YEARLY STATUS REPORT - 2021-2022

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. Anoop Vyas
• Designation	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 20-21.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%202021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**A**	**2.65**	**2019**	**21/02/2014**	**20/02/2019**
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/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Shri Atal Bihari Vajpayee Govt. Arts and Commerce College, Indore	Smart Class	RUSA	2021-22	2144000
Shri Atal Bihari Vajpayee Govt. Arts and Commerce College, Indore	Smart Class	RUSA	2021-22	2144000

8.Whether composition of IQAC as per latest NAAC guidelines	No	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	02	
• 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?	Nil	
• If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Organized awareness programs against covid conditions		

Conducted examination through safe methods
Organized webinars/seminars/workshops
Organized quality assurance programs - Workshop on NEP, C-bell (Computer based english languages laerning), personality development programs etc.
Conducted virtual lecture for faculty member and the PG Students (MPHEQIP (Rural regional planning and development .

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
These courses were associated with Institute of Chartered Accounted, Institute of Cost Accountant of India, Institute of Companies Secretaries of India	• A registration was done by the institution with Regional Oral Coaching Center (ROCC) to conduct certificate courses with the collaboration with Institute of Cost Accountant of India (CAT Certified Accounting Technician)
More emphasis on MOUs with job providing agencies	A MOU was signed between college and Newzera globally- a startup so that the students can be introduced to the events organized by them
More Webinar/Seminar/Workshops/ Special Lectures to be organized by the different department	The Webinar/Seminar/Workshops/Special lectures is organized by the Department of Geography, English , Hindi and Marathi department
Initiatives to be taken for various campaign and soft skill training program	Various campaign and soft skill training programs are organized from Vivekananda career guidance and placement cell of the college
Initiatives to be taken for various campaign and soft skill training program	Various campaign and soft skill training programs are organized from Vivekananda career guidance and placement cell of the college

13.Whether the AQAR was placed before	Yes

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	10/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	20/01/2023

15.Multidisciplinary / interdisciplinary

The courses and programs are same as mentioned in the previous year. 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:

Our college has been actively engaged in a range of activities aimed at enhancing students' skills and career readiness. We have organized webinar in collaboration with IMA named customer matters that focused on the essentials of customer relationship management and its importance in today's competitive market. Similarly, we have organized banking services for startups webinar has provided in sights into Banking Solutions tailored for startups, including funding and loan processes. To Provide guidance on creating impactful resumes and preparing for successful interviews we cognized session "How to prepare a C.V. and interview presentation. We have organized virtual industry visit by Tata international, Dewas that gave students insights into the working of global business, helping them understand industry operations. Our students also participated in numerous industry visits, offering them a first hand understanding a business operations and management practices in career fair our students explored various job roles and interacted industry professional to gain insights into their chosen fields. Many, sessions and workshops were also organized in line with the need for maintaining physical and mental well being like Surya Namaskar, Yoga sessions, Geeta se Prabandhan, promoting health-consciousness among students likewise many other specialized sessions designed to help students navigate their career paths and explore opportunities in various industries. These all above initiatives are part of our ongoing efforts to provide students with diverse learning opportunities, equipping them with the skills necessary for their careers.

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

NEP-2020 new syllabus Inclusion of Bhartiya Gyan Parampara in the syllabus of UG classes in various subjects The new syllabus of NEP which was adopted in year 2020 continued 2021 in B.A. I and B.A. II respectively. Now the 2nd Year syllabus was also introduced which was changed and approved by Central Board of Studies, Higher Education, Madhya Pradesh, Bhopal. There was a greater stress on

Indian Value system in all Major/ Minor/ Elective/ Open Elective subjects. In Open Elective the papers like Indian Heritage Management, Indian Health and Wellness system were also introduced. In the 2nd Year also the syllabus of all the subjects of Humanities, Commerce were drafted, focusing on Indian Systems, Indian Traditions and Indian Values. 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. The papers which are related to other countries and western thoughts were also related to the topics of Indian thought. Indian Ethics and Indian Values were incorporated. Apart from this, Yoga has been introduced in UG class as Foundation subject which is compulsory. 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. In Humanities as well as Commerce, the indigenous trade practices, indigenous Art and Crafts, weaving and block printing, Indian Political thought, Existence of Republics and Democracies, Indian Medication, Indian Military Science, Indigenous agriculture and Cattle breeding, Indian Vegetation, Indian Science and technology, Indian Scientists and their corporation have all been included in the syllabus of UG. For references the Vedas, Puranas, the Smriti, all the Religious Literature and Ancient writings have been included.

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, COs are uploaded on the Institution website 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

20.Distance education/online education:

The institutions made a MOU from the Madhya pradesh Bhoj (open) University in the month of June 2021 and the programs where started from July 2021. The main purpose of starting this innovative and flexible approach to provide aducation that allows students to study at their on own olace and on their own schedule, while receiving guidance and support from a team of experienced and knowledgable faculty members. It also aims to make higher education accessible to the studnets living in remote areas with limited educational resources. MP Bhoj University establishe on 1st October 1992 under the Madhya pradesh university Act 1991. The university's emblem draws inspirations from a verse in Raja Bhoj's "Saraswati Kanthbharan" MPBOU's degree and certificates are recognized by esteemed bodies like UGC, DEB, AICTE, NCTE, RCI and AIU. The head office of university is at Bhopal . It is the only famous institutions of the state of distance education where minimum fees charges and study material is also provided to the students. bachelar courses like BA, Bsc, Bsc (data sciece), Bsc (Cyber security), B.com, B.Lib, Bachelar of Jouranlism, BBA, BCA post graduated courses of MA, MBA , Msc and MJ are started from July 2021. The Incharge professor of MPBOU are Dr. V.P. Agrawal, Dr. Ashish PAthak and Dr. Yogesh Shelke

