

# The Annual Quality Assurance Report (AQAR)

July 2017 - June 2018



**SHRI ATAL BIHARI VAJPAYEE  
GOVERNMENT ARTS AND COMMERCE COLLEGE**  
A.B. Road, Near Bhanwarkuan Square,  
Indore – 452017 (M.P.)

[www.gaccindore.org](http://www.gaccindore.org)  
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**July 1, 2017 to June 30, 2018**

**Part – A**

**1. Details of the Institution**

- 1.1 Name of the Institution:** Shri Atal Bihari Vajpayee Government Arts and  
Commerce College
- 1.2 Address Line 1:** A.B. Road,  
**Address Line 2:** Near Bhawarkuan Square,  
**City/Town:** Indore  
**State:** Madhya Pradesh  
**Pin Code:** 452017  
**Institution e-mail address:** principalgaccindore@rediff.com  
**Contact Nos.:** 0731 – 2552837, 2460579  
**Name of the Head of the Institution:** Dr. Vandana Agnihotri  
**Tel. No. with STD Code:** 0731- 2460579  
**Mobile:**  
**Name of the IQAC Co-ordinator:** Dr. Jyoti Taneja  
**Mobile:** 9826113163  
**IQAC e-mail address:** principalgaccindore@rediffmail.com
- 1.3 NAAC Track ID** MHCOGN 11747
- 1.4 NAAC Executive Committee No. & Date:** EC/66/RAR/079 dated February 21, 2014
- 1.5 Website address:** www.gaccindore.org  
**Web-link of the AQAR:** <http://www.gaccindore.org/AQAR2017-18.pdf>

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		September 16, 2004	2004-2009
2	2 <sup>nd</sup> Cycle	A	3.10	February 21, 2014	2014-2019
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC:** 01/10/2004

**1.8 AQAR for the year:** 2017-18

**1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))**

- i. AQAR 2016-17 on 27/09/2017
- ii. AQAR 2015-16 on 26/09/2016
- iii. AQAR 2014-15 on 26/09/2015

### 1.10 Institutional Status

University	<input checked="" type="checkbox"/>	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				<input type="checkbox"/>
Constituent College		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				<input type="checkbox"/>
Autonomous college of UGC		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				<input type="checkbox"/>
Regulatory Agency approved Institution (e.g. AICTE, BCI, MCI, PCI, NCI)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				<input type="checkbox"/>
Type of Institution		Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>		<input type="checkbox"/>
		Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>		<input type="checkbox"/>
Financial Status		Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>		<input type="checkbox"/>
		Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>				<input type="checkbox"/>

### 1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phsy Edu.)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		

Others (Specify) - Yoga, PGDCA, Journalism

**1.12 Name of the Affiliating University (for the Colleges):** Devi Ahilya Vishwavidyalaya, Indore

**1.13 Special status conferred by Central/ State Government:** UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>

UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> )	-
UGC-COP Programmes	-		

## 2. IQAC Composition and Activities

2.1 No. of Teachers 06

2.2 No. of Administrative/Technical staff 01

2.3 No. of students 01

2.4 No. of Management representatives 01

2.5 No. of Alumni 01

2.6 No. of any other stakeholder and community representatives Nil

2.7 No. of Employers/ Industrialists 01

2.8 No. of other External Experts Nil

2.9 Total No. of members 11

2.10 No. of IQAC meetings held 15

2.11 No. of meetings with various stakeholders: Faculty 08

Non-Teaching Staff	-	Alumni	07	Others	-
Students	-				-

2.12 Has IQAC received any funding from UGC during the year? Yes - No -

If yes, mention the amount – NA

### 2.13 Seminars and Conferences (only quality related)

#### (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. 01 International - National - State - Institution Level -01

#### (ii) Themes

- Revised guidelines and Revised Accreditation Framework (RAF) for submitting online application for Assessment & Accreditation (A&A) process by NAAC.

### 2.14 Significant Activities and contributions made by IQAC

- Infrastructural renovations- Girls common room and washroom, departmental washrooms, stairway to the first floor, painting and repair of campus boundary wall.
- Laying of paver blocks covering the new parking area.
- One National workshop, one National seminar, two district level workshops organized by department of Hindi and History respectively.

