SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SHRI ATAL BIHARI VAJPAYEE GOVERNMENT ARTS AND COMMERCE COLLEGE

A.B. ROAD, NEAR BHANWARKUAN SQUARE
452017
www.gaccindore.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Shri Atal Bihari Vajpayee Arts and Commerce College had been a part of a college of national repute, the Holkar College, Indore. Holkar College was established in the year 1891 and Science, Arts, Commerce and Law faculties were conducted in the same college. As the number of students increased every year a new building was planned. The foundation stone of this College was laid down by Pandit Jawahar Lal Nehru, the then Prime Minister of India, on November 3rd, 1958. The new building was inaugurated by Dr. Saravapalli Radhakrishnan on December 27th,1961. Since then the college began its journey with faculties of Arts, Commerce and Law and is continuously on a dynamic path of progress. It is affiliated to Devi Ahilya Viswavidyalaya, Indore. Today it is one of the largest co-ed college of the State of Madhya Pradesh. It is situated prominently on main NH-3 (A.B.Road), has a huge campus sprawling over an area of 52 acres with constructed area of 12610 sq.mts. Indore has been, other than just being a business city an educational hub also. It is the only city in Madhya Pradesh having Institutes of national repute like IIT, IIM, Symbiosis and NMIMS. The College attracts students from not only all parts of MP, but also from other states of the country.The College has been endeavoring to cater to the needs of higher/advanced academic knowledge with 44 programs in Arts, Commerce, Yoga, Journalism, Management, and Computer etc in Indore region. The College has 11 departments as authorized research centers. For the sake of numbers this translates to 53 teachers with Ph.D. as their highest qualification and 31 research guides. It is the first of its kind Government College in Madhya Pradesh to air 'GACCABC NEWS' from its own studio in the campus. The campus is a confluence of teachers with variety of skills and experiences in diverse fields offering students not only an abundant academic wealth but also moral and ethical values.

Vision

The College abides by the motto, **'Na hi jnanena sadrsam pavitram iha vidyate' in its vision i.e. 'In this world, there is nothing as sublime and pure as knowledge'.** It endeavors to be a respected and, a sought after Educational Institute engaged in transforming lives through comprehensive education by upholding the values of secularism, national integration and social commitment.

The College aims to mould the student community into better individuals, and guide them to contribute constructively towards national goals by upholding the values of secularism, national integration and social commitment. The College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence.

Mission

We hope to translate our vision into a concrete reality with an aim to contributing to work towards the all-round development of the personality of the students and equip them with knowledge and skills to face the challenges of the life boldly. We aim at inculcating core human values to the learners and instill in the minds of the students the ethical values of our rich cultural tradition and to contribute to the transformation of prevailing social conditions so that values enshrined in the constitution of India- social justice, equality of opportunity, democratic freedom to all, tolerance and respect to all religions may be brought closer to realization.

- Our mission statement gives assurance that no social, economic or racial constraint can obstruct education of the desirous students
- To facilitate meaningful education to socially and economically backward classes by taking in hand the social needs, access, equity, and quality.
- Strive to materialize our vision by focusing on the all-round development of the students' personality through proper education and exposure.
- Inculcate core human values to the learners and instill in the minds of the students the ethical values of our rich cultural tradition.
- Contribute to the transformation of prevailing social conditions so that values enshrined in the constitution of India- social justice, equality of opportunity, democratic freedom to all, tolerance and respect to all religions may be brought closer to realization.
- Organize various academic and co-curricular activities in the college to develop leadership qualities, team spirit, communication skills and mutual responsibility.
- Promote attitude of research and examination among the youths to developing an intellectual society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Well connected, convenient location of the College on main (NH3) AB Road.
- Separate four wheeler and two wheeler parking facility for students and teachers.
- Well lit and ventilated 48 classrooms.
- Secured, walled campus with CCTV survellience and security guards.
- Department of Psychology runs a Psychological Counseling Centre which is open for students for any academic or personal problem.
- Department of Yoga is running a Yoga Health Counseling Centre, students and staff is given free consultancy. In near future we plan to open it for public.
- RO fresh, clean and cool drinking water supply available in all the blocks of the College.
- 6 inverters as power back- up available in all the important places.
- Rain water harvesting system installed.
- A big playground for sports activities with two open podiums
- Separate Washrooms, ramp, wheelchairs available for the differently abled.
- 'Drishti Club to assist visually impaired students.
- Accidental group insurance scheme for every student.
- Experienced, highly qualified, competent and dedicated teachers.
- The Institute is an approved research centre in 11 programs. At present there are 31 research guides.
- Examination centre for university exams and major competitive offline exams.
- Today we have three Computer Labs, one English language lab, one e-library with 123 computers available for students.
- Two seminar halls and one conference room with audio visual facilities.
- The College publishes a Quarterly research E-Journal with E-ISSN number 2454-2717.
- The College has a small E-Library and is a subscriber to INFLIBNET N-List, and other e-resources.
- The only government college to air 'GACCABC NEWS' from its own audio visual sound proof studio in the college.
- Active 3 NCC and 3 NSS units.

- Separate girls common room with sanitary pads vending machine.
- Online Admission to ensure transparency in the admission process as per government norms started a few years back, this session the College also started online renewal of admission for rest of the students.
- Feedback from students to help improve teaching and learning and suggestions from all faculty members regarding syllabus revision, enhancing academic and non-academic performance of the College.
- Regularly updated website.
- Online feedback and Internal Examination introduced in the session 2018-19.