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	**5334**

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	**3476**

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

2.3 Number of outgoing/ final year students during the year	**3736**

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

3.Academic

3.1 Number of full time teachers during the year	**76**

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

3.2 Number of sanctioned posts during the year	**70**

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)	**6668590.64**
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

Most of the faculty of the Institution are on the board of studies of the university as chairperson or as a member of the board DAVV, Indore and other universities also. Most of the member of the staff set the question paper for UG and PG programs assigned by the university, the viva of the practical subject's project and internship are also conducted by the member of the staff. The certificate/ diploma courses, if organised by department are designed by the faculty. Assessment of the student done internally as well as externally. The internal assessment CCE, are organised and conducted in the college in an organized mode. The answer sheets are checked by the subject professors, then internal marks are locked on the university site.

After the conduction of external examination according to the time table given by the university, the answer sheets are packed and sent to the university within an hour of examinations. The answer sheets given coded number for scoring and bundled in the lot of 40 copies. The coded copies are sent to the assigned professor. The checked copies with mark leaf are received by the university again de-coded and marks are put roll number wise.

The syllabus is made and approved by a committee formed by department of higher education, Bhopal. A few members of the staff are part of that main syllabus committee. The approve syllabus is put on the site of higher education and adopted by all the colleges

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 college strictly follows the academic calendar, proposed by the department of higher education, MP, for performing academic activities. All activities are scheduled in this calendar. According to given time all academic activities are followed by the college in a smooth and effective manner. For continuous Internal Evaluation a uniform time table is prepared by the coordinator and member of the related committee. This time table is also published on the college website. Subject professors prepare test papers to analyse the academic performance of the students, then CCE is conducted in a formal manner for all students of different classes and of different subject. For PG classes CCE is conducted only once in each semester, and for UG classes CCE is conducted in form different evaluation methods like formal examinations/ Assignments/Quiz etc. two times in a year.

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   A. All of the above

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

27

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

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

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

01

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

82

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

1.3 - Curriculum Enrichment

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

Courses offered in NEP 2020 are adopted by college as it is and integrated the issues related to professional and social ethics human values, gender, environment sustainability into the curriculum. The content of foundation courses are also related with above issues.

In first year, foundation course, namely "Yoga Environment" contains content of environment issues. These are related Indian context.

Environment studies, is taught separately in the foundation course. These courses are beneficial for overall development of students. These issues have introduced mandatory all UG programs

Apart from these, some PG Program cover these issues in the syllabus such as Hindi, English, Political Science, Psychology, Geography, Commerce, Sanskrit, Economics etc. It emphasizes the holistic understanding of ethical human conduct

Above issues are also a part of extra curriculum activities

World Environment Day, NSS day, are organized in the college every year. The college take effort for integration of ethical and human values through extra curriculum activities. Also, program under NSS/NCC help to inculcating human values among students. National festival like Independence Day, Republic Day, celebration serve as platform to enliven patriotic and moral values. Different social activities have been initiated by the college water awareness program, road safety campaign, blood donation camp etc from time to time. Major gender issues are focused and address 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

19

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

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

3613

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

D. Any 1 of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://sabvgacc.in/PDF/2-7-1%20Student%20Satisfaction%20survey%20Report%202021-22.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   **B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://sabvgacc.in/PDF/2-7-1%20Student%20Satisfaction%20survey%20Report%202021-22.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

5334

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

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

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

3943

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

2.2 - Catering to Student Diversity

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

The students come from different social and economic backgrounds. Advanced and slow learners are identified based on entry level result. The Professor take care of the needs of advanced learners and slow learner. At the time of CCE the pattern of paper is set in manner that it caters to the needs of advanced learners and slow learners. One difficult question with an option of easy question is set so that both kind of students can attempt easily.

Another step that is taken is that before both the CCE the slow learners are given few extra classes by some of the Professors to help them to understand the subject and score better marks. This help the students who are shy to asking the question and telling difficulties in the class.

To give confidence to the student the group for the projects are made in such a manner that advanced learners and slow learner both become part of one group. The slow learners get help from advanced learners.

classroom observation, their interaction with the subject teacher and through continuous periodic assessment. Slow learners are encouraged to understand their weaknesses and then work on them. Extra classes focus 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.

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
11467	**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. Some of the professors adopted a method of group Discusses method in the class. A topic of syllabus is given and the students collect the information about the topics through various sources. Apart from the professor lectures, they also contribute to the information about the topics. This makes the lectures participating and interesting.

Some of the professor also encourage the student to read the newspaper and encourage them to discuss the news about their subject published in the newspaper and magazine. This practice encourages the student to self-study to various topics. 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 2021-2022 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 computer

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. The College professors use limited source of ICT-supported tools involving online resources for effective teaching and learning process. Some of the teachers are using ICT tools as resources available on its campus. There are 6 ICT enabled Classroom in the institute (one Majezi studio with YouTube channels where regularly recording of the lectures by the professor is also done by journalism department) The Institute has well equipped Language Lab to promote the soft skill and personality development of the students. The Institute have 02 computer lab for ICT. Tools used by faculties are: LMS platform: Teachers use this platform for online education resources, to efficiently deliver teaching and offer an improved learning experience to the students. Interactive Board: College has 44 interactive board. A few of the teachers use these board for taking lectures on special topics.

