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**7462**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**2847**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**68**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**68**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**42 classroom and 3 seminar hall**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2652591.54**
4.3 Total number of computers on campus for academic purposes	**110**

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

Shri Atal Bihari Vajpayee Govt. Arts and Commerce College, DAVV, Indore. The curriculum for UG classes is designed by the central board of studies, department of Higher Education and for the PG classes, it is designed by BOS of the affiliated college of DAVV. The college ensures effective curriculum delivery through equitable distribution of syllabi among the faculties by the HODs within the department and by preparing departmental time table and individual time table for teaching. Professors prepare their teaching plan and complete the course accordingly.

The college uses modern teaching pedagogy in classroom teaching methods such as group discussions, assignments and facilitate the students for experimental learning through practicals, projects, field work and Intership.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

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

The academic calendar of the college maintained by the department of Higher education Govt. of MP. It clearly states the various activities and teaching schedules of the college. Schedules are followed by the college to ensure that its activities are conducted in a smooth and efficient manner.

A uniform timetable is prepared for internal evaluation (CCE). Timetables of internal exams are followed by every department of the institution to analyse the academic performance of the students. It is also published on the college website. CCE is conducted only once in each semester, for yearly classes, it is conducted two times. Due to the corona pandemic internal evaluation of UG and PG classes were taken online. Besides regular academic activities, the college also participate in various extracurricular activities such as sports events and youth festivals based on the academic calendar

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in A. All of the above
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

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

26

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

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

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

00

File Description	Documents
Any additional information	View File
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

00

File Description	Documents
Any additional information	View File
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

Courses offered in the college integrate issues related to professional and social ethics, human values, gender, environment and sustainability into the curriculum. Environment Studies is taught separately in the foundation course. These courses are beneficial for overall development of students.

Cross cutting issues relevant to professional ethics, gender, human values, and environmental sustainability are into the curricular and extracurricular activities. Also, NSS and NCC units promote environmental protection through tree plantation and other sustainable development programs. Every year NSS units organise various environmental related programs including tree plantation, village cleanliness, cleaning of rivers, plastic free drive, poster competitions, essay competitions etc. World Environment days, NSS day are organised in the college every year. College is taken active participation in 'Swachh Bharat Abhiyan' and "Swachh Pakhwada program" started by the government. The college takes efforts for integration of ethical and human values through extracurricular activities. Also program conducted under NSS, NCC help to inculcate human values among students. National festivals like Independence Day and Republic Day celebration serve as platform to enliven patriotic and moral values. Different social activities have been initiated by the college like water awareness program, road safety campaign, blood donation camps, etc, from time-to-time. Major gender issues are focused and addressed through different activities in the college.

File Description	Documents
Any additional information	No File Uploaded
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

14

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

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

948

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

E. None of the above

File Description	Documents
URL for stakeholder feedback report	https://sabvgacc.in/pdf/1-4-2%20Fredback%20form%202020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may **E. Feedback not collected**
be classified as follows

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://sabvgacc.in/pdf/1-4-2%20Fredback%20form%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

4710

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

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

3504

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	**No File Uploaded**

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 come from different social and economic backgrounds. Advanced and slow learners are identified based on entry level result, the classroom observation, their interaction with the

subject teacher and through continuous periodic assessment. The slow learners are encouraged to understand their weaknesses are conducted and then the professors work on them. Extra classes based on their problems and study material is provided to them in hard copy and E mode. Through a mentor-mentee system, support is provided to the slow learners. Advanced learners are encouraged to study reference books and to participate in research-oriented projects. Online resources are made available to strengthen their knowledge-base. They are encouraged to maintain and share their notes and practical diary with slow learners. The faculty recommends books for the library, keeping in mind the needs of both slow and advanced learners. The library also ensures E-library facility for the online material. The library provides conducive atmosphere for learning to both slow and advanced learners. The M.P. Higher Education provide free books to the reserved category (SC, ST) students

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

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

Number of Students	Number of Teachers
10426	76

File Description	Documents
Any additional information	No File Uploaded

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 carefully integrates participatory, experiential and problem-solving methodologies to complement the learning experiences of the diverse students to adapt to the higher education. To make the learning experience more student-centric, we focus on blended mode of teaching i.e. traditional as well as ICT based. They are taught with the mission that fosters a learning environment and nurtures exploration of various skills and critical thinking about the subject. From 2020-2021 the college has implemented the RBT (Revised Blooms Taxonomy) educational strategy that focuses on

outcome-based education. Programme outcomes, Programme specific outcomes and course outcomes, lesson plans and instructional strategies are designed on a common format OOLP (Objective Oriented Learning Process). Teachers design lesson plans and methodology in order to achieve specific learning outcomes. Experiential learning: Field/industry visits for survey projects and internships. Models and exhibits. Audio visual learning. Education tours. Laboratory experiments. Hands on training on campus. Participatory Learning: Interactive Lectures Innovative designed experiments Case studies Group presentation Survey based field work Role play Guided group discussion Group assignments and projects Through LMS and google classes Subject quiz Class room discussion "Everyone Raise Your Hand" technique through extension activities. The student seminars are conducted in some of the department.

File Description	Documents
Upload any additional information	No File Uploaded
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

Teachers of college use blended technology with the traditional mode of instruction to engage students in long-term learning. College promotes intensive use of ICT-supported tools involving online resources for effective teaching and learning process. All the teachers are using ICT tools and resources available on its campuses. There are 6 ICT enabled Classroom in the institute (one Mazezi studio with YouTube channels where regularly recording of the lectures by the professor is also done by journalism department) The Institute well equipped language lab to promote the soft skill and personality development of the students and Institute have 02 computer labs. Mazezi studio can be used as a platform for preparing online lectures and offer an improved learning experience to the students. Interactive Board: College has 44 interactive board most of the teachers use this board for taking the day-to-day lectures.

Wi-Fi: High speed Wi-Fi network is available in campus,

Desktop - Arranged at all the departments these desktops are available for faculty to prepare their lectures, power-point presentations.

Projectors - projectors are available in different classrooms/labs Printer, HOD Cabins are equipped with a printer, Photocopier.

Pen Drive, Microphones, are other IT tools that are used by teachers.

The institution has APJ Kalam hall with Smartboard and projector for seminar, workshop, guest lectures.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

76

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

2.4 - Teacher Profile and Quality

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

76

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

58

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)	<u>View File</u>

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

70

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<u>View File</u>

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.