- One workshop institutional level organized on the Revised guidelines and Revised Accreditation Framework (RAF) for submitting online application for Assessment & Accreditation (A&A) process by NAAC.
- Workshop on 'Cyber Crime'
- For the first time the Institute organized 'Pravesh Utsav' for first year students joining college. The Principal gave a welcome speech and thereafter the students were acquainted with the College cultural, sports, literary and club activities, facilities.
- Automation of students profiles in progress, partial database prepared.
- English Language Improvement classes are being organized on a regular basis in the English Language Lab for students.
- Regular Basic Computer Training classes run by Computer Awareness Club.
- Club 'Drishti' formed by department of Hindi to assist blind students with their academic problems.
- Students who come to College by Bicycle were honoured with certificates and title 'Paryavaran Mitra'

### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Academic Advancement</li> <li>• Infrastructural development</li> <li>• Promotion of Research</li> </ul>	<ul style="list-style-type: none"> <li>• Department of Hindi organised one National Seminar, one National Workshop and organized 2 district level workshops</li> <li>• English Language improvement Classes through English Language Lab.</li> <li>• Basic computer training given to students and class three and four employees.</li> <li>• Two wheeler and Car parking constructed</li> <li>• Main gates of the campus renovated</li> <li>• Girl's common room and washroom, departmental washrooms, stairway to the first floor, painting and repair of campus boundary wall.</li> <li>• 104 published papers/proceedings in National/International journals/e-journals.</li> <li>• More than 56 Publications in Impact factor Journals.</li> <li>• 1 ongoing minor projects funded by UGC in progress and one minor project completed.</li> </ul>

*\*Academic Calendar attached as Annexure No. 1*

### 2.16 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

### 2.17 Provide the details of the action taken

The AQAR was reviewed and a few corrections were made

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Research Centre in 11 subjects	-	-	-
PG	11	-	05	-
UG	02	-	09	-
PG Diploma	-	-	02	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	04 M.Phil courses	-
<b>Total</b>	13	-	20	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: Elective option

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	30
Trimester	-
Annual	03

**1.3 Feedback from stakeholders\*** Alumni  Parents  Employers  Students

(On all aspects)

**Mode of feedback :** Online  Manual  Co-operating schools (for PEI)

\*Feedback analysis attached as Annexure No. ii

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Last session 2016-17 the UG courses were switched to annual system which started with first year, in the session 2017-18 second year also has shifted to annual system and so slight modifications have been made in the syllabus. Main subjects now have two papers each.

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
63	10	15	38	-

2.2 No. of permanent faculty with Ph.D.

53

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	35	-	-	35

2.4 No. of Guest and Visiting faculty and Temporary faculty:

06

01

28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	06	103	42
Presented papers	17	23	-
Resource Persons	02	08	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Case Studies and Role plays for BBA and MBA students
- Street Plays, Field trips, Industrial visits, organized by department of Sociology, Social Work, MBA, Department of History and Hindi
- To make students conscious of environment the students of Hindi Department developed a green corner as their Project work.
- Hindi Language improvement classes for I year student organized by Department of Hindi for 05 Days. MA Hindi and BA Hindi Literature Students were taught translation from Hindi to other languages their hand written work was published in "Anuvad Patrika".
- Interviews of literary figures Mr. Rakesh Sharma, Dr. Rajendra Mishra, Mr. Suryakant Nagar were taken by MA Hindi Literature Students.

2.7 Total No. of actual teaching days during this academic year: 185 days

**2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)**

- Internal Assessment – MCQs, class seminars, group discussions, peer teaching, paper presentation, projects. The students of Hindi Department developed a green corner in the campus; they were evaluated on the basis of the same. Session 2018-19 we plan to have online multiple choice questions tests.

**2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop**

29

**2.10 Average percentage of attendance of students: 77 %**

**2.11 Course/Programme wise distribution of pass percentage:**

**April-June 2017**

Title of the Programme	Total no. of students appeared	Pass %
<b>PG</b>		
M.Com	132	77.27%
Economics	23	-
Hindi	42	-
History	19	-
Psychology	06	-
Geography	26	-
Sociology	73	-
Political Science	32	-
English	26	-
Sanskrit	04	-
Philosophy	01	-
Public Administration	06	-
Yoga	43	-
MSW	85	-
MJ	20	100
MBA		
<b>UG</b>		
B.Com	923	76.8
BA	438	-
BBA	54	50
BJ	20	95
BSW	20	100%
PGDCA	37	86
Diploma in Yoga	24	-

**2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:**

The College tries to keep pace with the Academic Calendar provided by the Department of Higher Education. The session starts with introductory classes. For the first time the College organized 'Pravesh Utsav' where the new comers got the opportunity to talk, interact and know about the various academic,



sports, library, scholarships, NCC, NSS and other major activities of the College through their teachers. Class wise timetable is prepared for all departments. Various working administrative, academic and extension activities Committees are formed by the Principal. All the departmental activities of the month are discussed with the head of the department and carried out throughout the month according to the plan, which are then reported at the end of every month to the IQAC chairperson i.e. the Principal of the Institution.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	02 attended Smart Girl Project Training by DAVV, Indore
Staff training conducted by other institutions	
Summer/Winter schools, Workshops, etc.	-
Others	<ul style="list-style-type: none"> <li>• 48 attended Yoga Training by Kaivalya Dham Yoga Prashikshan kendra, Bhopal</li> <li>• 3 attended MPHEIQ IDP Training under World Bank Project M.P. Government</li> <li>• 02 NCC Officers attended NCC Officers Training</li> </ul>