Institutional Weakness

- The College has insufficient space in terms of classrooms, laboratories, and library reading rooms and hence suffers from a severe space crunch as the number of students has doubled in the last few years. For this reason the college has already applied to the government for expansion of constructed area.
- Requirement of separate ICT enabled classrooms.
- Deficient permanent administrative staff, due to posts lying vacant.
- Limitation in placements, job opportunities and Industry based consultancy.
- Alumni still going weak in terms of ratio compared to the number of years of establishment of the College.
- Post of librarian lying vacant, due to which automation and updation is pending.
- Library college reading rooms and suffers from a severe space crunch, as the number of students are increasing day by day.

Institutional Opportunity

- College is selected under RUSA component for financial assistance, and also the IDP has been sent to the government to get assistance under MP HEQIP to be funded from World Bank project.
- Community services extended through NSS/NCC/ Social Work.
- Inclusion of Value Education in the curriculum along with General Hindi Language.
- Flexible tactics which help in transforming number of students' quality.
- Providing opportunities to the students and staff members to interact with subject experts in various developmental programmes, seminars, workshops organized by the Institution
- Career Guidance Cell provides more placement opportunities to students through various activities and Career Fair.
- Job oriented courses, with a recent inclusion of MBA.

Institutional Challenge

- Constant repair and maintenance of the infrastructural facilities and the building as a whole is one of the greatest challenges,as it is an old building.The college is dependent on financial support from the government which is available only at specified intervals and PWD for the work to be done in time.
- The student- computer ratio is inadequate and many more computers need to be provided to the students. This is not always possible due to improper infrastructural facilities.
- The library need to be expanded and digitized for its smooth functioning and reading rooms need to be expanded and repaired. A separate Staff reading room is required. The college is challenged by lack of

infrastructure and adequate space for its expansion

- Unable to organize more faculty training programs to empower and enable the use of various innovative tools and technology for improved teaching and learning due to shortage of time.
- Collaboration with other institutes is needed for upliftment of the educational standards

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College is a State Government affiliated Higher Education Institute and hence is not involved in designing the curriculum directly. However the faculties are chairperson, members of BOS, CBS and various other academic councils not only in the affiliating University or Department of Higher Education, but also, for other universities or autonomous colleges. Last five years we have had 28 faculty members representing the college in various capacities. The curriculum has always incorporated cross-cutting issues of human values, gender, environment and sustainability in the core courses in the various UG and PG programmes. Outreach programs for the community has enabled these issues to be richly transacted in various curricular and co-curricular activities. The college conducts value added courses and organizes short-term add-on programs for self development and professional skill enhancement of students. MBA was introduced in 2016 abiding to the recommendations made by the NAAC peer team in 2014. Students are encouraged to take up internships in schools, industries, hospitals etc. Field visits, industry visits, study tours are organized by the Institute. Awareness programmes on literacy, alcohol and drug addiction, voter awareness, health and hygiene etc have been organized by various committees.Career Guidance Cell arranges trainings/ workshops on Communication Skills/ Personality development, seminars, workshops , extension lectures are organized by departments and subject experts as resource persons are invited.The faculty serves on a range of eminent bodies and remains abreast with changing academic scenario, industry and larger socio-economic environment.

The College is an affiliated college, and so it does not have direct role in preparing the curriculum. However, feedback on curriculum from student-teacher interactions, output from seminars, workshops or advices from academic peers are recorded and the suggestions are carried by the faculty engaged as subject experts in preparing syllabi of various subjects as members of Board of Studies, DAVV, Indore or Central Board of Studies, Department of Higher Education, Bhopal. Feedback collection from students and teachers and analysis has been a regular practice in the College by the IQAC. The feedback and its analysis is discussed with the students, in the staff meeting and measures are taken for redressal.

Teaching-learning and Evaluation

The College caters to students from different backgrounds enriching the geographical, socio-economic and cultural diversity within the Institution. First year students are familiarised with the program outcomes, mode of internal assessment as well as college facilities in the beginning of the session, zero classes have also been organized for the purpose. Students are encouraged to think critically, be innovative and creative in tackling assignments, projects and other tasks assigned to them.

A repertoire of instructional methods and active learning approaches are used to foster constructive participation. Extension activities, internships, and trainings ensure experiential learning for students. MLab is an innovative concept developed by the department of management.The college library is well equipped with books, journals and e-resources necessary for teaching, learning and research. The College houses a highly

qualified faculty, who serve on various academic and administrative bodies of the University. For effective teaching – learning process, variety of efforts are taken e.g. the faculty uses films and videos, power-point presentations, lectures recorded in our own studio are available on our website, various seminars, group discussions and organization of study tours. Our English Language Lab runs classes for students. Remedial classes, tutorials, bridge classes are conducted. Teachers continuoulsly encourage weak students to open up with their problems, which are discussed on one to one basis.Extra classes are taken to repeat the difficult topics of their syllabus and study material is provided by teachers for better understanding of the subject. The advanced learners are also encouraged to acquire new and advanced information through books and the internet to bring out their full potential, they are encouraged to attend/participate in workshops/ seminars.