Internal assessments and internal practical tests are conducted at appropriate intervals with respect to the calendar of examinations fixed by the Devi Ahilya University, Indore. The details of the marks are then entered online on the portal of the university. The teachers help students in grasping the correct essence of the questions asked, wherever such an inquiry is raised. Internal assessment is done by giving assignments to students and also by holding examination in college. Viva is also conducted to evaluate the clarity of concept of the students. The assignment modes can be different in different subjects and are decided by the teachers

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

An examination cell is formed the date of CCE is decided by the cell . The examination cell makes the time table for CCE and assign duties to the faculty. The questions are given and the answer sheet are collected by the concerned faculty and after valuation submitted to the exam cell. Then the marks are forwarded to the University online through the cell

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 College adopts Outcome-based education. Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess, and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated. The college has clearly stated the learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students. Soft Copy of Curriculum is available to institution on websites(https://www.dauniv.ac.in/syllabus), COs are uploaded on the Institutionwebsite(https://sabvgacc.in/pdf/Program%20Outcomes%20UG%20Level.pdf) for reference. Hard Copy of syllabi and course Outcomes are available in the departments for ready reference to the teachers and students. The importance of the COs and POs has been communicated to the teachers in every IQAC meeting and College Committee meeting While addressing the students, the HODs create

awareness on POs, and Cos. The faculty members, class teachers, mentors, also inform the students and create awareness and emphasize the need to attain the outcomes. Programme outcomes of PG classes are displayed on the notice board of departments

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sabvgacc.in/pdf/Program%20Outcomes%20UG%20Level.pdf
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 level of attainment the program outcomes , program specific outcomes and course outcomes are measured using various indicators through out semester in PG and the academic year in UG. The faculty records the performance of each students with the help of specific course outcome through a continuous evaluation process which is called CCE. Due to covid -19 the faculty members provided home assignments to the students, conducted online test and open book exam.

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

2847

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

2.7 - Student Satisfaction Survey

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

https://sabvgacc.in/pdf/1-4-2%20Fredback%20form%202020-21.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)	View File

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

30

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The Shri Atal Bihari Vajpayee Arts and Commerce college Indore is giving adequate importance to project work as per the guidelines of the Department of Higher Education. The college supports all the post graduate students for their project work. Few innovative activities are being undertaken in the college under the program Atma nirbhar Madhya Pradesh. The college faculties supervise the students in these activities.

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

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

31

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)	[View File](#)

3.3 - Research Publications and Awards

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

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

6

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
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

3

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

3.3.3 - 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

13

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 college promotes extension activities in the neighbourhood community for sensitizing students towards social issues and for their holistic development. The college provide the students with an opportunity to extend their classroom knowledge to practical experience. The college has N.S.S. and N.C.C. units which through their diverse community-oriented programs and activities focus at holistic development of students involving the community. The N.S.S. and N.C.C. and swami Vivekananda career guidance cell of the college aim to developing a sense among students about attachment to the community utilizing their knowledge and finding solutions to community problems, acquiring leaderships qualities and democratic attitudes, developing capabilities and skill to meet emergencies and participating in community services by actively involving various campaigns and programs. In the last academic year, various community related extension activities were organized such as, Plantation programme, Blood Donation Camp, Swachata Abhiyan Awareness Program, Vaccination Awareness Program, Voting Awareness Program etc. The NSS camp organised by both the wings try to serve the society and try to fulfil the deserve the rally on Nasha Mukti Diwas played an important role for creating community awareness at different places of the Indore city

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

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)	View File
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

16

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

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

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

1096

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)	<u>View File</u>

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

00

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	<u>View File</u>

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, aligning with its vision and strategic objective. The institute ensures an adequate availability and optimal utilization of its physical infrastructure in order to create an environment of excellence in education through the utilization of technologically innovative educational tools. At the beginning of the academic year, need assessment for replacement/advancement/addition of the existing infrastructure is carried out based on the suggestions received from Heads of various departments and the Advisory Committee. This is done following review of course requirements, computer-student ratio, teacher-student ratio, working conditions of the existing equipment. The Time Table committee plans in advance for all requirements regarding the availability of classrooms/lab class rooms, furniture and other equipment's. DPRs are submitted to the Higher Education department for the allotment of funds and execution of work thereof. The college ensures optimal utilization of the resources by incorporating innovative teaching-learning practices like the use of power point presentation, LCD projector, smart boards etc. For, practical subjects, utilization of infrastructure is ensured through appointment of adequate number of well qualified and experienced lab technicians. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extracurricular activities, parent-teacher meetings. It is also used as an examination centre for college internal and external examinations such as MPPSC

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

The institution utilizes its resources to provide an environment conducive enough to its students where they are encouraged to prepare for sports and extracurricular activities. This ensures a holistic growth and development of an all-rounded personality. Students are trained in sports under the guidance of a qualified and

specialized sports officer. Students are selected through proper trials and are encouraged to participate in various levels of competition including intra college events, inter-college events, inter-university events and National events. Intra-college events are also organized by the college so as to cultivate students' interest in sports and also to enhance their preparation for further events along with regular academics. Track suits and all sporting gears are provided to the students for major/minor events. All the participants are awarded with a participation certificate. Winners and runner-up teams are duly rewarded with trophies. Yoga Awareness Programme: Although the college has an established Yoga Centre therefore International Yoga Day is celebrated every year with enthusiasm. Also, in this academic year the college has constructed a separate hall for yoga and related practices. Students are made aware of the importance of practicing yoga and meditation exercises through the activities conducted by NCC and NSS units of the college all the year round on various occasions. Cultural activities

File Description	Documents
Upload any additional information	No File Uploaded
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.

45

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

5528095.14

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

4.2 - Library as a Learning Resource

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

The library of the college has partial facility of automation in the working of Soul 3.0 software. Due to partial automation the library is still under the process of automation. For students and faculty members to have access to books by subject, Author, Accession no and title in E-learning resource. The total numbers of books in the library are about 251368 text books. The number of visitors per day is 90-100. The library has e-resources centre, and Xerox facility for the users.

File Description	Documents
Upload any additional information	**No File Uploaded**
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   **A. Any 4 or more 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)	View File

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

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

3200

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

76

File Description	Documents
Any additional information	**No File Uploaded**
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

The college IT infrastructure was upgraded when special financial assistance was accorded to the college in 2020 for. The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with interactive board, LCD projector, Digital Podium with inbuilt system, microphone system and speakers were installed. The whole college has been made wi-fi & Airtel telecommunication installed wi-fi facility in the college in College also has Internet facility for Admission and examination related IT services.

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

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution **E. < 5MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

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

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

POLICY FOR MAINTENANCE AND UTILIZATION OF SUPPORT FACILITIES POLICY FOR PHYSICAL FACILITIES: -Physical facilities such as Building of the college and Laboratories shall be maintained from the renovation grant received from different agencies, namely Govt. of M.P., RUSA, World Bank and UGC.

• As the maintenance of building comes under the purview of PWD, PWD should be informed about the status of the building annually and should be requested for the painting of building periodically.

POLICY FOR MAINTENANCE OF LIBRARY FACILITIES: -

• Library facilities include central library, e library of the college as well as departmental libraries.

• College Librarian will be responsible for all the services related to Central library and e library, whereas departmental libraries

• There will be a Library committee in the college, the library committee will organize regular meetings and will finalize the list of books to be purchased on the request of HODs. Library committee will finalize the number of books to be weeded and will finalize the process related to the maintenance of books like termite treatment, fumigation of Library etc

POLICY FOR MAINTENANCE OF SPORTS FACILITIES: -

• Sports facilities will include Sports Grounds in the College,

• Sports Officer of the College will be responsible for managing the sports facilities in the college. Sports officer will chalk out sports activities in the college not for the sake of competitions only but for the general physical fitness of students and staff.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

8633

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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

8633

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)	<u>View File</u>

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

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
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

245

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

245

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent 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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	<u>View File</u>
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

30

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)	<u>View File</u>

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

326

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

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

20

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)	<u>View File</u>

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.