Visualizer:

The Wi-Fi is available to faculty free of cost which they can use academic as well as administrative purpose. 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 and tabulation of marks and other admission works.

Projectors - projectors are available in different smart classrooms and labs.

Printers - 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

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)	<u>View File</u>
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

60

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

40

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

2.5 - Evaluation Process and Reforms

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

The format of Internal examinations CCE is undertaken as per the guideline provided by Higher education of Madhya Pradesh. Most of the professor set papers on the lines of university examinations so that the students get equated with university pattern and developed writing skills. assessments and internal practical tests are conducted at appropriate intervals with respect to the calendar of examinations fixed by the Barkatullah University After the copies are checked the marks are shown to the students and their signatures are taken 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

The professors try to developed writing skill among the students as per the examination pattern. From good handwriting, to good presentation (presenting through maps and diagram quotation, and references) is focused by most of the professor so that the students the students score good marks in university examinations and learn the arts of cracking examinations. The date of CCE is decided and committee is formed. The committee 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 handed after valuation to the exam cell. Hence the marks are forwarded to the University.

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 has a website as it owns and most of the information is put on for the benefits of student's and professor and general public. Most of the work like admission, information, updates on admission schedules, admission list and information regarding exams and activities of the college are put on the websites. For none techno savvy students and general public the information is imparted through help desk, information-flex. During admission a team of professor and NSS/NCC students sit on the help desk counselling. The websites are prepared in the beginning of the session where all the required courses and their outcome are updated so that professor and students aware of each and every programme offered in the institute. 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, COs are uploaded on the Institution website for reference.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The 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.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	**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

3382

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/2-7-1%20Student%20Satisfaction%20survey%20Report%202021-22.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

32

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 i.e local ka vocal, an awareness program .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

10

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)	<u>View File</u>

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

06

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)	<u>View File</u>
Any additional information	<u>View File</u>

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

01

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

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

02

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 has organized several 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. Through N.C.C. specially airwings many activities have been organized i.e Anti-drug days, road safety, Vijay Diwas, independence days etc. NSS/NCC conducted diverse community-oriented programs and activities focus at holistic development of students involving the community. These activities also developed 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. 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

43

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

2745

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

02

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 a review of course requirements, computer-student ratio, teacher-student ratio, working conditions of the existing equipment's. 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. . The college has upgraded its ICT infrastructure in view of the recent developments and changes in technology to meet the teaching-learning requirements of the present times.

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.

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.

48

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)

684338

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)	<u>View File</u>

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)

2078741

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)	<u>View File</u>

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

102

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

129

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)

00

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.**

• **The drinking water points and ROs of the College should be maintained regularly by the service provider for the better and timely servicing of the machines.**

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**

POLICY FOR MAINTENANCE OF SPORTS FACILITIES: -

• **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. This will include organizing yoga activities with the help of Yoga foundations, self-defence training for female students especially.**

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

10567

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

10567

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

520

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

520

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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

61

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

308

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

`04`

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.

`17`

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 2021-22, the govt. of MP did not send a notification for Student Council elections. The Student Council elections did not take place in 2021-22 as per instruction from the higher education`

department. However, the participation and leadership of students is evident in 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

17

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)	<u>View File</u>

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 2021-22, 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 alumni activity participates in the celebration of our national festival in college.

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. This autonomy pertains to areas like the choice of pedagogical techniques, extension/excursion activities, mode of internal evaluation, etc. The group comprising the largest proportion of stakeholders- the students are made an indispensable part of the governance process through direct and indirect channels. The regular feedback of the students obtained either orally or communicated in a written format acts as a beacon light for the progressive function of the college. A few former students are also invited as members of the IQAC which provides a suitable platform for the student fraternity to propose their ideas concerning the plans for academic and infrastructural expansion. In order to ensure quality, transparency, and accountability in governance, certain mechanisms are put in place.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.

Institute follows decentralisation in academics, administration, examination & evaluation and infrastructure augmentation through different committees. Academic Practices include design and implementation of curriculum through departmental board of studies, preparation of academic calendar through IQAC, framing of teaching plan and maintaining teacher's diary and its verification by HOD and Principal.

In Administrative Mechanism the Principal with the advisory committee helps in smooth and efficient running. The general timetable prepared by the core-committee is provided to various departments for further execution. Purchasing of equipment's is done by quotations/tenders on requirement basis as per government rules Infrastructure development is done by building-funds and Institute development funds as per requirement and approval by the higher authority.

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.

The Janbhagidari Samiti is also an important element of college administration which executes participative management by ensuring people's participation through a bottom-up approach. The non-teaching staff make a significant contribution to the functioning of the college, especially in the technical domain. All the scholarship and admission committees have a member from the non-teaching staff to take care of the technical aspect of the process.

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. For the development to be sustained, formulation, communication and implementation of strategies through a perspective plan is indispensable. 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.

Due to Covid-19 awareness program for students was conducted. Online classes were taken and open book examinations were also held for the safety of students. Masks and sanitizer facilities were also provided for all the employees, students and visitors. Due to COVID-19 Pandemic a few visits conducted in slum areas, orphanages, and old age homes, rallies, health camps, and awareness camps were organized.