The creative abilities of students are given vent through e- newsletters, departmental publications, and college magazine, Peer teaching and group presentations are encouraged by teachers. Such students are given a chance to handle group discussion, class seminars. Continuous Internal Evaluation is done periodically and transparency and fairness of evaluation system is ensured .

We have had 139 students students securing the first ten positions in the University merit list out of which 20 students bagged gold medals across all programs.

Research, Innovations and Extension

The institution is a recognized research center of the affiliating University, i.e. Devi Ahilya Vishwavidyalaya, Indore. The research work, Ph. D. Programs and UGC or any other agency funded projects, are undertaken by Humanities (Arts and Social Sciences) and Commerce in eleven departments in the institution. The College has 31 research guides. Focus on research and extension is an indispensable part of UG and PG curriculum. Every year approximately 30 PhDs are awarded by the faculty . Presently we have 144 students registered for Ph D under our research guides. To ensure rigour and ethics in research, the college has a duly constituted Research Committee. The College publishes its own e- research journal GACC JOURNAL with E-ISSN : 2454-2717. The faculty and students are motivated to attend seminars, workshops, publish papers, write books. More than 300 papers have been published by the faculty in the last five years, a few faculty members are in the editorial board of Research journals. The faculty is invited as key note speakers, resource persons, are members of University Research Development Committee, are involved in evaluation and policy formulation process. To meet the emerging academic and research needs, faculty enrichment programmes, seminars, symposiums, special lectures and workshops are regularly organized. In the last five years more than 200 Extension activities for community development include Gender, Nutrition and Public health, Children with special needs, Education, Environment and other development concerns have been conducted. Our NSS, NCC and Social work department is quite active and have plenty of work done. Our students have participated in National Youth Parliament, acquired positions in camps, as best cadets, in NSS yoga camps, the longest 'Tiranga' was another feather to the cap which brought us an award in 'The World Records'. Our teachers have received Best Research Paper awards, one of our faculty members Dr. Kala Joshi carried out her work with HRD, Delhi. She was also awarded DLitt in 2017-18. We have 53 teachers at present with PhD as their highest qualification out of 63 permanent teachers.

Infrastructure and Learning Resources

Our Institute has total 52 acres enclosed campus area with built up area of 12610 sq.mts. During the last five years, there has been a constant growth in the infrastructure and today we have six blocks for classes and other

activities, separate covered parking areas for two wheelers and four wheelers, play grounds for various sports activities. Expansion and upgradation of infrastructure is the responsibility of Building and Maintenance Committee.The committee takes need-based and studentcentric decisions to support inclusive infrastructure -, ramps, specially designed toilets, barrier-free movement of wheelchair users .One separate girls common room with two sanitary pads vending machines installed and washrooms. Pure drinking water is available in all the buildings.

Our Hindi department took the initiative of opening a 'Drishti Club' for the visually impaired students in the year 2017-18 with the aim of helping these students. The College also has a Psychological Counseling Centre, a Yogic Health Counseling Centre.

We also have well manicured green garden with a wide variety of flora and diverse species of fruit bearing,ornamental and trees and shrubs of medicinal value a 'Green -Literary Corner' developed by Department of Hindi. The campus has pavements and cemented chairs, covered counter windows, trash bins, compost pit.

The College has 6 ICT enabled classrooms/seminar halls , 3 handy projectors.The college has its own media center which airs news and lectures by proffessors are recorded and put on the website for students. Six new classrooms are under construction. We have lately added two smart classrooms to our ICT facilities. In all we have 158 computers out of which 123 are for student use, we have Internet browsing services ,and open wi fi zone.

The main College library is housed in 14, 000 sq.ft.area with seating capacity of 100 students. It has a small e-library with 15 computers and reprographic facility. E-resources are available for students and staff. There are more than 2 lac printed books. The library is partially automated, the college is using SOUL software.**We also have a big collection of rare books, separate thesis section, reference books section. Department of Management has a separate library in B Block.

Student Support and Progression

The College is committed to excellence in all spheres, the prime concern of the College is to impart hoolistic education to the students coming from all the sections of the society equally. Therefore, every student who joins the college is extended academic, psychological, professional and financial assistance to make their stay in the college an enriching experience. We provide sports-kits to the sports–students. We have provided ramps, wheelchairs, washrooms and scribes for the differently abled students.

3 units of NSS and 3 units of NCC ,sports activities, co-curricular activities are a vital part of student life in the college.The students explore their talents and interests through creative and meaningful opportunities by participating in various activities of the College through clubs and committees, intra and inter college activities and publications in College Magazine, E-newsletter and a recent publication by Department of Hindi 'Anuprayas'

Students with financial constraints are offered a wide variety of support with scholarships and freeships, we also have Accidental Group Insurance Scheme for students to benefit the students at large in any casualty. The college attempts to provide access to all kinds of reinforcements that students would need to complete their education such as remedial classes, development of their soft skills, career counseling at various levels and prepare them for progression to higher studies and find suitable placements.

Various activities throughout year like Yoga, Courses on Tally, Digital Marketing, Basics of computers, Communicative English, Skill development training by PMKVY and NSDC, Self-defence training etc inspire them to become more active. The College has an Internal Grievance Cell, Women Sexual Harassment Cell, Discipline and Anti-ragging Committee.

The College has special concern for health and hygiene of students and staff. There is a First-Aid kit available in the sports department for emergency. Free Eye Check-up Camp, Health Check-up Camp, Health and hygiene check-up. Safe drinking water facility available in the college campus at different locations.