00

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

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)

During the year 2020-21, the govt. of MP did not send a notification for Student Council elections due to Corona pandemic. Therefore, the Student Council elections could not take place in 2020-21. However

the participation and leadership of students is evident in two important functioning committees of our institution, namely the IQAC

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

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

In the year 2020-21, the alumni of the college have actively participated in the awareness programs and many members have given their selfless services throughout the year. They have come up with very good suggestions and motivated us to work hand-in-hand in for the development of humanity. Many students who have just passed from the college have rendered their valuable contribution towards the society and they are still actively participating even today. Many of them have successfully qualified for jobs and services in common sector and they have assured us to continue to render their services even after achieving their goals. The city witnessed remarkable contribution by the alumni during the pandemic in the form of social service, helping the poor, distribution of food packets, organizing

health checkups, etc.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of the college are translated through effective governance mechanisms. As the vision and mission of the college are noble aims to be realized, the governance of the institution is a viable blend of rigidity and flexibility, so as to provide the needed autonomy at some places and maintain a strict hold at others, corresponding to the stakeholders involved in the process. While the Principal remains the academic and administrative head of the college who is in charge of carrying out the major decisions of the college, sufficient autonomy is granted to the HODs of various departments enabling them to carry out their departmental activities. This autonomy pertains to areas like the choice of pedagogical techniques, extension/excursion activities, mode of internal evaluation, etc. In order to ensure quality, transparency, and accountability in governance, certain mechanisms are put in place. For instance, an increasing use of ICT enabled practices in day-to-day dealings. As providing affordable quality education is one of the bulwarks of the institute, scholarship disbursal to more than students are one of the principal tasks before the college. An effective governance set-up, laced with the democratic ideas of equity, impartiality and welfare renders it possible for the college to carry out the disbursal of scholarship and other administrative duties. Encapsulating, the vision and mission align with the governance of the institution

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

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

In the hierarchy of the college, the principal remains at the helm of affairs and is involved in monitoring the implementation of plans. The principal monitors the staff with respect to their regularity, discipline, and conduct. Also, it is the principal's onus to ensure that the various stakeholders fulfil the responsibilities allocated to them. He also provides the necessary guidance and support as and when required. In our college, an administrative officer is also there who administer the overall working of the college. many committees are constituted so as to ensure an effective commissioning of duties and for a timely execution of the yearly plan. Each of these committees are headed/presided over by a convenor who further performs decentralization practices by assigning duties to other committee members. Admission Committee and Scholarship Committee are two of the most important committees of the college while Purchase committee, Library Committee, Tutor Guardian Committee are other significant committees of the college. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of all the faculty members. The Internal Quality Assurance Cell acts as a steering force for the college as in its meetings, it rolls out the development plan of the college with regard to both qualitative and quantitative advancement. It also develops and applies the quality benchmarks, and facilitates the creation of a leaner-centric environment which is conducive to providing quality education.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

It has been more than 59 years since the inception of the college and a substantial growth in all aspects is seen. The plan is shaped after a thorough analysis and assessment of the strengths, weaknesses and accomplishments of the past and also the needs of the future are kept in mind. Various short term, medium term, and long-term development plans are formulated and steps are taken to implement them by involving all the stakeholders. The strategic plan is prepared keeping in focus the vision, mission and objectives of the college. Annual action plans are prepared in the meetings of the Internal Quality Assurance Cell which are held at least twice a year. It envisages to keep the college abreast with the developments in the field of academics, research, student welfare and social commitment. The financial plan is prepared by the principal in consultation with the chief accountant. Amalgamated committee, together with the principal and accountant chalk out the annual development plan. The meetings of the RUSA/World Bank committee are regularly organized to discuss the plans for the utilization of the fund for the development and betterment of the college infrastructural facilities. The meetings of the Janbhagidari Samiti are conducted compulsorily in every three months. All members of the Janbhagidari Samiti, the head of the samiti and the principal put forward their suggestions and proposals for the selection of teachers, computer operators, technicians. They also discuss the utilization of the Janbhagidari fund for the development of the institution.

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 is a government institution regulated by the department of Higher Education, MP government and works on the guideline's issues by the state. Effective and efficient functioning of the college is governed through different administrative sections. The HODs coordinate with various committees- time table committee, library committee, examination cell, etc. to coordinate the departmental activities. They also identify the weak students in every class and conduct bridge/ remedial classes for them. They

analyse the annual and semester results and take steps to improve the students' performance. The IQAC is an internal guiding force of the college as it chalks out the various development plans of the college under various heads - academics, administration, research, student welfare and social commitment. There's also a Janbhagidari Samiti headed by the district collector and comprising members from the society. The meetings of which are held in every three months. All the teaching faculty members (permanent positions) are also members of the staff council who participate in the staff council meetings The Admission Committee, Examination Committee, RUSA/World Bank Committee, Scholarship Committee and its sub divisions are the core committees of the college.. There's a Woman Grievance Redressal Cell to address the issues of harassment of women/girls. The administrative office remains in charge of fulfilling the administrative duties pertaining to the college. It constitutes the chief accountant, the head clerk, junior clerks, peons and a few computer operators

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

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	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

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 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 halves 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. 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

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

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

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

00

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

6.3.3 - Number of professional development /administrative training programs organized by the

institution for teaching and non-teaching staff during the year

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

13

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

19

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

From time to time the principal calls meetings to take suggestions from both teaching and non-teaching staff for smooth working of the college. The suggestions are taken and their implementations is done seriously and cautiously for achieving the goal. Every month, the principal checks and reviews the Daily Diary and students' attendance register of each teacher. The principal participates in regular meetings of the District Collector, AD-Higher Education, Commissioner- Higher education through video conferencing where the principal presents the college reports and apprises the concerned authority of the college working. At the end of every academic session, the employees have to fill the Annual Confidential Report, a report that reviews and analyses the annual performance/achievements of every employee and submit it to the IQAC. The ACR is checked by the IQAC and then it is sent to the Commissioner, Higher Education through A.D. for further appraisal.

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

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

A Professor in charge does continue internal audit and submits his/her audit report to the principal every year. The Institutional does external audit by a CA every year and submit his audit report to the principal along with audited financial statement. A team of Auditors from AGMP audits the financial records of the institution according to their time play. The institution does have its CA and the government AG office also visits the institution every year before the closing of the financial year. The CA audits all the accounts of the institution related to all the funds generated by the institution as well as the government. Most of the suggestions or objections taken by CA are resolved. The private chartered accountants do the external financial audit regularly. A team of auditors from AGMP audits the finances of the institution periodically. The suggestions given by the auditors are implemented immediately.