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 planning is done under various heads; curricular aspects, teaching/learning, research, infrastructure. The Swami Vivekanand Career Guidance Cell chalks out the plan of the placement drives to be organized in the college in accordance with the Personality Development Calendar released by the department of Higher Education.

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. A hierarchical setup is established from top management to the bottom level clearly demarcating the duties, responsibilities and accountability of the concerned at every stage. It has an effective organizational structure which monitors, develops, and improves the institute in every regard. The HODs coordinate with various committees- time table committee, library committee, examination cell, etc. to coordinate the departmental activities.

The IQAC is an internal guiding force of the college as it chalks out the various development plans .There's also a Janbhagidari Samiti headed by the district collector and comprising members from the society. All the teaching faculty members (permanent positions) are also members of the staff council who participate in the staff council meetings. Several committees are constituted at the beginning of an academic session so as to carry out the day-to-day activities of college administration.

Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of the staff members. There's a Woman Grievance Redressal Cell to address the issues of harassment of women/girls. The administrative officeconstitutes the chief accountant, the head clerk, junior clerks, peons and a few computer operators. The supporting staff also perform a variety of duties.

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

6.3 - Faculty Empowerment Strategies

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

The institute has many welfare schemes effectively running in accordance with norms of MP government and some of the welfare measures have been implemented by the management of the institution.

TEACHING STAFF and NON-TEACHING STAFF::

1. **Casual leave, medical leave, study leave, full paid maternity leave, paternity leave on request, Child Care leave, etc.**
2. **Encashment of earned leave.**
3. **Gratuity and all other Government welfare schemes.**
4. **Mandatory Group Insurance Schemes (GIS).**
5. **TWF for all teachers**
6. **3% seats reservation in admissions of ward of higher education**
7. **financial assistance for emergency medical expenses.**
8. **Loans or advances as per Govt. norms.**

9. Appointment on compassionate grounds.
10. Faculty & Staff Development Programs are arranged. Duty leave, Travel allowances facility to staff members: as per Government rules.
11. Special leave is granted to teachers.
12. Financial Assistance for research-based work.
13. Internet support and assistance.
14. Extended Hours and e-library, INFLIBNET-NLIST.
15. Separate Parking Facility for staff is available.
16. There is a Grievance Redressal cell and Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place.
17. Open gym and sports facility
18. House rent allowance
19. Time-bound gradations and promotions for Faculties.
20. Pension benefits for all regular employees appointed as on 31-12-2004 and NPS for all regular employs appointed on or after 01-01-2005.
21. Extended Hours and e-library, INFLIBNET-NLIST.

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

07

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

02

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 Additional Director -Higher Education and 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 external audit does by a CA every year and submit his audit report to the principal along with audited financial statements. A team of Auditors from AGMP audits the financial records of the institution according to their time play. 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 and objections taken are resolve from time to time.

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 supporting staff 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

Many activities are organized in the college for gender equality. The activities like Dowry eradication program, World Women's Day, program against child marriages, Youth Day are specially organized. For the safety and security of Girl students the college has installed CCTV cameras, a separate girl's common room is provided. This lady's common room has separate toilets and Sanitary Wending Machine. The NCC and NSS Wings and committee for Women Empowerment organize Self-Defense Training Course. There is a separate committee (Grievance Cell) for girls. The faculty take their complaint and finds solution to their grievance.

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

The college has proper arrangement of garbage disposal. The solid waste is sent to recycling center of the city with collaboration of Indore Municipal Corporation. Rest green waste of the college is put in the composed pit of the college which produces the composed

manure in the college. This manure is used in the pots of the plants and for the trees in the college premises. This college campus is plastic free area. The different wings of NCC, NSS and other programs are organized to maintain the campus plastic free. These NCC, NSS wings of the college also organize zero plastic campaign (collection of stray plastic in the campus). A separate room is assigned for the disposal or E-Waste produced in the college.

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

B. Any 3 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:

E. None 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

B. Any 3 of the above

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

The college organizes many programs and activities for social harmony, the prominent one are Harmony Day, Lectures on Gandhian Day, Lectures on Human Rights Day.

The students are encouraged to protect an imbibe culture of Malwa an tribal culture. The songs and dances of Malwa culture and tribal culture are performed during Youth Festival and college Annual Day. The days like Hindi Diwas, Sanskrit Diwas and Marathi Diwas are organized and celebrated in the college. To learn the communicative English, the facility of English Language Lab is available in the college.

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

Many programs are organized for creating Constitutional responsibility, promotion of commitment and development of political consciousness. This has inculcated human values, awareness of human rights, civil rights and duties.

The college organizes various activities like Rallies, Street Plays, Poster exhibition, Essay Writing competition, Speech competition,

Slogan Writing competition and Debate competitions, etc. These programs are organized by NCC wings, NSS units, Sports department, RRC, Red Cross committee, social work department, Yoga Department, Sociology Department from time to time. Civic duties of common citizens among the students and faculty but also among common people of the society.

The programs like Anti-Intoxication Program, Clean India Program, Energy and Water conservation program, Voter's Awareness program, HIV/AIDS Awareness Program, Traffic Safety Program, Energy Awareness Program, Madhya Pradesh Youth Policy Program, etc. are organized in the college The program for traffic Awareness is not only conducted in the college but also on the roads and signals. To create duty consciousness for voting, Oath ceremony is organized on Voter's Day and Constitutional Day.