### 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	08	03	05	-
Technical Staff	02	-	02	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Departments are encouraged to conduct extension lectures for students. Hosting activities like seminars and workshops and attending the same is also encouraged.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	-	-
Outlay in Rs. Lakhs	2,50,000/-	90,000/-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	56	04	-
Non-Peer Review Journals	-	-	-
e-Journals	44	-	-
Conference proceedings	27	17	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total Grant Sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	2015-17 (Dr. Kala Joshi)	UGC	2,50,000/-	
	Dr. Alka Jain 09.02.2016 to 09.02.2018 (Manrega Yojana Pragati Evam Prabhav Ka Mulyankan)	UGC	90,000/-	60,000/-
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
<b>Total</b>				

3.7 No. of books published i) With ISBN No. : 02

Chapters in Edited Books: 05

ii) Without ISBN No. : 0

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	Self Finance	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons: 16 (including State, National and International)

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency: 47,07,000/- (UGC)

From Management of University/College: Nil

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the Institution in the year

Total	International	National	State	University	Dist	College
02	-	01	-	01	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

**3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF  SRF  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

University level	48	State/District level	04
National level	16	International level	-

**3.22 No. of students participated in NCC events:**

University level	179	State level	38
National level	4	International level	-

**3.23 No. of Awards won in NSS:**

University level	-	State level	-
National level	01	International level	-

**3.24 No. of Awards won in NCC:**

University level	-	State level	-
National level	-	International level	-

**3.25 No. of Extension activities organized**

University forum	00	College forum	00	Any other	07
NCC	10	NSS	25		

**3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility**

NCC Units, NSS organised Sapling Plantation Programmes during the month of July and August. Cleanliness drive was another task undertaken by the students of NSS & NCC in the College Campus as well as the surrounding areas of the college, Ralamandal village in Indore district under the 'Swachh Bharat Abhiyan'. Consumer Awareness day, Hindi Pakhwada, Swami Vivekanand Birth Anniversary were other programs organised by NCC and Department of Hindi. The activities of SVEEP are organized by Voter Awareness Committee to mobilize students to become aware voters, responsible citizens and active participants in the process of Governance.

Street plays and rallies are organized by the students of Red Ribbon Club to bring awareness on HIV/AIDS. The Students of NSS participated in "Anubhuti Shivir" organized by the university and Youth Parliament at National level. The Yoga department organized a program on Save Rivers in collaboration with Isha Foundation's drive "Rally for Rivers" Distribution of sanitary pads under Health and Awareness Programmes by Department of Social Work, Workshop on Human Rights, Telly Film on 'Problems in Society Today', Rally on Cleanliness Drive in the city, Plantation of saplings by Social work department in the campus

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	52 Acres (On 10 acres one Law College and One Science College have been constructed by the government)		Government Land	
Class rooms	55 (classes running in departments included)	-		
Laboratories	06 (Computer labs, Communication Lab, Psychology and Geography Labs)	-		
Seminar Halls	03	-		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		06 Camera 04 Computer 07 Printer 03 UPS	Self Finance UGC and Self Finance UGC UGC	39,689/- 184550/- 91,000/- 8,491/-
Others		03 Water Cooler 08 Almirah 01 vending machine for sanitary pads  Hooter, Dustbins Furniture and Fixture	Janbhagidari Janbhagidari and SF Self Finance Self Finance Self Finance Janbhagidari	86,724/- 1,11,690/-  4500/- 21,948/- 1,67,868/-

#### 4.2 Computerization of administration and library

The library is the member of N-list. It also provides access to e-resources. The staff and students registered have access to free e-books and journals.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2,51,368	More than 1 crore	-	-	2,51,368	More than 1 crore
Reference Books	6,397	-	-	-	6,397	-
e-Books	1,35,000 + e-books through N-list and more than 7 lakh books National Digital Library of India					
Journals	07	-	-	-	07	-
e-Journals	6000 + e-journals can be accessed through N-list					
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	Distributed free books and stationary to 1675 ST students and 1713 SC students of UG and PG classes.					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	102	26	05+01 (VPN)	01 (16 computers)	-	07	44	09
Added	04	-	-	-	-	-	04	-
Total	106	26	06	16	-	07	48	09

There are 05 photocopiers and 22 printers.

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

The computer department regularly organizes basic computer courses for the students and staff.