The College has a registered alumni association which contributes in different ways to their Alma Mater. Many of our students are well placed in government and private jobs, are entrepeneurs and in politics.

Governance, Leadership and Management

The College functions with a view to achieve the spirit of its mission i.e.to provide quality education and opportunities for the all-round development of the students and to ensure this the College has accrued the required infrastructural facilities and intellectual resources.For fulfillment of the college mission, the leadership strives to maintain an open and interactive environment. The Principal of the College has complete authority to govern the institution within the purview of the rules and regulations framed by the Government.The Coordinator of each Committee convenes committee meetings which are generally presided over by the Principal. The committees prepare action plans and carry out the activities with the approval of the Principal. The conveners of the different committees submit assessment reports of all the assigned activities at the end of the session. Teachers and members of Non-teaching Staff play an important role in the planning and implementation of activities in different areas of institutional functioning. The staff council meets regularly, and the Principal updates the faculty members on the policies and plans of the Government and the Department of Higher Education. The college has its own updated website. As it is a government college e-governance with the management ie the State government is operational in administration, finance, accounts, planning and development, student admission and even examination with the affiliating university. All the notices, orders of the government are circulated either through mail or are on the website. The College also circulates important informations on its website, accepts leave on mail, criculates examination duties through mail. Online admissions, registrations, online internal exams and feedback are now available on website, quick links for the University, library e-resources, are also available on the college website. All effective welfare facilities are available and appraisal system followed for all permanent staff. The college also organizes FDPs/workshops/trainings for the staff. The college conducts regular internal and external audit .College promotes a culture of participative management, in which faculty members, staff and students at all levels are encouraged to contribute their ideas and viewpoints on institutional goals, aims, and other decisions that may directly affect them.

Institutional Values and Best Practices

 The Institution is environment conscious and is committed to inculcate the same in its students. It is engaged in social and environmental issues . The institute takes pride in environment based activities to create consciousness among students and staff. Sapling plantation is a regular practice of the College. Plantations are taken up for carbon neutrality. Our students and staff are committed to keeping the campus clean and green.

Segregation of garbage, and collection of the garden waste in th compost pit for manure is also made out of unused pipes. We have a committee responsible for renovation and beautification of college lawn and campus. Preservation of greenery amidst the environment surrounding the college is ensured by the College. The College has rain water harvesting system, the collected water on the roof comes down through the pipes into the catchment areas which leads to a higher water level. The college adopts the policy of , Recycle, Repurpose and Reuse, old furniture has been repaired and reused. Iron angles and old tin shades have been used to cover counter windows. The College has well ventilated classes The College class rooms are well ventilated and lighted and need no artificial lighting. We have the culture of using energy in a thrifty manner that all the unnecessary connections are disconnected after the class hours. We are also replacing fused lighting fixtures with LED lights.

The yoga department runs Yogic health counseling center and department of Psychology runs Psychological Counseling centre for students and staff. The college has active NSS and NCC units makes students sensitive towards social and national issues, it helps them become disciplined, The students of Social work department are also responsibly engaged with people and communities, fulfilling its role in making knowledge and information accessible to people.

The college promotes gender equity and sensitivity, several activities are conducted for the promotion of national values. The college maintains transparency in its financial, academic, administrative and auxiliary functions. Regular classes run by English Language Lab has become one of our best practices,

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHRI ATAL BIHARI VAJPAYEE GOVERNMENT ARTS AND COMMERCE COLLEGE
Address	A.B. Road, Near Bhanwarkuan Square
City	Indore
State	Madhya Pradesh
Pin	452017
Website	www.gaccindore.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Vandana Agnihotri	0731-2460579	9893280908	-	principalgaccindore @rediffmail.com
IQAC / CIQA coordinator	Jyoti Taneja	-	9826113163	-	iqacgaccindore@gmail.com

Status of the Institution	
Institution Status	Government and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	25-12-1960

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Madhya Pradesh	Devi Ahilya Vishwavidyalaya	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-01-1961	[View Document](#)
12B of UGC	01-01-1961	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Instiution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	[View Document](#)	30-04-2016	12	Temporary

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	A.B. Road, Near Bhanwarkuan Square	Urban	52	12610

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)

Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce,	36	Higher Secondary	English,Hindi	60	32
UG	BCom,Commerce,Advertisement	36	Higher Secondary	English,Hindi	240	238
UG	BCom,Commerce,Computers	36	Higher Secondary	English,Hindi	60	30
UG	BCom,Commerce,Foreign Trade	36	Higher Secondary	English,Hindi	930	904
UG	BCom,Commerce,Office Management	36	Higher Secondary	English,Hindi	60	36
UG	BCom,Commerce,TAX	36	Higher Secondary	English,Hindi	150	123
UG	BA,Computer,	36	Higher Secondary	English,Hindi	30	8
UG	BJ,Journalism,	12	Graduation	English,Hindi	60	21
UG	BSW,Social Work,	36	Higher Secondary	English,Hindi	120	53
UG	BBA,Management,	36	Higher Secondary	English,Hindi	240	169
UG	BA,Arts,English Lit Hindi Lit Sanskrit History Pol. Sc. Economics Psychology Geography Sociology Philosophy	36	Higher Secondary	English,Hindi	770	754
PG	MCom,Com	24	Higher	English,Hindi	180	180