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

A. All of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The college regularly organizes National and International Day dedicated to different causes. As per the Government order the different departments of the college organize events, many national and international days like World Environment Day, Ahilya Day, National Unity Day, Constitutional Day, National Voter's Day, World AIDS Day, Independence Day, Mahatma Gandhi Jayanti, World Human Rights Day, Republic Day, Death Anniversary of Mahatma Gandhi, International Women's Day are organized in the college. A large number of students participate in different activities under the guidance of various faculties. The days like Guru Purnima, Teachers Day, Ganesh Utsav as well as Jhanda Diwas is also celebrated with lot of enthusiasm in the college.

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.

The Majezzi Studio was established in May'2013. It was a boon for the students of Journalism.

Objective of the Practice-

To let people know about the academic activities, cultural activities, sports activities and other events organized by NCC, NSS, Lectures of important people and other activities in the college.

The Context-

The ABC Channel was started with the aim of popularizing the activities conducted in the college and the talent shown by the students on a bigger platform.

The Practice-

It has been a practice since inception to cover all the important events of the college and that coverage is broadcasted through ABC Channel of the college. This Channel is available on YouTube so its reachability becomes very vast

The Evidence of Success-

We are proud that all the work of making and broadcasting is done by students under the guidance of staff. All the broadcast are available on YouTube.

Problems Encountered and Resources required-

The college has basic structure of Studio where the students act as anchor, prepare the script for anchoring. Better funds are required

Notes-

The good part about this is that the students can think of making Multimedia as their profession.

2. Title of the Practice- Encouragement to sports and wellness

Objectives of the Practice- Development of sports, to create interest in sports and Yoga among students. To create awareness about the health benefits of sports and yoga among students

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

This institution is distinctive in more than one ways. This is one of the oldest and important colleges of Madhya Pradesh. This institute is extremely popular with the students aiming for competitive exams, higher studies and aspirants who want to make a career in different fields of administrative services, Chartered Accountant, Cost Accountant, Business Studies, and other fields. The students from neighboring districts take admission in this institution to fulfill their aspirations. The good aspect is that greater number of girls are taking admission in this college. The students with very high percentage are choosing this college as their first choice for Online Admissions in B.A. and B.com classes. This institution exhibits the "Real India" as large number of reserved Category students (SC, ST, OBC, BPL card holders, Sambal Card Holders) and Rural Students get admission in the college as the education is subsidized by government of Madhya Pradesh. A large number of students receive scholarship and financial support. This college can be termed as a "Vehicle for Social Transformation". This college is a Centre of Study for Ph.D scholars and Centre's for dispersement of JRF & SRF scholarships for Commerce and Arts. The college is a center of studies for Bhoj University for Distance Education. The college has professional education like BBA and MBA in the college premises only. The college has career counselling and skill development programs to make students job oriented.

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

Most of the faculty of the Institution are on the board of studies of the university as chairperson or as a member of the board DAVV, Indore and other universities also. Most of the member of the staff set the question paper for UG and PG programs assigned by the university, the viva of the practical subject's project and internship are also conducted by the member of the staff. The certificate/ diploma courses, if organised by department are designed by the faculty. Assessment of the student done internally as well as externally. The internal assessment CCE, are organised and conducted in the college in an organized mode. The answer sheets are checked by the subject professors, then internal marks are locked on the university site.

After the conduction of external examination according to the time table given by the university, the answer sheets are packed and sent to the university within an hour of examinations. The answer sheets given coded number for scoring and bundled in the lot of 40 copies. The coded copies are sent to the assigned professor. The checked copies with mark leaf are received by the university again de-coded and marks are put roll number wise.

The syllabus is made and approved by a committee formed by department of higher education, Bhopal. A few members of the staff are part of that main syllabus committee. The approve syllabus is put on the site of higher education and adopted by all the colleges

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 college strictly follows the academic calendar, proposed by

the department of higher education, MP, for performing academic activities. All activities are scheduled in this calendar. According to given time all academic activities are followed by the college in a smooth and effective manner. For continuous Internal Evaluation a uniform time table is prepared by the coordinator and member of the related committee. This time table is also published on the college website. Subject professors prepare test papers to analyse the academic performance of the students, then CCE is conducted in a formal manner for all students of different classes and of different subject. For PG classes CCE is conducted only once in each semester, and for UG classes CCE is conducted in form different evaluation methods like formal examinations/ Assignments/Quiz etc. two times in a year.

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

27

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

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

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

01

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

82

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

1.3 - Curriculum Enrichment

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

Courses offered in NEP 2020 are adopted by college as it is and integrated the issues related to professional and social ethics

human values, gender, environment sustainability into the curriculum. The content of foundation courses are also related with above issues.

In first year, foundation course, namely "Yoga Environment" contains content of environment issues. These are related Indian context.