- Internet Awareness Club organizes 03 Computer trainings.
- 40 students were benefitted in the weekly training given on "Basics of Computer"
- 54 students attended "Tally Training"
- 10 Class 4 Employees were trained on "Internet Surfing"
- A lecture cum Workshop was organized on "Cyber Crime". 200 students and faculty members attended the program.
- A lecture cum workshop on 'Financial-Literacy' was organized on 30 November 2017. Cashless transaction was the main theme of the workshop. 131 students and staff members attended the program.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	-
ii) Campus Infrastructure and facilities	48,00,000/-
iii) Equipments	-
iv) Others	14,660/-
<b>Total:</b>	<b>48,14,660/-</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The prospectus is now available online on college website for the students, it has all the information regarding, NCC, NSS, Red Cross, Library etc. and also all the schemes providing financial assistance in the form of scholarships to the students from economically and socially weaker sections by the state government.
- Students are also informed about career prospects through career counselling cell, apart from academic development of the students the college also encourages students to participate in academic and literary activities, sports and cultural activities. Student clubs under the supervision of a professor are formed where in students participate in various activities.

#### 5.2 Efforts made by the institution for tracking the progression

- The Monthly performance reports of the teachers reveal the completion of the syllabus according to the teaching planners and also the progress made by the students. The College conducts two CCEs, quarterly and half yearly exams for continuous evaluation. The department head and the Principal also inspect the planners. Records are also maintained by every department regarding ex students, the committee in charge keeps record of the participants and award winners, which is quarterly conveyed to the IQAC cell.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil
5679	1979	50	-

#### (b) No. of students outside the state

Less than 1%
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#### (c) No. of international students

-
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Men	No	%
	5648	73.8

Women	No	%
	2010	26.2

Last Year (2016-2017)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1497	1433	1640	2266	80	6836	1567	1724	1676	2691	77	7658

\* Total = only UG and PG students excluding Ph.D. students and including physically challenged and minority students.

Demand ratio 1.25:1

Dropout - 24 % (approx)

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Conducted Remedial classes and Entry into Services

No. of students beneficiaries 

-
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### 5.5 No. of students qualified in these examinations

NET	06	SET/SLET	05	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	27	UPSC	04	Others	03

### 5.6 Details of student counselling and career guidance

Lectures organized by Swami Vivekananda Career Guidance Cell

- On Stock Market
- On Career and Management
- On Career opportunities in finance sector
- On how to prepare yourself for employment
- On how to make career in fashion industry
- On Self Employment in beauty industry
- On how to make resume
- On how to attract customers
- On gate way to Army Navy and Air force
- On Career in Digital Marketing.
- On Attitude Building and personal grooming
- On Career in digital world organized.
- On Employment opportunities in GST
- Workshop on Vedic Maths

**Career fair** was held in the campus for 2 days on 23rd & 24th Feb. 2018. 322 Students were registered and 14 students placed.

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	356	14	110

### 5.8 Details of gender sensitization programmes

- Mr. Varun Kapoor (IPS) Director PRTS Indore was invited to the college for a workshop on Cyber Crime organized on 13.01.2018. The PRTS Indore has developed an extensive awareness and public outreach program to make all sections of society computer security aware and alert. The students were made aware of cyber offences and alerted from becoming victims. This entire drive is formulated, conceived, developed and executed by Mr. Varun Kapoor. This workshop was a joint endeavour of Internet Awareness Club and Women Empowerment Cell.



- Ms. Jyoti and Ms. Swati from NGO 'Jwala' trained the girl's students on self protection from 22.10.2017 to 29.10.2017.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

**Sports:** State/ University level  National level  International level

**Cultural:** State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount in Rupees
Financial support from institution	7604  01 (Claimant of 2015-16)	1,25,170/- (Premium Student Insurance) One claim of Rs. 50,000/- for the year 2015-16 received in 2017-18
Financial support from government	4450	3,36,08,043/-
Financial support from other sources	15	4617000 (UGC scholarships)
Number of students who received National recognitions	01	-

The amount of Post metric Scholarship and Central sector scholarship is directly sent to the account of the applicant the funding amount is not with the college. 99 such forms were forwarded from the college.

### 5.11 Student organised / initiatives.

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

### 5.12 No. of social initiatives undertaken by the students

Student organised/initiatives include Street Plays, Yoga Day, Vivekananda Jayanti, Surya Namashkar Diwas, participation of students in publication of college magazine, participation of students in Save Girl Child, Awareness programmes on Illiteracy, Drug and Alcohol Abuse, Cleanliness drive at college level.