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

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

Under the scheme of M.P. Higher Education Quality Improvement Project (MPHEQIP), the schemes implemented for all the government colleges also exist in this institution. Under the World Bank project and RUSA, funds for infrastructure development are provided and utilized in the college. The funds received are optimally used for upgrading students tracking, improvement of classroom facilities with interactive board, laboratories, office, libraries and computers with internet and WIFI. There has been a great improvement in the overall development of the institution. The college has seen a remarkable improvement in the basic infrastructure which is an integral part in the functioning the any institution. The college dues paid by the students forms the janbhagidari fund which is used for carrying out several activities in the college - payment to faculty appointed through janbhagidari samiti, payment to class III and class IV employees and for financing a few courses

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

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 Internal Quality Assurance Cell has built a very strong support system for coordinating all the schemes of the government and the programs introduced during the session. The suggestions given from time to time for the improvement of the teaching methodology for conducting various programs online and offline by the faculty are reviewed, analysed, implemented by the IQAC. The quality improvement of the institution is channelized by IQAC which gives suggestions and guidance in all the programs throughout the year. All the development that has taken place in the institution is done on the basis of the guidance and suggestions given by IQAC

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

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

The IQAC reviews the college teaching learning process and learning outcomes at regular intervals and makes necessary changes and developments. 1. Remedial classes for weak students 2. Personality development courses for the students 3. Books/materials provided to the weak/needy/poor students. 4. Tutor-Guardian scheme for the students which provides them academic, personal, psychological training and guidance. 5. Development and use of smart class rooms to make pedagogy technology oriented. 6. Encouraging the faculty to use audio-visual techniques in teaching. 7. Organising seminars and lecture-series on syllabus topics and other topics of relevance. 8. Encouraging the faculty to use innovative teaching methodologies in their class room and motivate the students to give class presentations to make them confident public speakers.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
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)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is keen towards women empowerment. In this direction, several initiatives are taken by the college to ensure gender equity and justice. The college follows the reservation policy of the government in the admissions. Gender comparison chart 2020-21 Class Male The college took several steps to ensure the security of the female students within the campus and highlighted the importance of education for girls. As a result, the Gross Enrolment Ratio of women has seen a considerable rise in the college. The NSS and NCC units have separate girls units which empower the girls by putting them in responsible positions. The formation of Women Grievance Redressal Cell (now Internal Complaints Committee) is a step in the direction

of ensuring Women safety and security within the campus and giving them a platform to voice their complaints

1. Workshop on POCSO Act and a talk on good touch and bad touch on 29 Aug. 2020.

2. Seminar on mental illness during and after Covid-19 on 14 Feb. 2021 focussing on women trauma. It is a matter of pride and distinction that the college has a greater number of female staff in the teaching positions.

3. Safety and security for girls, common room, counselling facilities is available within the campus

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	Nil

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	No File Uploaded
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

Solid Waste Management: - For the collection of solid waste, separate bins are kept in various corners of the college. The garbage is segregated into wet and dry bins and disposed to the Indore Municipal Corporation. Both sides of the paper are used for

writing/typing purpose in the administrative office. to create an awareness of e waste and its management, posters are displayed. Lectures, Exhibitions, street plays are also organised in this regard. All E-waste materials

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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).

Under "Ek Bharat Shreshtha Bharat, students of the college were taught Marathi and Chhattisgarh culture through a study Marathi and Chhattisgarh of food, language and tradition. Students participated enthusiastically and prepared some dishes, collages on the famous and historical monuments also. Students learnt new words every day and also learnt Marathi and Chhattisgarh songs. The important was given to tribal culture. Since the college has large number of ST students so their culture was promoted through folk dance, celebrations of days of tribal heroes' un- folk songs in college festivals. National Ekta Diwas, 31st October, Gandhi Jayanti, Independence Day and Republic Day are celebrated with vigour and zeal. By celebrating this day, we learn how our leaders unitedly worked together to uphold the unity and diversity of the country. As people are increasingly becoming less tolerant and self-centred, so the celebration of these days helps us to remember our national values inculcated from time immemorial. Celebration of such programs remind us that one must respect everyone and love our culture, nation and serve the country selflessly. They also facilitate the performance of the Fundamental Duties which direct us to promote the feelings of fraternity and universal brotherhood through our words and actions. Azadi ka Amrit Mahotsav, 150th Mahatma Gandhi Birth Anniversary, and other similar programs teach us about the freedom fighters, social activists who worked for the unity of India and built a good and strong nation

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Activities and programs are organized in the college to sensitize the students and employees on the constitution of India- rights, duties, responsibilities, etc. On the first of every month the national anthem, Madhya Pradesh gaan, and Vanday Matram are sung by the students and staff members. To remind everyone of their constitutional obligations and their duties towards the country, the Constitution Day is celebrated every year with enthusiasm and vigour. Essay writing competition, slogan, rangoli, nukkar natak, poster making are organized in the college to maximise students' participation and involve them in the celebration of the important day. On 26th November and 25th December respectively, oath on samvidhan diwas and good governance are taken by all. Here the importance of the role of the Drafting Committee in the framing of the constitution, the sources of constitution and their features are discussed with the students. On 25th January, on the Matdata Diwas programs like debates, quiz, speech, essay writing competition are conducted to raise awareness on rights and duties. The message exercise our right to vote in an unbiased and unprejudiced manner is share in these programs. On 10th December, Human Rights Day is celebrated in the college wherein the students participate in group discussions and seminars on human rights. The syllabus of U G foundation course has lessons that cover topics on Human values, features of constitutions and the poems written by R.N Tagore which uphold the great values of this nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

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

B. Any 3 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

1. **World Environment Day- 5 June**
2. **International Women's Day- 8 March**
3. **World Water Day- 22 March**
4. **NATIONAL DAYS: 1- INDEPENDECE DAY 15 AUGUST**
5. **REPUBLIC DAY 26 JANUARY**
6. **SHAHID DIVAS 30 JANUARY**
7. **CONSTITUTION DAY 26 NOVERMBER**
8. **GANDHI JAYANTI 2 OCTOBER**
9. **YUVA SANKALP DIVAS 20 MAY**
10. **RASTRIY RKTA DIVAS 31 OCTOBER**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**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. Title of the Practice- Special measures of academic activities and prevention of Corona activities for students and staff.

2. Objective of the Practice- It was aimed that the institution will have teaching classes and examination for all the classes keeping the Corona hazard In mind.

4. The Practice- To put the objective into the practice, WhatsApp groups of each class of different subjects were made.

5. Evidence of Success- The biggest success of this practice was that the students did not waste an academic year in such difficult time..

6. Problems Encountered- Though the online class program was quite successful. The class record- Google Meet link,

7. Notes- The college has large number of students coming from rural backgrounds.

2. 1. Title of the Practice- Social Concern and Awareness Program

2. Objective of the Practice- College has aim and objective to make the students responsible citizens.

3. The context - The college organize many awareness drive through NSS, NCC, and Cultural activities,

4. The Practice- The students of NSS, NCC organize street plays (Nukad Natak) Rallies, Poster making for awareness, and illiteracy drive

5. Evidence of the success- The programs conducted by the student carry a very good message to the society.

6. Problem encountered and resources required- These activities face the problem of the transportation for the students.

7. Notes- A good citizen is made through the program of social concern and social awareness.

File Description	Documents
Best practices in the Institutional website	**Nil**
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

Vision The college abides by the motto Na hi jnanena sadrsam pavitram iha vidyate in its vision I In this world there is nothing as sublime and pure as knowledge It endeavours 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.