Environment studies, is taught separately in the foundation course. These courses are beneficial for overall development of students. These issues have introduced mandatory all UG programs

Apart from these, some PG Program cover these issues in the syllabus such as Hindi, English, Political Science, Psychology, Geography, Commerce, Sanskrit, Economics etc. It emphasizes the holistic understanding of ethical human conduct

Above issues are also a part of extra curriculum activities

World Environment Day, NSS day, are organized in the college every year. The college take effort for integration of ethical and human values through extra curriculum activities. Also, program under NSS/NCC help to inculcating human values among students. National festival like Independence Day, Republic Day, celebration serve as platform to enliven patriotic and moral values. Different social activities have been initiated by the college water awareness program, road safety campaign, blood donation camp etc from time to time. Major gender issues are focused and address 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

19

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

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

3613

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	https://sabvgacc.in/PDF/2-7-1%20Student%20Satisfaction%20survey%20Report%202021-22.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	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://sabvgacc.in/PDF/2-7-1%20Student%20Satisfaction%20survey%20Report%202021-22.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

5334

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

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

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

3943

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

2.2 - Catering to Student Diversity

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

The students come from different social and economic backgrounds. Advanced and slow learners are identified based on entry level result. The Professor take care of the needs of advanced learners and slow learner. At the time of CCE the pattern of paper is set in manner that it caters to the needs of advanced learners and slow learners. One difficult question with an option of easy question is set so that both kind of students can attempt easily.

Another step that is taken is that before both the CCE the slow learners are given few extra classes by some of the Professors to help them to understand the subject and score better marks. This help the students who are shy to asking the question and telling difficulties in the class.

To give confidence to the student the group for the projects are made in such a manner that advanced learners and slow learner both become part of one group. The slow learners get help from advanced learners.

classroom observation, their interaction with the subject teacher and through continuous periodic assessment. Slow learners are encouraged to understand their weaknesses and then work on them. Extra classes focus 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.

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
11467	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. Some of the professors adopted a method of group Discusses method in the class. A topic of syllabus is given and the students collect the information about the topics through various sources. Apart from the professor lectures, they also contribute to the information about the topics. This makes the lectures participating and interesting.

Some of the professor also encourage the student to read the newspaper and encourage them to discuss the news about their subject published in the newspaper and magazine. This practice encourages the student to self-study to various topics. 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 2021-2022 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 computer

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. The College professors use limited source of ICT-supported tools involving online resources for effective teaching and learning process. Some of the teachers are using ICT tools as resources available on its campus. There are 6 ICT enabled Classroom in the institute (one Majezi studio with YouTube channels where regularly recording of the lectures by the professor is also done by journalism department) The Institute has well equipped Language Lab to promote the soft skill and personality development of the students. The Institute have 02 computer lab for ICT. Tools used by faculties are: LMS platform: Teachers use this platform for online education resources, to efficiently deliver teaching and offer an improved learning experience to the students. Interactive Board: College has 44 interactive board. A few of the teachers use these board for taking lectures on special topics.

Visualizer:

The Wi-Fi is available to faculty free of cost which they can use academic as well as administrative purpose. 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 and tabulation of marks and other admission works.

Projectors - projectors are available in different smart classrooms and labs.

Printers - 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

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

60

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

40

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

2.5 - Evaluation Process and Reforms

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

The format of Internal examinations CCE is undertaken as per the guideline provided by Higher education of Madhya Pradesh. Most of the professor set papers on the lines of university examinations so that the students get equated with university pattern and developed writing skills. assessments and internal practical tests are conducted at appropriate intervals with respect to the calendar of examinations fixed by the Barkatullah University After the copies are checked the marks are shown to the students and their signatures are taken 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

The professors try to developed writing skill among the students as per the examination pattern. From good handwriting, to good presentation (presenting through maps and diagram quotation, and references) is focused by most of the professor so that the students the students score good marks in university examinations and learn the arts of cracking examinations. The date of CCE is decided and committee is formed. The committee 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 handed after valuation to the exam cell. Hence the marks are forwarded to the University.

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 has a website as it owns and most of the information is put on for the benefits of student's and professor and general public. Most of the work like admission, information, updates on admission schedules, admission list and information regarding exams and activities of the college are put on the websites. For none techno savvy students and general public the information is imparted through help desk, information-flex. During admission a team of professor and NSS/NCC students sit on the help desk counselling. The websites are prepared in the beginning of the session where all the required courses and their outcome are updated so that professor and students aware of each and every programme offered in the institute. 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, COs are uploaded on the Institution website for reference.

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

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

The 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.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	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

`3382`

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/2-7-1%20Student%20Satisfaction%20survey%20Report%202021-22.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

32

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 i.e local ka vocal, an awareness program .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

10

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

06

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	[View File](#)

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

01

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

02

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 has organized several 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. Through N.C.C. specially airwings many activities have been organized i.e Anti-drug days, road safety, Vijay Diwas, independence days etc. NSS/NCC conducted diverse community-oriented programs and activities focus at holistic development of students involving the community. These activities also developed 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. 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

43

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

2745

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

02

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 a review of course requirements, computer-student ratio, teacher-student ratio, working conditions of the existing equipment's. 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. . The college has upgraded its ICT infrastructure in view of the recent developments and changes in technology to meet the teaching-learning requirements of the present times.

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.

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.

48

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)

684338

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)

2078741

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

102

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

129

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)

00

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.

• The drinking water points and ROs of the College should be maintained regularly by the service provider for the better and timely servicing of the machines.

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

POLICY FOR MAINTENANCE OF SPORTS FACILITIES: -

• 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. This will include organizing yoga activities with the help of Yoga foundations, self-defence training for female students especially.

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

10567

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

10567

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)	<u>View File</u>

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

520

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

520

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)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

61

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

308

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

04

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.

17

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 2021-22, the govt. of MP did not send a notification for Student Council elections. The Student Council elections did not take place in 2021-22 as per instruction from the higher education department. However, the participation and leadership of students is evident in 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

17

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 2021-22, 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 alumni activity participates in the celebration of our national festival in college.