### 5.13 Major grievances of students (if any) redressed - 56

## **Criterion – VI**

### **6. Governance, Leadership and Management**

#### **6.1 State the Vision and Mission of the institution**

- **The Vision:** ‘Nothing is more Sacred than Knowledge’ has been the vision of the College. It keeps up with the motto by trying to make life of the students more meaningful by organizing and motivating students to participate in lectures by experts, workshops, sports, cultural and literary activities.
- **Mission:** To strive and help students attain right knowledge, strive for excellence and promote feeling of harmony and unity. To help students become more employable and develop value based leadership qualities thus contributing to the progress of the nation as a whole.

#### **6.2 Does the Institution have a Management Information System?**

Being a State Government institute managed by Department of Higher Education, Bhopal. The Department regularly updates its website with essential information regarding government’s plans and orders to ensure quality in Higher Education across the state. The College abides by the same and implements it accordingly. The responsibility for both the academic and administrative functioning of the College lies with the Principal, all the necessary information from the Department of Higher Education is circulated and conveyed through printed notices to the concerned committee/teacher and activities are organized and plans made and executed accordingly. Facilities such as E-mail, Short Message Service (sms), staff whatsapp group, College website make it possible to convey urgent information to teachers and students. Automation of student data profile is also in progress.

#### **6.3 Quality improvement strategies adopted by the institution for each of the following:**

##### **6.3.1 Curriculum Development**

The curriculum of the UG classes is prepared by the CBS, Department of Higher Education, M.P. and PG by BOS of Devi Ahilya Vishwavidyalaya, Indore. The faculty who are the members/chairperson of CBS and BOS participate during the respective meetings and contribute to the development and modification of the syllabus and curriculum. Presently there are 20 professors as BOS members or chairperson, 4 professors members of BOE (Board of Examination) and 1 professor is member of Central Board of Studies, Bhopal. There are professors who update courses for PhD course work of the University and are also members of Research Advisory Committee.

##### **6.3.2 Teaching and Learning**

- The admissions of students are strictly based on the rules and regulations set by the department of Higher Education, Government of MP. The admission process is online for the first year of UG and first semester of PG.
- Students' are encouraged to participate in academic activities like class seminars, group presentations, field works, study tours, project work, publishing, entrepreneurial training and sports and cultural activities. There was an enthusiastic participation of students in the annual function held for two days in the College.
- The College library has sufficient books, journals, periodicals and newspapers, to achieve qualitative improvement in teaching learning process. INFLIBNET books and journals are available for students.
- The College ensures the expertise of staff and permits them to attend seminars, workshops, faculty development programme, departments conduct extension lectures, workshops etc.
- The academic progress of the students is monitored through Continuous Internal assessment .Extra classes are arranged for slow learners and weak students. Subject experts are invited and lectures are arranged for the benefit of the students.

### **6.3.3 Examination and Evaluation**

- The college conducts semester and annual examinations as per the schedule given by the University. Necessary steps are taken for fair examinations. The college teachers evaluate the scripts, conduct viva-voce, and evaluate projects.
- The college conducts tests for comprehensive continuous evaluation; the mode of evaluation varies from written tests to oral tests.
- Apart from this our teachers are also involved in conducting various competitive examinations. The college is also one of the major centres for competitive exams.

### **6.3.4 Research and Development**

- The College is a rich recognized research centre approved by the affiliating university. 30 teachers are engaged in active research work. 144 students enrolled for Ph.D.
- The faculties are free and are encouraged to apply for various schemes under UGC or other research bodies.
- The college makes available a good number of journals and related materials in the library. The college campus is Wi-Fi enabled.
- The college also encourages the faculties to participate in various seminars/conferences/workshops. Two institutional level, one national workshops and one national seminar were organized by the college this year.

### **6.3.5 Library, ICT and physical infrastructure / instrumentation**

- E-Library has been setup in the library for the students of the college to access e-resources through N-List and National Digital Library of India.

### 6.3.6 Human Resource Management

- The College encourages the faculties to pursue research works that help them to update and maintain a leading edge in their respective fields.
- Journals, daily newspapers, magazines are subscribed to help the staff. E-resources are made available through N-List and National Digital Library of India for students and the faculty.
- The college organises workshop/seminars/special lectures for quality improvement of the faculty and the students.
- Various problems of the staff are discussed and addressed in the staff council meetings. The staff is free to avail all the M.P. Government welfare schemes for government employees.

### 6.3.7 Faculty and Staff recruitment

- As per MP Government rules.

### 6.3.8 Industry Interaction / Collaboration

Presently we do not have any collaboration with any industry.

### 6.3.9 Admission of Students

The College is a government institute and hence all the admissions are made as per the rules of the Department of Higher Education, Government of M.P. Online admission procedure is followed for first year UG and PG students.