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

Shri Atal Bihari Vajpayee Govt. Arts and Commerce College, DAVV, Indore. The curriculum for UG classes is designed by the central board of studies, department of Higher Education and for the PG classes, it is designed by BOS of the affiliated college of DAVV. The college ensures effective curriculum delivery through equitable distribution of syllabi among the faculties by the HODs within the department and by preparing departmental time table and individual time table for teaching. Professors prepare their teaching plan and complete the course accordingly.

The college uses modern teaching pedagogy in classroom teaching methods such as group discussions, assignments and facilitate the students for experimental learning through practicals, projects, field work and Intership.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The academic calendar of the college maintained by the department of Higher education Govt. of MP. It clearly states the various activities and teaching schedules of the college. Schedules are followed by the college to ensure that its activities are conducted in a smooth and efficient manner.

A uniform timetable is prepared for internal evaluation (CCE). Timetables of internal exams are followed by every department of the institution to analyse the academic performance of the students. It is also published on the college website. CCE is conducted only once in each semester, for yearly classes, it is conducted two times. Due to the corona pandemic internal evaluation of UG and PG classes were taken online. Besides

regular academic activities, the college also participate in various extracurricular activities such as sports events and youth festivals based on the academic calendar

File Description	Documents
Upload relevant supporting document	No File Uploaded
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	A. All of the above

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

26

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

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

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

`00`

File Description	Documents
Any additional information	[View File]
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

`00`

File Description	Documents
Any additional information	[View File]
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

Courses offered in the college integrate issues related to professional and social ethics, human values, gender, environment and sustainability into the curriculum. Environment Studies is taught separately in the foundation course. These courses are beneficial for overall development of students.

Cross cutting issues relevant to professional ethics, gender, human values, and environmental sustainability are into the curricular and extracurricular activities. Also, NSS and NCC units promote environmental protection through tree plantation and other sustainable development programs. Every year NSS units organise various environmental related programs including tree plantation, village cleanliness, cleaning of rivers, plastic free drive, poster competitions, essay competitions etc. World

Environment days, NSS day are organised in the college every year. College is taken active participation in 'Swachh Bharat Abhiyan' and "Swachh Pakhwada program" started by the government. The college takes efforts for integration of ethical and human values through extracurricular activities. Also program conducted under NSS, NCC help to inculcate human values among students. National festivals like Independence Day and Republic Day celebration serve as platform to enliven patriotic and moral values. Different social activities have been initiated by the college like water awareness program, road safety campaign, blood donation camps, etc, from time-to-time. Major gender issues are focused and addressed through different activities in the college.

File Description	Documents
Any additional information	No File Uploaded
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

14

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

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

948

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	**E. None of the above**

File Description	Documents
URL for stakeholder feedback report	https://sabvgacc.in/pdf/1-4-2%20Fredback%20form%202020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://sabvgacc.in/pdf/1-4-2%20Fredback%20form%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

4710

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

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

3504

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	No File Uploaded

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 come from different social and economic backgrounds. Advanced and slow learners are identified based on entry level result, the classroom observation, their interaction with the subject teacher and through continuous periodic assessment. The slow learners are encouraged to understand their weaknesses are conducted and then the professors work on them. Extra classes based on their problems and study material is provided to them in hard copy and E mode. Through a mentor-mentee system, support is provided to the slow learners. Advanced learners are encouraged to study reference books and to participate in research-oriented projects. Online resources are made available to strengthen their knowledge-base. They are encouraged to maintain and share their notes and practical diary with slow learners. The faculty recommends books for the library, keeping in mind the needs of both slow and advanced learners. The library also ensures E-library facility for the online material. The library provides conducive atmosphere for learning to both slow and advanced learners. The M.P. Higher Education provide free books to the reserved category (SC, ST) students

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

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

Number of Students	Number of Teachers
10426	76

File Description	Documents
Any additional information	No File Uploaded

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 carefully integrates participatory, experiential and problem-solving methodologies to complement the learning experiences of the diverse students to adapt to the higher education. To make the learning experience more student-centric, we focus on blended mode of teaching i.e. traditional as well as ICT based. They are taught with the mission that fosters a learning environment and nurtures exploration of various skills and critical thinking about the subject. From 2020-2021 the college has implemented the RBT (Revised Blooms Taxonomy) educational strategy that focuses on outcome-based education. Programme outcomes, Programme specific outcomes and course outcomes, lesson plans and instructional strategies are designed on a common format OOLP (Objective Oriented Learning Process). Teachers design lesson plans and methodology in order to achieve specific learning outcomes. Experiential learning: Field/industry visits for survey projects and internships. Models and exhibits. Audio visual learning. Education tours. Laboratory experiments. Hands on training on campus. Participatory Learning: Interactive Lectures Innovative designed experiments Case studies Group presentation Survey based field work Role play Guided group discussion Group assignments and projects Through LMS and google classes Subject quiz Class room discussion "Everyone Raise Your Hand" technique through extension activities. The student seminars are conducted in some of the department.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

Teachers of college use blended technology with the traditional mode of instruction to engage students in long-term learning. College promotes intensive use of ICT-supported tools involving online resources for effective teaching and learning process. All the teachers are using ICT tools and resources available on its campuses. There are 6 ICT enabled Classroom in the institute (one Mazezi studio with YouTube channels where regularly recording of the lectures by the professor is also done by journalism department) The Institute well equipped language lab to promote the soft skill and personality development of the students and Institute have 02 computer labs. Mazezi studio can be used as a platform for preparing online lectures and offer an improved learning experience to the students. Interactive Board: College has 44 interactive board most of the teachers use this board for taking the day-to-day lectures.

Wi-Fi: High speed Wi-Fi network is available in campus,

Desktop - Arranged at all the departments these desktops are available for faculty to prepare their lectures, power-point presentations.

Projectors - projectors are available in different classrooms/labs Printer, HOD Cabins are equipped with a printer, Photocopier.

Pen Drive, Microphones, are other IT tools that are used by teachers.

The institution has APJ Kalam hall with Smartboard and projector for seminar, workshop, guest lectures.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

76

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

2.4 - Teacher Profile and Quality

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

76

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

58

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

70

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.

Internal assessments and internal practical tests are conducted at appropriate intervals with respect to the calendar of examinations fixed by the Devi Ahilya University, Indore. The details of the marks are then entered online on the portal of the university. The teachers help students in grasping the correct essence of the questions asked, wherever such an inquiry is raised. Internal assessment is done by giving assignments to students and also by holding examination in college. Viva is also conducted to evaluate the clarity of concept of the students. The assignment modes can be different in different subjects and are decided by the teachers

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

An examination cell is formed the date of CCE is decided by the cell . The examination cell makes the time table for CCE and assign duties to the faculty. The questions are given and the answer sheet are collected by the concerned faculty and after valuation submitted to the exam cell. Then the marks are forwarded to the University online through the cell

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 College adopts Outcome-based education. Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess, and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated. The college has clearly stated the learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students. Soft Copy of Curriculum is available to institution on websites(https://www.dauniv.ac.in/syllabus), COs are uploaded on the Institutionwebsite(https://sabvgacc.in/pdf/Program%20Outcomes %20UG%20Level.pdf) for reference. Hard Copy of syllabi and course Outcomes are available in the departments for ready reference to the teachers and students. The importance of the COs and POs has been communicated to the teachers in every IQAC meeting and College Committee meeting While addressing the students, the HODs

create awareness on POs, and Cos. The faculty members, class teachers, mentors, also inform the students and create awareness and emphasize the need to attain the outcomes. Programme outcomes of PG classes are displayed on the notice board of departments

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://sabvgacc.in/pdf/Program%20Outcomes%20UG%20Level.pdf
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 level of attainment the program outcomes , program specific outcomes and course outcomes are measured using various indicators through out semester in PG and the academic year in UG. The faculty records the performance of each students with the help of specific course outcome through a continuous evaluation process which is called CCE. Due to covid -19 the faculty members provided home assignments to the students, conducted online test and open book exam.