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. This autonomy pertains to areas like the choice of pedagogical techniques, extension/excursion activities, mode of internal evaluation, etc. The group comprising the largest proportion of stakeholders- the students are made an indispensable part of the governance process through direct and indirect channels. The regular feedback of the students obtained either orally or communicated in a written format acts as a beacon light for the progressive function of the college. A few former students are also invited as members of the IQAC which provides a suitable platform for the student fraternity to propose their ideas concerning the plans for academic and infrastructural expansion. In order to ensure quality, transparency, and accountability in governance, certain mechanisms are put in place.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.

Institute follows decentralisation in academics, administration, examination & evaluation and infrastructure augmentation through different committees. Academic Practices include design and implementation of curriculum through departmental board of studies, preparation of academic calendar through IQAC, framing of teaching plan and maintaining teacher's diary and its verification by HOD and Principal.

In Administrative Mechanism the Principal with the advisory committee helps in smooth and efficient running. The general timetable prepared by the core-committee is provided to various departments for further execution. Purchasing of equipment's is done by quotations/tenders on requirement basis as per government rules Infrastructure development is done by building-funds and Institute development funds as per requirement and approval by the higher authority.

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.

The Janbhagidari Samiti is also an important element of college administration which executes participative management by ensuring people's participation through a bottom-up approach. The non-teaching staff make a significant contribution to the functioning of the college, especially in the technical domain. All the scholarship and admission committees have a member from the non-teaching staff to take care of the technical aspect of the process.

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. For the development to be sustained, formulation, communication and implementation of strategies through a perspective plan is indispensable. 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.

Due to Covid-19 awareness program for students was conducted. Online classes were taken and open book examinations were also held for the safety of students. Masks and sanitizer facilities

were also provided for all the employees, students and visitors. Due to COVID-19 Pandemic a few visits conducted in slum areas, orphanages, and old age homes, rallies, health camps, and awareness camps were organized.

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 planning is done under various heads; curricular aspects, teaching/learning, research, infrastructure. The Swami Vivekanand Career Guidance Cell chalks out the plan of the placement drives to be organized in the college in accordance with the Personality Development Calendar released by the department of Higher Education.

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. A hierarchical setup is established from top management to the bottom level clearly demarcating the duties, responsibilities and accountability of the concerned at every stage. It has an effective organizational structure which monitors, develops, and improves the institute in every regard. The HODs coordinate with various committees- time table committee, library committee, examination cell, etc. to coordinate the departmental activities.

The IQAC is an internal guiding force of the college as it chalks out the various development plans .There's also a Janbhagidari Samiti headed by the district collector and comprising members from the society. All the teaching faculty members (permanent positions) are also members of the staff council who participate in the staff council meetings. Several committees are constituted at the beginning of an academic session so as to carry out the day-to-day activities of college administration.

Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of the staff members. There's a Woman Grievance Redressal Cell to address the issues of harassment of women/girls. The administrative officeconstitutes the chief accountant, the head clerk, junior clerks, peons and a few computer operators. The supporting staff also perform a variety of duties.

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

6.3 - Faculty Empowerment Strategies

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

The institute has many welfare schemes effectively running in accordance with norms of MP government and some of the welfare measures have been implemented by the management of the institution.

TEACHING STAFF and NON-TEACHING STAFF::

1. Casual leave, medical leave, study leave, full paid maternity leave, paternity leave on request, Child Care leave, etc.
2. Encashment of earned leave.
3. Gratuity and all other Government welfare schemes.
4. Mandatory Group Insurance Schemes (GIS).
5. TWF for all teachers
6. 3% seats reservation in admissions of ward of higher education
7. financial assistance for emergency medical expenses.
8. Loans or advances as per Govt. norms.
9. Appointment on compassionate grounds.
10. Faculty & Staff Development Programs are arranged. Duty leave, Travel allowances facility to staff members: as per Government rules.
11. Special leave is granted to teachers.
12. Financial Assistance for research-based work.
13. Internet support and assistance.
14. Extended Hours and e-library, INFLIBNET-NLIST.
15. Separate Parking Facility for staff is available.
16. There is a Grievance Redressal cell and Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place.
17. Open gym and sports facility
18. House rent allowance
19. Time-bound gradations and promotions for Faculties.
20. Pension benefits for all regular employees appointed as on 31-12-2004 and NPS for all regular employs appointed on or after 01-01-2005.
21. Extended Hours and e-library, INFLIBNET-NLIST.

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)	<u>View File</u>

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

07

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

02

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 Additional Director -Higher Education and 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 external audit does by a CA every year and submit his audit report to the principal along with audited financial statements. A team of Auditors from AGMP audits the financial records of the institution according to their time play. 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 and objections taken are resolve from time to time.

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 supporting staff 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)	<u>View File</u>

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

Many activities are organized in the college for gender equality. The activities like Dowry eradication program, World Women's Day, program against child marriages, Youth Day are specially organized. For the safety and security of Girl students the

college has installed CCTV cameras, a separate girl's common room is provided. This lady's common room has separate toilets and Sanitary Wending Machine. The NCC and NSS Wings and committee for Women Empowerment organize Self-Defense Training Course. There is a separate committee (Grievance Cell) for girls. The faculty take their complaint and finds solution to their grievance.