			Secondary	i		
PG	MA,English,	24	Graduation	English,Hindi	80	80
PG	MA,Hindi,	24	Graduation	English,Hindi	60	59
PG	MA,Sanskrit,	24	Graduation	English,Hindi	60	58
PG	MA,Economics,	24	Graduation	English,Hindi	60	59
PG	MA,Political Science,	24	Graduation	English,Hindi	120	120
PG	MA,History,	24	Graduation	English,Hindi	60	60
PG	MA,Philosophy,	24	Graduation	English,Hindi	60	60
PG	MA,Psychology,	24	Graduation	English,Hindi	25	18
PG	MA,Geography,	24	Graduation	English,Hindi	50	50
PG	MA,Sociology,	24	Graduation	English,Hindi	120	119
PG	MJ,Journalism,	12	Graduation	English,Hindi	60	20
PG	MSW,Social Work,	36	Graduation	English,Hindi	150	87
PG	MA,Public Administration,	24	Graduation	English,Hindi	30	30
PG	MA,Yoga,	24	Graduation	English,Hindi	100	100
PG	MBA,Management,	24	Graduation	English,Hindi	60	56
PG Diploma recognised by statutory authority including	PGDCA,Computer,	12	Graduation	English,Hindi	120	51

university						
Doctoral (Ph.D)	PhD or DPhil ,Commerce,	48	Post Graduation	English,Hindi	88	61
Doctoral (Ph.D)	PhD or DPhil,English,	48	Post Graduation	English,Hindi	16	9
Doctoral (Ph.D)	PhD or DPhil,Hindi,	48	Post Graduation	English,Hindi	32	11
Doctoral (Ph.D)	PhD or DPhil ,Sanskrit,	48	Post Graduation	English,Hindi	8	0
Doctoral (Ph.D)	PhD or DPhil ,Economics,	48	Post Graduation	English,Hindi	16	2
Doctoral (Ph.D)	PhD or DPhil,Political Science,	48	Post Graduation	English,Hindi	16	6
Doctoral (Ph.D)	PhD or DPhil,History,	48	Post Graduation	English,Hindi	8	3
Doctoral (Ph.D)	PhD or DPhil ,Philosophy,	48	Post Graduation	English,Hindi	8	5
Doctoral (Ph.D)	PhD or DPhil ,Psychology,	48	Post Graduation	English,Hindi	8	4
Doctoral (Ph.D)	PhD or DPhil ,Geography,	48	Post Graduation	English,Hindi	8	6
Doctoral (Ph.D)	PhD or DPhil ,Sociology,	48	Post Graduation	English,Hindi	40	32
Pre Doctoral (M.Phil)	MPhil,Commerce,	24	Post Graduation	English,Hindi	20	0
Pre Doctoral (M.Phil)	MPhil,English,	24	Post Graduation	English,Hindi	20	0
Pre Doctoral (M.Phil)	MPhil,Hindi,	24	Post Graduation	English,Hindi	20	0
Pre Doctoral (M.Phil)	MPhil,Sociology,	24	Post Graduation	English,Hindi	20	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	38				15				10			
Recruited	20	18	0	38	2	13	0	15	3	7	0	10
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				36			
Recruited	0	0	0	0	0	0	0	0	14	22	0	36
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				28
Recruited	27	1	0	28
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				34
Recruited	29	5	0	34
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				2
Recruited	2	0	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	1	0	0	0	0	1
Ph.D.	20	18	0	2	12	0	1	2	0	55
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	2	4	0	6
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	9	0	11
M.Phil.	0	0	0	0	0	0	7	4	0	11
PG	0	0	0	0	0	0	5	9	0	14
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	15	5	0	20

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	4389	10	0	0	4399
	Female	1273	7	0	0	1280
	Others	0	0	0	0	0
PG	Male	1199	4	0	0	1203
	Female	702	1	0	0	703
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	37	0	0	0	37
	Female	14	0	0	0	14
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	16	3	0	0	19
	Female	29	2	0	0	31
	Others	0	0	0	0	0
Diploma	Male	9	0	0	0	9
	Female	13	0	0	0	13
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	1290	1081	977	842
	Female	440	455	247	234
	Others	0	0	0	0
ST	Male	1270	1135	1191	1111
	Female	418	526	285	220
	Others	0	0	0	0
OBC	Male	2048	1737	1740	1405
	Female	655	572	449	325
	Others	0	0	0	0
General	Male	1059	1036	992	812
	Female	528	521	379	350
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		7708	7063	6260	5299

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 459

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

1.2

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
44	44	43	43	43

2 Students

2.1

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7658	6836	6260	5259	4975

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

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2057	1953	1938	1938	1938

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.3

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1979	1335	1154	713	1007

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

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
63	57	59	77	77

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

3.2

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
68	68	68	77	77

File Description	Document
Institutional data in prescribed format	[View Document](#)

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 51

4.2

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
140.56	103.00	67.77	418.60	80.94

4.3

Number of computers

Response: 98

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The Institute is a Government, affiliated College and so it follows the Curriculum designed by the Department of Higher Education, M.P. and the affiliating Devi Ahilya Vishwavidhyalaya, Indore. However, some of our faculty members participate in framing the syllabi as Board of Studies as well as the syllabi committee of Department of Higher Education, M.P. The College carefully follows the academic calendar of events prescribed by the Department of Higher Education, M.P, and specifying available dates for significant activities to ensure proper teaching –learning process and continuous evaluation.