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

2847

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

2.7 - Student Satisfaction Survey

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

https://sabvgacc.in/pdf/1-4-2%20Fredback%20form%202020-21.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)	View File

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

30

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The Shri Atal Bihari Vajpayee Arts and Commerce college Indore is giving adequate importance to project work as per the guidelines of the Department of Higher Education. The college supports all the post graduate students for their project work. Few innovative activities are being undertaken in the college under the program Atma nirbhar Madhya Pradesh. The college faculties supervise the students in these activities.

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

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

31

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)	[View File](#)

3.3 - Research Publications and Awards

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

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

6

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
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

3

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

3.3.3 - 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

13

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.4 - Extension Activities

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

The college promotes extension activities in the neighbourhood community for sensitizing students towards social issues and for their holistic development. The college provide the students with an opportunity to extend their classroom knowledge to practical experience. The college has N.S.S. and N.C.C. units which through their diverse community-oriented programs and activities focus at holistic development of students involving the community. The N.S.S. and N.C.C. and swami Vivekananda career guidance cell of the college aim to developing a sense among students about attachment to the community utilizing their knowledge and finding solutions to community problems, acquiring leaderships qualities and democratic attitudes, developing capabilities and skill to meet emergencies and participating in community services by actively involving various campaigns and programs. In the last academic year, various community related extension activities were organized such as, Plantation programme, Blood Donation Camp, Swachata Abhiyan Awareness Program, Vaccination Awareness Program, Voting Awareness Program etc. The NSS camp organised by both the wings try to serve the society and try to fulfil the deserve the rally on Nasha Mukti Diwas played an important role for creating community awareness at different places of the Indore city

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

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)	View File
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

16

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1096

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

3.5 - 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

00

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	View File

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, aligning with its vision and strategic objective. The institute ensures an adequate availability and optimal utilization of its physical infrastructure in order to create an environment of excellence in education through the utilization of technologically innovative educational tools. At the beginning of the academic year, need assessment for replacement/advancement/addition of the existing infrastructure is carried out based on the suggestions received from Heads of various departments and the Advisory Committee. This is done following review of course requirements, computer-student ratio, teacher-student ratio, working conditions of the existing equipment. The Time Table committee plans in advance for all requirements regarding the availability of classrooms/lab class rooms, furniture and other equipment's. DPRs are submitted to the Higher Education department for the allotment of funds and execution of work thereof. The college ensures optimal utilization of the resources by incorporating innovative teaching-learning practices like the use of power point presentation, LCD projector, smart boards etc. For, practical subjects, utilization of infrastructure is ensured through appointment of adequate number of well qualified and experienced lab technicians. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extracurricular activities, parent-teacher meetings. It is also used as an examination centre for college internal and external examinations such as MPPSC

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

The institution utilizes its resources to provide an environment conducive enough to its students where they are encouraged to prepare for sports and extracurricular activities. This ensures a holistic growth and development of an all-rounded personality. Students are trained in sports under the guidance of a qualified and specialized sports officer. Students are selected through proper trials and are encouraged to participate in various levels of competition including intra college events, inter-college events, inter-university events and National events. Intra-college events are also organized by the college so as to cultivate students' interest in sports and also to enhance their preparation for further events along with regular academics. Track suits and all sporting gears are provided to the students for major/minor events. All the participants are awarded with a participation certificate. Winners and runner-up teams are duly rewarded with trophies. Yoga Awareness Programme: Although the college has an established Yoga Centre therefore International Yoga Day is celebrated every year with enthusiasm. Also, in this academic year the college has constructed a separate hall for yoga and related practices. Students are made aware of the importance of practicing yoga and meditation exercises through the activities conducted by NCC and NSS units of the college all the year round on various occasions. Cultural activities

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

45

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

5528095.14

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

4.2 - Library as a Learning Resource

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

The library of the college has partial facility of automation in the working of Soul 3.0 software. Due to partial automation the library is still under the process of automation. For students and faculty members to have access to books by subject, Author, Accession no and title in E-learning resource. The total numbers of books in the library are about 251368 text books. The number of visitors per day is 90-100. The library has e-resources centre, and Xerox facility for the users.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

A. Any 4 or more 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)	View File

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

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

3200

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

76

File Description	Documents
Any additional information	**No File Uploaded**
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

The college IT infrastructure was upgraded when special financial assistance was accorded to the college in 2020 for. The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with interactive board, LCD projector, Digital Podium with inbuilt system, microphone system and speakers were installed. The whole college has been made wi-fi & Airtel telecommunication installed wi-fi facility in the college in College also has Internet facility for Admission and examination related IT services.

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

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**E. < 5MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

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

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

POLICY FOR MAINTENANCE AND UTILIZATION OF SUPPORT FACILITIES POLICY FOR PHYSICAL FACILITIES: -Physical facilities such as Building of the college and Laboratories shall be maintained from the renovation grant received from different agencies, namely Govt. of M.P., RUSA, World Bank and UGC.

• As the maintenance of building comes under the purview of PWD, PWD should be informed about the status of the building annually and should be requested for the painting of building periodically.

POLICY FOR MAINTENANCE OF LIBRARY FACILITIES: -

• Library facilities include central library, e library of the college as well as departmental libraries.

• College Librarian will be responsible for all the services related to Central library and e library, whereas departmental libraries

• There will be a Library committee in the college, the library committee will organize regular meetings and will finalize the list of books to be purchased on the request of HODs. Library committee will finalize the number of books to be weeded and will

finalize the process related to the maintenance of books like termite treatment, fumigation of Library etc

POLICY FOR MAINTENANCE OF SPORTS FACILITIES: -

• Sports facilities will include Sports Grounds in the College,

• Sports Officer of the College will be responsible for managing the sports facilities in the college. Sports officer will chalk out sports activities in the college not for the sake of competitions only but for the general physical fitness of students and staff.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

8633

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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

8633

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
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

245

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

245

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

5.1.5 - The Institution has a transparent 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	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

30

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

326

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

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

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

20

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)	View File

5.3 - Student Participation and Activities

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

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

00

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

During the year 2020-21, the govt. of MP did not send a notification for Student Council elections due to Corona pandemic. Therefore, the Student Council elections could not take place in 2020-21. However the participation and leadership of students is evident in two important functioning committees of our institution, namely the IQAC