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

The college has proper arrangement of garbage disposal. The solid waste is sent to recycling center of the city with collaboration of Indore Municipal Corporation. Rest green waste of the college is put in the composed pit of the college which produces the composed manure in the college. This manure is used in the pots of the plants and for the trees in the college premises. This college campus is plastic free area. The different wings of NCC, NSS and other programs are organized to maintain the campus plastic free. These NCC, NSS wings of the college also organize zero plastic campaign (collection of stray plastic in the campus). A separate room is assigned for the disposal or E-Waste

produced in the college.

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

B. Any 3 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**

E. None 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	B. Any 3 of the above

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

The college organizes many programs and activities for social harmony, the prominent one are Harmony Day, Lectures on Gandhian Day, Lectures on Human Rights Day.

The students are encouraged to protect an imbibe culture of Malwa an tribal culture. The songs and dances of Malwa culture and tribal culture are performed during Youth Festival and college Annual Day. The days like Hindi Diwas, Sanskrit Diwas and Marathi Diwas are organized and celebrated in the college. To learn the communicative English, the facility of English Language Lab is available in the college.

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

Many programs are organized for creating Constitutional responsibility, promotion of commitment and development of political consciousness. This has inculcated human values, awareness of human rights, civil rights and duties.

The college organizes various activities like Rallies, Street Plays, Poster exhibition, Essay Writing competition, Speech competition, Slogan Writing competition and Debate competitions, etc. These programs are organized by NCC wings, NSS units, Sports department, RRC, Red Cross committee, social work department, Yoga Department, Sociology Department from time to time. Civic duties of common citizens among the students and faculty but also among common people of the society.

The programs like Anti-Intoxication Program, Clean India Program, Energy and Water conservation program, Voter's Awareness program, HIV/AIDS Awareness Program, Traffic Safety Program, Energy Awareness Program, Madhya Pradesh Youth Policy Program, etc. are organized in the college The program for traffic Awareness is not only conducted in the college but also on the roads and signals.

To create duty consciousness for voting, Oath ceremony is organized on Voter's Day and Constitutional Day.

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	A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college regularly organizes National and International Day dedicated to different causes. As per the Government order the different departments of the college organize events, many national and international days like World Environment Day, Ahilya Day, National Unity Day, Constitutional Day, National Voter's Day, World AIDS Day, Independence Day, Mahatma Gandhi

Jayanti, World Human Rights Day, Republic Day, Death Anniversary of Mahatma Gandhi, International Women's Day are organized in the college. A large number of students participate in different activities under the guidance of various faculties. The days like Guru Purnima, Teachers Day, Ganesh Utsav as well as Jhanda Diwas is also celebrated with lot of enthusiasm in the college.

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.

The Majezzi Studio was established in May'2013. It was a boon for the students of Journalism.

Objective of the Practice-

To let people know about the academic activities, cultural activities, sports activities and other events organized by NCC, NSS, Lectures of important people and other activities in the college.

The Context-

The ABC Channel was started with the aim of popularizing the activities conducted in the college and the talent shown by the students on a bigger platform.

The Practice-

It has been a practice since inception to cover all the important events of the college and that coverage is broadcasted through ABC Channel of the college. This Channel is available on YouTube so its reachability becomes very vast

The Evidence of Success-

We are proud that all the work of making and broadcasting is done by students under the guidance of staff. All the broadcast are available on YouTube.

Problems Encountered and Resources required-

The college has basic structure of Studio where the students act as anchor, prepare the script for anchoring. Better funds are required

Notes-

The good part about this is that the students can think of making Multimedia as their profession.

2. Title of the Practice- Encouragement to sports and wellness

Objectives of the Practice- Development of sports, to create interest in sports and Yoga among students. To create awareness about the health benefits of sports and yoga among students

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

This institution is distinctive in more than one ways. This is one of the oldest and important colleges of Madhya Pradesh. This institute is extremely popular with the students aiming for competitive exams, higher studies and aspirants who want to make a career in different fields of administrative services, Chartered Accountant, Cost Accountant, Business Studies, and other fields. The students from neighboring districts take admission in this institution to fulfill their aspirations. The good aspect is that greater number of girls are taking admission in this college. The students with very high percentage are

choosing this college as their first choice for Online Admissions in B.A. and B.com classes. This institution exhibits the "Real India" as large number of reserved Category students (SC, ST, OBC, BPL card holders, Sambal Card Holders) and Rural Students get admission in the college as the education is subsidized by government of Madhya Pradesh. A large number of students receive scholarship and financial support. This college can be termed as a "Vehicle for Social Transformation". This college is a Centre of Study for Ph.D scholars and Centre's for dispersement of JRF & SRF scholarships for Commerce and Arts. The college is a center of studies for Bhoj University for Distance Education. The college has professional education like BBA and MBA in the college premises only. The college has career counselling and skill development programs to make students job oriented.

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

Plan of Action

The college made Plan of Action for the session 2021-22 for the benefits of students. It is as follows-

- Some Certificate Courses are made to be available to the students of commerce which can increase the employability of regular students of the college.
- These courses were associated with Institute of Chartered Accounted, Institute of Cost Accountant of India, Institute of Companies Secretaries of India.
- More emphasis on MOUs with job providing agencies.

Implementation

- A registration was done by the institution with Regional Oral Coaching Center (ROCC) to conduct certificate courses with the collaboration with Institute of Cost Accountant of India (CAT Certified Accounting Technician).
- A MOU was signed between college and Newzera globally- a startup so that the students can be introduced to the events organized by them.