Time table is set at the beginning of every semester/year for the whole college by the time table committee which is displayed on the departmental notice boards and College website.

The HODs hold meetings in the beginning of the academic year to discuss about the course distribution for the academic session.Syllabus of each subject for the academic session is provided to the students. All professors maintain student registers and daily diary for effective academic planning, implementation and review of the curriculum. The attendance registers and diaries are reviewed by the Head of the Institution.

The college has an internal examination cell to monitor the implementation of the internal tests, practical, projects etc. Internal assessments at regular intervals are conducted by the department and final evaluation is done according to the University norms.

Conventional classroom teaching is blended with reasonable use of ICT like YouTube assisted learning, power point presentations, websites, audio lectures, e-notes, are also being used by a few teachers, experiential learning, participative learning and problem-solving methods are also used for effective curriculum delivery. Seminars, workshops, special lectures, group discussions, departmental quiz, and paper presentations by students, projects, group assignments, educational tours, field trips and industrial visits are also supplemented along with class room teaching. Zero classes and Bridge classes are held as introductory classes . Extra classes are conducted for slow learners .. Students are also motivated to refer to digital sources, internet and INFLIBNET, apart from the prescribed text and reference books. Advance Learners are asked to use e-library resources along with other learning material.

Faculty members and students have been provided with unique user ID and Password for accessing NLIST books and journals. The Institute encourages faculty members to attend Orientation/Refresher

courses, workshops, FDPs and present papers in seminars to update themselves and for acquiring necessary skills for effective delivery of the curriculum. Photo copies of the Certificates of the above courses are provided by faculty members to IQAC for documentation.

Departments are provided with computers and internet facility which the faculty uses for effective curriculum delivery.We have projectors, spacious classrooms, conference halls to conduct departmental programmes, extension lectures etc. Display boards/ notice boards outside the departments are used to display bulletins, announcement regarding, tests, assignments, lectures etc. Departments like Psychology, Geography make teaching more effective from their practical work in laboratory. The College has English Language Lab which is being used to help students improve English Language Communication.

File Description	Document
Any additional information	View Document

1.1.2

Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3

Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 40.54

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
09	06	07	02	03

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 11.33

1.2.1.1 How many new courses are introduced within the last five years

Response: 52

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Details of the new courses introduced	[View Document](#)

1.2.2

Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 68.18

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 30

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Any additional information	[View Document](#)

1.2.3

Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 1.19

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
73	96	65	49	84

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

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

Response:

Institute integrates cross cutting issues relevant to environment and sustainability, human values, professional ethics, gender into the curriculum.

Our College is a co education institute, where boys and girls have equal rights and opportunities in all areas in relation to sustainable development to be achieved. The College addresses issues related to human values, gender issues, changes in environment, eco- system, Bio- diversity, conservation etc. in foundation course in all UG courses.

These issues are an integral part of our core courses at the PG level also.

- **Environment and Sustainability:** Environmental Economics, Environmental Geography, Climatology, Sociology of Change and development, Disaster Management, Historiography.
- **Human Values:** Modern Indian Political Thought Indian Society, Philosophy, Dharma Darshan, Mahakavya avam Natak, Gita Darshan, Kavya, Chanda avam Alankara, Pali, Prakrit tatha bhasha Vigyan, Rupak, Gadhya Tatha Champu, Vishesh Kavi (Kalidas or Bhavbhuti) or Bhartiya Jyotish or Puran or Prakrit bhasha tatha Jain Sahitya, Patanjali Yoga Darshan.
- **Professional Ethics:** Counseling Psychology, Research Methods, Business Environment Management Concept, Personal Selling Salesmanship Management Group, Advertisement and Sales Management, Retail Management, Indian Ethos in Management, Business Ethics and Management by Indian Values, Organizational Development, Editorial Writing, Development

Communication, Advertising, Indian Ethics, Western Ethics, Ethics Indian Philosophy, Mahakavya, Bhartiya Darshan, Sankhya avam Mimansadarshan, Kavyashastra, Ved, Darshan evam Vyakaran.

- **Gender Issues** : Historiography, Women in Indian History, Fields of Social Work in India, Sociology and Social Problem, Avarchina Sanskrit Sahitya, Government and Politics of Madhya Pradesh.

The cross-cutting issues are also an intrinsic part of the students' co-curricular activities e.g. regular sapling plantation in the campus, use of bicycles, campus cleanliness projects and environment related activities by different departments. All teachers demonstrate integrity, impartiality and ethical behavior in the classroom and in their conduct with parents and non- teaching staff. Our teachers provide personal counseling to students. Not only that they extend financial help to needy students.

1.3.2

Number of value added courses imparting transferable and life skills offered during the last five years

Response: 7

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 07

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3

Percentage of students undertaking field projects / internships

Response: 4.27

1.3.3.1 Number of students undertaking field projects or internships

Response: 329

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Structured feedback received from

1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: E.None of the above

1.4.2

Feedback processes of the institution may be classified as follows:

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Average percentage of students from other States and Countries during the last five years

Response: 0.26

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
27	28	19	09	04

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2

Average Enrollment percentage

(Average of last five years)

Response: 75.49

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3597	3191	3024	2576	2473

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4115	3905	3875	3875	3875

File Description	Document
Institutional data in prescribed format	View Document

2.1.3

Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2057	1953	1938	1938	1938

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1

The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The levels of learning of the students are identified based on their performance in the previous academic year for eg the 10+2 examination scores of the students seeking admission in the first year of the College is taken into consideration. Also, as a general practice, before the commencement of teaching of any course, the teachers interact with the students to ascertain their background, medium of education, temperament, capability match for the current programme, their aspirations, and areas of interest, their learning needs and skills. Moreover, the teachers during the class hours identify the slow or advance learners by interacting with them.