### 6.4 Welfare schemes for

Teaching	The policies adopted are according to the Department of Higher Education, Government of MP for faculty welfare includes - monetary and career advancement benefits for those with higher qualifications such as M.Phil. and Ph.D. as well as opportunities for those who wish to improve their qualifications. There are also government schemes in place to provide loans for those who wish to buy/construct house, vehicle, also for marriage and education of children. The College provides accommodation facility; there are six quarters for the teachers in the campus and one bungalow for the Principal.
Non teaching	
Students	State Govt. Schemes - Gaon Ki Beti, Pratibha Kiran Yojna, Vikramaditya Yojna, Aawagaman Yojna, Jeevan Nirwah and Parivahan Bhatta Yojna, Handicaped Students Helping Fund, Students Accident Insurance Scheme

### 6.5 Total corpus fund generated - None

6.6 Whether annual financial audit has been done  Yes  No

### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Principal and Committees
Administrative	No	No	Yes	Committees Formed by the Principal

### 6.8. Does the University/ Autonomous College declare results within 30 days?

For UG Programmes - No

For PG Programmes - No

**6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?**

NA

**6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?**

**6.11 Activities and support from the Alumni Association**

Lectures given on various topics to college students.

**6.12 Activities and support from the Parent – Teacher Association**

**6.13 Development programmes for support staff**

Training on 'Use of Internet' to class four employees.

**6.14 Initiatives taken by the institution to make the campus eco-friendly**

Sapling plantation under initiative of M.P. Government, restriction on use of plastic, use of separate trash bins to keep biodegradable and non-biodegradable waste are the measures taken to keep the campus green and eco-friendly. In order to spread awareness about bad effects of smoking and tobacco and to encourage people to quit smoking slogans have been put up in the campus. The students who regularly use bicycles were honoured with the title 'Paryavaran Mitra' by our PPC President and given certificate of appreciation. Students of Department of Hindi developed a green corner as a part of their project.

## **Criterion – VII**

### **7. Innovations and Best Practices**

**7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

Partial automation of students profile, maintenance of database in progress.

**7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

- Department of Hindi organised one National workshop and one National Seminar was organised jointly by department of Hindi and Management.
- Organized 2 College level workshops by department of Hindi, History, Sociology, Computer Department and Women Empowerment Cell
- English Language improvement Classes through English Language Lab.
- Basic Pranayam practice by Yoga department students to other students of the college daily before classes.
- Development of gardens and parking area.
- Infrastructural renovation.

**7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)**

- Guest lectures and workshops conducted by the departments regularly.
- English Language Lab conducted English Language Improvement classes for students.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

**7.4 Contribution to environmental awareness / protection**

Regular sapling plantation in campus area. The students who regularly use bicycles were honoured with the title 'Paryavaran Mitra' by our PPC President and given certificate of appreciation. Students of Department of Hindi developed a green corner as a part of their project.

**7.5 Whether environmental audit was conducted? No**

**7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

## 8. Plans of institution for next year

- Full automation of student database, online internal examination and feedback of students proposed.
- To strengthen research by organizing seminars and workshops.
- To focus on the overall development of students through academic, extension and extra-curricular activities.
- Improve sports facilities.
- To stress more on ICT based teachings and have classes with projectors installed.
- To update computer labs.
- More efforts required to work upon weaker students, so conduct more remedial classes.
- Construction of ramp to the first floor and toilets for differently abled .
- One more new two wheeler covered parking.
- Renovation of fee counters, enquiry room.
- Try for more and better placements.
- Strengthen alumni involvement in College activities.
- Renovation of library rooms.
- Construction of an auditorium.

Name: Dr. Jyoti Taneja

Signature of the Coordinator, IQAC

Name: Dr. Vandana Agnihotri

Signature of the Chairperson, IQAC

**Principal**  
Shri Atal Bihari Vajpai  
Govt. Arts & Comm. College  
INDORE (M.P.)





अकादमिक कैलेंडर सत्र 2017-18  
(सेमेस्टर कक्षाओं के लिए प्रभावशील)