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

00

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](View%20File)

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

In the year 2020-21, the alumni of the college have actively participated in the awareness programs and many members have given their selfless services throughout the year. They have come up with very good suggestions and motivated us to work hand-in-hand in for the development of humanity. Many students who have just passed from the college have rendered their valuable contribution towards the society and they are still actively participating even today. Many of them have successfully qualified for jobs and services in common sector and they have assured us to continue to render their services even after achieving their goals. The city witnessed remarkable contribution by the alumni during the pandemic in the form of social service, helping the poor, distribution of food packets, organizing health checkups, etc.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of the college are translated through effective governance mechanisms. As the vision and mission of the college are noble aims to be realized, the governance of the institution is a viable blend of rigidity and flexibility, so as to provide the needed autonomy at some places and maintain a strict hold at others, corresponding to the stakeholders involved in the process. While the Principal remains the academic and administrative head of the college who is in charge of carrying out the major decisions of the college, sufficient autonomy is granted to the HODs of various departments enabling them to carry out their departmental activities. This autonomy pertains to areas like the choice of pedagogical techniques, extension/excursion activities, mode of internal evaluation, etc. In order to ensure quality, transparency, and accountability in governance, certain mechanisms are put in place. For instance, an increasing use of ICT enabled practices in day-to-day dealings. As providing affordable quality education is one of the bulwarks of the institute, scholarship disbursal to more than students are one of the principal tasks before the college. An effective governance set-up, laced with the democratic ideas of equity, impartiality and welfare renders it possible for the college to carry out the disbursal of scholarship and other administrative duties. Encapsulating, the vision and mission align with the governance of the institution

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

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

In the hierarchy of the college, the principal remains at the helm of affairs and is involved in monitoring the implementation of plans. The principal monitors the staff with respect to their regularity, discipline, and conduct. Also, it is the principal's onus to ensure that the various stakeholders fulfil the

responsibilities allocated to them. He also provides the necessary guidance and support as and when required. In our college, an administrative officer is also there who administer the overall working of the college. many committees are constituted so as to ensure an effective commissioning of duties and for a timely execution of the yearly plan. Each of these committees are headed/presided over by a convenor who further performs decentralization practices by assigning duties to other committee members. Admission Committee and Scholarship Committee are two of the most important committees of the college while Purchase committee, Library Committee, Tutor Guardian Committee are other significant committees of the college. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of all the faculty members. The Internal Quality Assurance Cell acts as a steering force for the college as in its meetings, it rolls out the development plan of the college with regard to both qualitative and quantitative advancement. It also develops and applies the quality benchmarks, and facilitates the creation of a leaner-centric environment which is conducive to providing quality education.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

It has been more than 59 years since the inception of the college and a substantial growth in all aspects is seen. The plan is shaped after a thorough analysis and assessment of the strengths, weaknesses and accomplishments of the past and also the needs of the future are kept in mind. Various short term, medium term, and long-term development plans are formulated and steps are taken to implement them by involving all the stakeholders. The strategic plan is prepared keeping in focus the vision, mission and objectives of the college. Annual action plans are prepared in the meetings of the Internal Quality Assurance Cell which are held at least twice a year. It envisages to keep the college abreast with the developments in the field of academics, research, student welfare and social commitment. The financial plan is prepared by the principal in consultation with the chief

accountant. Amalgamated committee, together with the principal and accountant chalk out the annual development plan. The meetings of the RUSA/World Bank committee are regularly organized to discuss the plans for the utilization of the fund for the development and betterment of the college infrastructural facilities. The meetings of the Janbhagidari Samiti are conducted compulsorily in every three months. All members of the Janbhagidari Samiti, the head of the samiti and the principal put forward their suggestions and proposals for the selection of teachers, computer operators, technicians. They also discuss the utilization of the Janbhagidari fund for the development of the institution.

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 is a government institution regulated by the department of Higher Education, MP government and works on the guideline's issues by the state. Effective and efficient functioning of the college is governed through different administrative sections. The HODs coordinate with various committees- time table committee, library committee, examination cell, etc. to coordinate the departmental activities. They also identify the weak students in every class and conduct bridge/ remedial classes for them. They analyse the annual and semester results and take steps to improve the students' performance. The IQAC is an internal guiding force of the college as it chalks out the various development plans of the college under various heads - academics, administration, research, student welfare and social commitment. There's also a Janbhagidari Samiti headed by the district collector and comprising members from the society. The meetings of which are held in every three months. All the teaching faculty members (permanent positions) are also members of the staff council who participate in the staff council meetings The Admission Committee, Examination Committee, RUSA/World Bank Committee, Scholarship Committee and its sub divisions are the core committees of the college.. There's a

**Woman Grievance Redressal Cell to address the issues of
harassment of women/girls. The administrative office remains in
charge of fulfilling the administrative duties pertaining to the
college. It constitutes the chief accountant, the head clerk,
junior clerks, peons and a few computer operators**

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

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	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

**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 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 halves 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. 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

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

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

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

00

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

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

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

13

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

19

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

From time to time the principal calls meetings to take suggestions from both teaching and non-teaching staff for smooth working of the college. The suggestions are taken and their implementations is done seriously and cautiously for achieving

the goal. Every month, the principal checks and reviews the Daily Diary and students' attendance register of each teacher. The principal participates in regular meetings of the District Collector, AD-Higher Education, Commissioner- Higher education through video conferencing where the principal presents the college reports and apprises the concerned authority of the college working. At the end of every academic session, the employees have to fill the Annual Confidential Report, a report that reviews and analyses the annual performance/achievements of every employee and submit it to the IQAC. The ACR is checked by the IQAC and then it is sent to the Commissioner, Higher Education through A.D. for further appraisal.

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

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

A Professor in charge does continue internal audit and submits his/her audit report to the principal every year. The Institutional does external audit by a CA every year and submit his audit report to the principal along with audited financial statement. A team of Auditors from AGMP audits the financial records of the institution according to their time play. The institution does have its CA and the government AG office also visits the institution every year before the closing of the financial year. The CA audits all the accounts of the institution related to all the funds generated by the institution as well as the government. Most of the suggestions or objections taken by CA are resolved. The private chartered accountants do the external financial audit regularly. A team of auditors from AGMP audits the finances of the institution periodically. The suggestions given by the auditors are implemented immediately.