During the course of time, a systematic evaluation process is used to assess the learning levels of the students. Department of Higher Education has suggested various modes of internal evaluation. This evaluation process consist of written examination, open book test, group presentation, quiz, role plays, MCQs, written assignment, surprise test,class performance, projects, practical examination with viva.

The slow learners are thus identified and special care is taken by conducting extra classes after regular

class hours. Teachers provide them notes, and discuss difficult concepts and topics. In our Institute most of the students are from economically and socially weaker section, most of them come from rural areas with Hindi as their medium of learning. English Department runs Computer Based English Language Learning course in its Lab to help students improve the language.

Advanced learners are motivated to read more books, refer e-resources apart from other reference books, listen to you tube lectures. They are encouraged to enroll for Online Certificate Courses.

Apart from this departments hold extension lectures and invite subject experts. They are also involved and encouraged to attend PhD viva, workshops, seminars to help them enhance their knowledge of the subjects in course.

2.2.2

Student - Full time teacher ratio

Response: 121.56

2.2.3

Percentage of differently abled students (Divyangjan) on rolls

Response: 0.99

2.2.3.1 Number of differently abled students on rolls

Response: 76

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

Response:

After the directions of IQAC several departments have taken initiation in using student centric methods in teaching- learning process. For the overall development of the students, the college prepares centric methods which covers teaching and learning.

- Field visits have been organized by department of History, Geography, Hindi, Management and Social work. In hand practice makes students gain more experience and knowledge compared to

their counterparts. Experts from industries, business organizations, academia, share their experience with students which prepares them for the real time job scenario.

- Students are also taken to field trips and study tours. It exposes them to the world of practical knowledge to hone their skills and abilities.
- Nature and Literature go hand in hand the world of literature throngs with works dealing with beauty, this thought inspired the faculty and students of Hindi department to develop a 'Sahitya Kauna(Literature Corner) in the college campus, where they would sit together discuss and exchange ideas on various literary works of poets and writers. The students have also translated literary works written in 'khadi boli' to Nimari, Malwi, English and Urdu which has been compiled by them into a book titled 'Anu Prayas'. Students are in the editorial board of the College magazine, e-newsletter by the Institute. Journalism students' record events organized in the College, script it and the same is put on air by them through our studio.
- The students also take active part in organizing various co-curricular events which help them in developing their managerial skills. Programs like Teachers Day, Gurupoornima, Ganesh Utsav, Independence Day, Annual Gathering etc. are also conducted by them.
- NSS, NCC, and many departmental, literary activities also encourage participative learning which makes the students learn from each other by introducing group work, power point presentations, presenting seminars, assignments and encourage them to participate actively in all events like debates, quizzes, group discussion, projects etc.
- Along with the classroom teaching and laboratory experiment based learning, our final year UG and PG students take study projects under the super vision of faculty members. Some students also opt for internships and are sent to rehab centers, nearby villages, schools of mentally retarded, counseling centers, industries, retail marketing, industries, which help them observe real life situations closely, which enhances their real life problem solving abilities.
- The Institute further follows problem solving methodologies by challenging the students with assignments on regular basis to check their level of understanding on the subject. Moreover, quizzes, group discussions are held from time to time to keep the students in a competitive environment and to check the overall progress of the class.\
- M- Lab is a concept introduced by the department of Management, to nurture management students to enhance their creativity, instill team work and problem solving through case study sessions, presentations, role plays, group discussions, guest lectures, field visits, industry visits.

2.3.2

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

Response: 61.9

2.3.2.1 Number of teachers using ICT

Response: 39

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3

Ratio of students to mentor for academic and stress related issues

Response: 85088.89

2.3.3.1 Number of mentors

Response: 0.09

2.3.4

Innovation and creativity in teaching-learning

Response:

Regular Innovation and Creativity are the parts of the essential skills that enable students to face new challenges. Departments use interesting methods to bring the best in the students. Sanskrit Literature students have had Shloka Recitation, conversation in Sanskrit, poster making in projects and CCE which helps them boost their confidence in a language which is not used for communication. Department of Hindi had works of literary figures translated and typed by the students. Similarly 'Sahitya Vatika' (Literary Corner) developed by Hindi department is another interesting way of making students environment conscious. To make the students confident of themselves, paper presentations, and group discussions, peer teaching, department quizzes , Role – Play, case study based on the curriculum, are a few methods used as innovative practices though lecture-method is the predominant method used by the teachers. Teachers discuss academic difficulties with students personally and figure out remedial measures. In the process, if the teachers find that students have any psychological problem, they are referred to the College counselors from department of Psychology. The teachers also undertake tutorial classes to facilitate students' performance. Project works make teaching interesting, Industry visits by department of Management, Museum visit by Department of History, Department of Political Science, History and Sociology have shown films, Department of English shows plays and poems on you tube. Educational tours by Department of Geography and Hindi are a few more interesting modes of teachings. M Lab is an innovative concept developed by Department of Management which includes activities where students are actively involved.