**Annexure i**

अकादमिक कार्य	तृतीय/पंचम सेमेस्टर	चतुर्थ/षष्ठ सेमेस्टर
आरंभिक कक्षाएं/शून्य कक्षाएं/स्वाट विश्लेषण	01 जुलाई से 08 जुलाई 2017 (07 कार्य दिवस)	26 दिसम्बर 2017 (01 कार्य दिवस)
शैक्षणिक एवं सतत् समग्र मूल्यांकन कार्य	10 जुलाई से 02 नवम्बर, 2017 (93 कार्य दिवस)	27 दिसम्बर 2017 से 18 अप्रैल 2018 (92 कार्य दिवस)
सी.सी. ई. कार्य	सितम्बर तृतीय सप्ताह	मार्च द्वितीय सप्ताह
प्रायोगिक परीक्षाएँ (स्नातक एवं स्नातकोत्तर कक्षाएँ)	23 अक्टूबर से 09 नवम्बर 2017 के मध्य	02 अप्रैल से 18 अप्रैल 2018 के मध्य
परीक्षा पूर्व तैयारी अवकाश	02 नवम्बर से 09 नवम्बर 2017 (कुल 07 कार्य दिवस)	19 अप्रैल से 21 अप्रैल 2018 (कुल 03 दिवस)
सेमेस्टर एवं एटीकेटी परीक्षा	10 नवम्बर से 14 दिसम्बर 2017	23 अप्रैल से 26 मई 2018
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2017 तक	15 जून 2018 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	15 दिसम्बर से 23 दिसम्बर 2017 (09 दिवस)	28 मई से 30 जून 2018 (34 दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए	15 दिसम्बर से 23 दिसम्बर 2017 (09 दिवस)	28 मई से 15 जून 2018 (19 दिवस)

- छात्रसंघ गठन : अगस्त/सितम्बर 2017
- खेलकूद/युवा उत्सव/अन्य गतिविधियाँ (एक सप्ताह) : माह अक्टूबर 2017
- दीपावली अवकाश : 17 अक्टूबर से 21 अक्टूबर 2017 तक
- वार्षिकोत्सव/पुरस्कार वितरण, वार्षिक पत्रिका का प्रकाशन एवं विमोचन : फरवरी द्वितीय सप्ताह 2018 तक (अधिकतम 4 दिवस)

तृतीय/पंचम सेमेस्टर – कार्य दिवसों की गणना सत्र 2017-18

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जुलाई 2017	31	5 रविवार	26
2	अगस्त 2017	31	4 रविवार + 2 अवकाश	25
3	सितम्बर 2017	30	4 रविवार + 2 अवकाश	24
4	अक्टूबर 2017	31	5 रविवार + 3 अवकाश	23
5	नवम्बर 2017	30	4 रविवार + 1 अवकाश	25
6	दिसम्बर 2017	31	5 रविवार + 2 अवकाश	24
	कुल दिवस	184	184-37	147

चतुर्थ/षष्ठम सेमेस्टर – कार्य दिवसों की गणना सत्र 2017-18

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जनवरी 2018	31	4 रविवार + 1 अवकाश	26
2	फरवरी 2018	28	4 रविवार + 2 अवकाश	22
3	मार्च 2018	31	4 रविवार + 2 अवकाश	25
4	अप्रैल 2018	30	5 रविवार + 4 अवकाश	21
5	मई 2018	31	4 रविवार + 1 अवकाश	26
6	जून 2018	30	4 रविवार + 1 अवकाश	25
	कुल दिवस	181	181-36	145





श्री अटल बिहारी वाजपेयी  
शासकीय कला एवं वाणिज्य महाविद्यालय, इन्दौर (म.प्र.)  
(नैक द्वारा "ए" ग्रेड प्राप्त)



ए.बी. रोड़, भंवरकुँआ चौराहा, इन्दौर (म.प्र.) 452017 फोन/फेक्स : 0731-2460579  
Website : www.gaccindore.org, E-mail : principalgaccindore@rediffmail.com

Annexure ii

स्टूडेंट फीडबैक फार्म की संक्षिप्ती

कक्षा: समस्त स्नातक एवं स्नातकोत्तर

शिक्षण सत्र : 2017-18

भर कर लौटाए गए ऐच्छिक फीडबैक फार्म की संख्या : 395

क्र.	विवरण	प्रतिशत
(अ)	पाठ्यक्रम से संबंधित	
1	पाठ्यक्रम की पूर्णता	57%
2	पाठ्यक्रम के अतिरिक्त चर्चा	54%
3	शिक्षक की प्रभावकता	64%
(i)	विषय का ज्ञान	80%
(ii)	संप्रेषण कौशल (समझाने का तरीका)	70%
(iii)	अन्य सहायक शिक्षण सामग्री का उपयोग	50%
(iv)	सामान्य कक्षाओं के बाद उपलब्धता एवं व्यक्तिगत समस्याओं के समाधान में सहयोग	80%
(v)	पाठ्यक्रम को पूर्ण करने की गति	55%
(vi)	शिक्षक का आप कैसा मूल्यांकन करेंगे	85%

विद्यार्थियों के फीडबैक फार्म से निम्न बातें सामने आयी -

विद्यार्थियों को फीड बैक फार्म में पाठ्यक्रम से संबंधित प्रश्न, शिक्षक के विषय ज्ञान, सम्प्रेषण कौशल तथा अध्यापन शैली से संबंधित तथा ग्रन्थालय एवं सहपाठ्यक्रम गतिविधियों की सुविधा हेतु सुझाव मांगे गये थे। प्राप्त फीडबैक फार्म के अध्ययन से ज्ञात हुआ कि