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

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

Under the scheme of M.P. Higher Education Quality Improvement Project (MPHEQIP), the schemes implemented for all the government colleges also exist in this institution. Under the World Bank project and RUSA, funds for infrastructure development are provided and utilized in the college. The funds received are optimally used for upgrading students tracking, improvement of classroom facilities with interactive board, laboratories, office, libraries and computers with internet and WIFI. There has been a great improvement in the overall development of the institution. The college has seen a remarkable improvement in the basic infrastructure which is an integral part in the functioning the any institution. The college dues paid by the students forms the janbhagidari fund which is used for carrying out several activities in the college - payment to faculty appointed through janbhagidari samiti, payment to class III and class IV employees and for financing a few courses

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

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 Internal Quality Assurance Cell has built a very strong support system for coordinating all the schemes of the government and the programs introduced during the session. The suggestions given from time to time for the improvement of the teaching methodology for conducting various programs online and offline by the faculty are reviewed, analysed, implemented by the IQAC. The quality improvement of the institution is channelized by IQAC which gives suggestions and guidance in all the programs throughout the year. All the development that has taken place in the institution is done on the basis of the guidance and suggestions given by IQAC

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

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

The IQAC reviews the college teaching learning process and learning outcomes at regular intervals and makes necessary changes and developments. 1. Remedial classes for weak students 2. Personality development courses for the students 3. Books/materials provided to the weak/needy/poor students. 4. Tutor-Guardian scheme for the students which provides them academic, personal, psychological training and guidance. 5. Development and use of smart class rooms to make pedagogy technology oriented. 6. Encouraging the faculty to use audio-visual techniques in teaching. 7. Organising seminars and lecture-series on syllabus topics and other topics of relevance. 8. Encouraging the faculty to use innovative teaching methodologies

in their class room and motivate the students to give class presentations to make them confident public speakers.

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

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

File Description	Documents
Paste web link of Annual reports of Institution	Nil
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)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is keen towards women empowerment. In this direction, several initiatives are taken by the college to ensure gender equity and justice. The college follows the reservation policy of the government in the admissions. Gender comparison chart 2020-21 Class Male The college took several steps to ensure the security of the female students within the campus and highlighted the importance of education for girls. As a result, the Gross

Enrolment Ratio of women has seen a considerable rise in the college. The NSS and NCC units have separate girls units which empower the girls by putting them in responsible positions. The formation of Women Grievance Redressal Cell (now Internal Complaints Committee) is a step in the direction of ensuring Women safety and security within the campus and giving them a platform to voice their complaints

1. Workshop on POCSO Act and a talk on good touch and bad touch on 29 Aug. 2020.

2. Seminar on mental illness during and after Covid-19 on 14 Feb. 2021 focussing on women trauma. It is a matter of pride and distinction that the college has a greater number of female staff in the teaching positions.

3. Safety and security for girls, common room, counselling facilities is available within the campus

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	Nil

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	No File Uploaded
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

Solid Waste Management: - For the collection of solid waste, separate bins are kept in various corners of the college. The garbage is segregated into wet and dry bins and disposed to the Indore Municipal Corporation. Both sides of the paper are used for writing/typing purpose in the administrative office. to create an awareness of e waste and its management, posters are displayed. Lectures, Exhibitions, street plays are also organised in this regard. All E-waste materials

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
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	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**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	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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).

Under "Ek Bharat Shreshtha Bharat, students of the college were taught Marathi and Chhattisgarh culture through a study Marathi and Chhattisgarh of food, language and tradition. Students participated enthusiastically and prepared some dishes, collages on the famous and historical monuments also. Students learnt new words every day and also learnt Marathi and Chhattisgarh songs. The important was given to tribal culture. Since the college has large number of ST students so their culture was promoted through folk dance, celebrations of days of tribal heroes' un- folk songs in college festivals. National Ekta Diwas, 31st October, Gandhi Jayanti, Independence Day and Republic Day are celebrated with vigour and zeal. By celebrating this day, we learn how our leaders unitedly worked together to uphold the unity and diversity of the country. As people are increasingly becoming less tolerant and self-centred, so the celebration of these days helps us to remember our national values inculcated from time immemorial. Celebration of such programs remind us that one must respect everyone and love our culture, nation and serve the country selflessly. They also facilitate the performance of the Fundamental Duties which direct us to promote the feelings of fraternity and universal brotherhood through our words and actions. Azadi ka Amrit Mahotsav, 150th Mahatma Gandhi Birth Anniversary, and other similar programs teach us about the freedom fighters, social activists who worked for the unity of India and built a good and strong nation

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Activities and programs are organized in the college to sensitize the students and employees on the constitution of India- rights, duties, responsibilities, etc. On the first of every month the national anthem, Madhya Pradesh gaan, and Vanday Matram are sung by the students and staff members. To remind everyone of their constitutional obligations and their duties towards the country, the Constitution Day is celebrated every year with enthusiasm and vigour. Essay writing competition, slogan, rangoli, nukkar natak, poster making are organized in the college to maximise students' participation and involve them in the celebration of the important day. On 26th November and 25th December respectively, oath on samvidhan diwas and good governance are taken by all. Here the importance of the role of the Drafting Committee in the framing of the constitution, the sources of constitution and their features are discussed with the students. On 25th January, on the Matdata Diwas programs like debates, quiz, speech, essay writing competition are conducted to raise awareness on rights and duties. The message exercise our right to vote in an unbiased and unprejudiced manner is share in these programs. On 10th December, Human Rights Day is celebrated in the college wherein the students participate in group discussions and seminars on human rights. The syllabus of U G foundation course has lessons that cover topics on Human values, features of constitutions and the poems written by R.N Tagore which uphold the great values of this nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

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	**B. Any 3 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

```
1.  World Environment Day- 5 June
2.  International Women's Day- 8 March
3.  World Water Day- 22 March
4.  NATIONAL DAYS: 1- INDEPENDECE DAY 15 AUGUST
5.  REPUBLIC DAY 26 JANUARY
6.  SHAHID DIVAS 30 JANUARY
7.  CONSTITUTION DAY 26 NOVERMBER
8.  GANDHI JAYANTI 2 OCTOBER
9.  YUVA SANKALP DIVAS 20 MAY
```

10. RASTRIY RKTA DIVAS 31 OCTOBER

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	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. Title of the Practice- Special measures of academic activities and prevention of Corona activities for students and staff.

2. Objective of the Practice- It was aimed that the institution will have teaching classes and examination for all the classes keeping the Corona hazard In mind.

4. The Practice- To put the objective into the practice, WhatsApp groups of each class of different subjects were made.

5. Evidence of Success- The biggest success of this practice was that the students did not waste an academic year in such difficult time..

6. Problems Encountered- Though the online class program was quite successful. The class record- Google Meet link,

7. Notes- The college has large number of students coming from rural backgrounds.

2. 1. Title of the Practice- Social Concern and Awareness Program

2. Objective of the Practice- College has aim and objective to make the students responsible citizens.

3. The context - The college organize many awareness drive through NSS, NCC, and Cultural activities,

4. The Practice- The students of NSS, NCC organize street plays (Nukad Natak) Rallies, Poster making for awareness, and illiteracy drive

5. Evidence of the success- The programs conducted by the student carry a very good message to the society.

6. Problem encountered and resources required- These activities face the problem of the transportation for the students.

7. Notes- A good citizen is made through the program of social concern and social awareness.

File Description	Documents
Best practices in the Institutional website	Nil
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

Vision The college abides by the motto Na hi jnanena sadrsam pavitram iha vidyate in its vision I In this world there is nothing as sublime and pure as knowledge It endeavours 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.

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

7.3.2 - Plan of action for the next academic year

To make up for the losses incurred during the pandemic following plans have been made in the institution

Various constructive activities to be organized during covid period

Plan to organized webinar for the students and as well as faculty members

On the basis of results of BA and Bcom programme identyfication of slow and advance learners

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

To establish paper-less office for better office operations.

Focus on use of renewable solar energy