01. अधिकांश शिक्षकों का मूल्यांकन उत्तम श्रेणी का प्रदान किया गया एवं कुछ कुछ शिक्षकों को अच्छा और बहुत अच्छा श्रेणी में रखा गया।
02. पाठ्यक्रम से संबंधित अनिवार्य विषय पर और अधिक ध्यान देने की आवश्यकता पर जोर दिया गया है।
03. विद्यार्थियों ने विशेष रूप से हिन्दी भाषा, उद्यमिता, पर्यावरण विषय के अध्ययन का मूल्यांकन अन्य विषयों के तुलना में कम आंका है। उद्यमिता की कुछ कक्षाएँ अतिथि विद्वानों द्वारा भी ली जाती है। अतः आधार पाठ्यक्रमों से संबंधित विषयों के अध्यापन कक्षाओं की नियमितता पर विशेष ध्यान देने की आवश्यकता है।
04. अध्यापन शैली तथा संप्रेषण कौशल अध्यापकों का बहुत अच्छा रहा है।
05. सहायक शिक्षण सामग्री के उपयोग पर अधिक ध्यान देने की आवश्यकता है।
06. ग्रंथालय सुविधा के सुधार पर और कार्य करने की आवश्यकता है।
07. नये स्मार्ट क्लास रूम की आवश्यकता है ताकि विद्यार्थी नवीन तकनिकों का लाभ प्राप्त कर सकें।
08. सुझाव से कुछ छात्रों ने प्रतियोगी परीक्षा के तैयारी हेतु मार्गदर्शन प्राप्त करने हेतु प्रतियोगिता प्रकोष्ठ की इच्छा जाहिर की है।

डॉ. ज्योति तनेजा (प्रभारी)

डॉ. अमर वतनानी (सदस्य)

डॉ. प्रकाश गर्ग (सदस्य)

प्राचार्य  
श्री अटल बिहारी वाजपेयी  
शासकीय कला एवं वाणिज्य महाविद्यालय  
इन्दौर (म.प्र.)

## Best Practices 1

1. **Title of the Practice:** Guest lectures, workshops and trainings organized for students and staff.
2. **Goal:** The aim was help youth update themselves according to the fast changing scenario in the job market and for the teachers to equip themselves them with better ways of teaching.
3. **The Context:** To provide an opportunity enable our students and teachers to work as a team and enhance knowledge through exposure to various scholars who came as subject experts and help teachers to interact with other college faculty and refresh and update themselves.
4. **The Practice:** Visual teachings through power-point presentations were used. Group Assignments were given to students. Workshops and lectures were organized on Importance of language, communication skills, translations, Cyber Crime, Financial Literacy, health and hygiene and career counselling based lectures. Subject experts were invited by departments for special lectures. Training in Yoga and basics of Computers was given to teaching, non-teaching staff and students
5. **Evidence of Success:** Students have shown keen interest in all the activities which has made them more confident.
6. **Problems Encountered and Resources Required:** Availability of time and fund.

## Best Practice 2

1. **Title of the Practice:** English Language Improvement classes
2. **Goal:** The aim was help was to prepare students for effective communication in English for their personal and professional growth.
3. **The Context:** Madhya Pradesh being a Hindi speaking state, the students find it very difficult to communicate in English despite studying the same in school for twelve years.
4. **The Practice:** Words Worth, the software is a combination ILT (Instructor Led Training) and CBT (Computer Based Training). In terms of Course Content, there are three levels of Courseware, Prep I, Prep II and Prep III. In each Prep, there are 24, 39 and 25 session (lessons) in all the three Preps respectively. This part also includes 'Public Speaking', 'Role Play', 'Skit/Act', 'One-to-One Conversation from the Front', 'One-to-All Conversation' and so on. More focus is given on the voice intonation, pronunciation, building confidence and hand movements while speaking. The software Words Worth focuses on all four skills of language learning LSWR skills i.e. Listening, Speaking like group discussion, creative writing, extempore, personal interview, PPT for Phonetics, Dramas etc. are also performed in the Language Lab.
5. **Evidence of Success:** The enrolment has witnessed an unprecedented acceleration in 2017-18 and resultantly the number of the student enrolment has gone up by 394 from 49 in 2015-16 and 84 in 2016-17 respectively. In 2017-18, 41 students completed the level/Prep I, 02 students completed the level/Prep II and 02 students completed the level/Prep III.
6. **Problems Encountered and Resources Required:** Availability of time.

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