To facilitate teaching-learning process, the college makes use of projectors. You- tube assisted learning is being practiced, lectures of our faculty members are recorded in our Studio and made available on the college website. It becomes easier for a student who understands a subject matter from different perspectives in a convenient and easy manner. Learning through Projects, special lectures by scholarly academicians are organized by departments, outreach activities in slum areas, villages, street plays are organized by department of Social Work, participation of students in youth festival and NSS, NCC camps contribute to the acquisition of life skills

2.4 Teacher Profile and Quality

2.4.1

Average percentage of full time teachers against sanctioned posts during the last five years

Response: 92.65

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)

2.4.2

Average percentage of full time teachers with Ph.D. during the last five years

Response: 90.35

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
53	55	55	69	68

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3

Teaching experience per full time teacher in number of years

Response: 26.48

2.4.3.1 Total experience of full-time teachers

Response: 1668

2.4.4

Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 6.01

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.4.5

Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 2.51

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	01	02	02

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Continuous Internal Evaluation is an integral part of the entire process of evaluation system of the affiliating university. At the Institutional level from the very beginning of the academic year, the entire process of evaluation is planned according to the academic calendar of the Department of Higher Education MP and students are informed about the tentative dates of exams, the syllabus, the evaluation scheme, nature of question papers and weightage of marks for the topics prescribed as per the norms and regulations. The College has an Internal Examination Cell which displays all the circulars regarding examinations on notice boards from time to time. This examination is in accordance to the directives of the Higher Education Department and is conducted twice in a semester. The government has introduced annual examination system form2017-18 and now we have quarterly and half yearly exams as internal

exams. The time table is set by the Internal Examination Cell each paper is allotted one and half hour time. The papers are set and evaluated by the faculty. These marks are sent to the University online, and are added to the marks obtained by the students in University exams.

Departments adopt innovative methods for CCEs; Department of Hindi created "Green corner" in the College in which plantation was done by the students of Hindi and the new sapling were taken care of, Sanskrit Department evaluated their students on 'Skill in communicating in Sanskrit', a compilation of Indian vegetation, rivers, mountains, birds and animals and moral values preached in the writings of Kalidas was also submitted as a test. Department of Hindi got translation work done by the students and evaluation was done on that basis. The Department of History, evaluated their students on Classroom Quiz, Group Discussion and report writing on Museum visit and a project on plantation as a topic for VI semester students, they also assigned project in the main library, with the aim of bringing students closer to books and ignite a spark of curiosity and interest in reading. Department of Psychology evaluates oratory skills, student's subject knowledge, their social awareness through group discussions, class seminars in addition to written exams. Department of Economics took up cleanliness of campus garden as an innovative CCE method, the idea was to make students aware of their responsibility in maintain cleanliness in the campus. Sociology and MSW Departments conduct Group Discussions and Paper Presentations in addition to written tests for the continuous evaluations of the students. Department of Commerce conducts tests on the lines of main examination, MCQs, group discussions, quizzes, are other different modes of assessing students. English Literature students also submit assignments on mail, which are evaluated and sent back to them with remarks and explanations. Management department has divided the internal examination marks in class attendance, tests, home assignments, participation in class activities.

This academic year we had online CIE for almost all the subjects through the student portal (https://sites.google.com/view/examonlinegacc/home) on our College website.

File Description	Document
Any additional information	[View Document](#)

2.5.2

Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The College has an Internal Examination Cell which displays all the circulars regarding examinations on notice boards, the dates of the tests are notified to the students well in advance. This examination marking scheme is in accordance to the directives of the Higher Education Department and is conducted twice in a semester. The government has introduced annual examination system form2017-18 and now we have quarterly and half yearly exams as internal exams. In our College, tests are taken by the respective subject teachers after the completion of topics/units from the syllabus. The internal assessment mechanism followed by the Institution is transparent and robust. The Continuous Internal Evaluation for all the subjects is conducted in two shifts. The rooms are allotted according to roll numbers, staff is put on invigilation duty and later the answer sheets are collected and assigned to the faculty for correction.

The mark list is prepared and students are conveyed the marks in their regular classes. If any student has some objection, then he/she has to bring it to notice of the teacher in three days. The marks/ answer sheet is shown and signatures are taken after the student is satisfied. These checked answer-sheets are kept in the department for any doubt from the side of the students. The student is given suggestions regarding required improvement in the answers given, if there is an error in totaling of marks it is rectified and amendment is sent to the Examination Cell. Teachers who have taken assignments through mail, have also sent back the answer sheets to the students with notes for improvement. . The project work is the first primary step towards research, to inculcate the practice of in depth study, analyzing and logical thinking this has been made mandatory for final year UG students and PG students. Some students go for internships and some are given project work based on their syllabus. Students are given guidance regarding the projects work. The record of these projects is maintained by the teachers. The final mark sheets are given to the Semester cell for putting up marks on University site.

File Description	Document
Any additional information	[View Document](#)

2.5.3

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

Response:

Students are free to present their grievances regarding question papers, answer-sheets, and evaluation methods. The Internal Examination Cell organizes the Continuous Internal Evaluations (CIE/CCEs) of all the subjects at graduation and post graduation level. The lists are prepared the students know of their assigned rooms and they sit according to their roll numbers. This ensures the fairness in the conduction of examination. The time-table is made in two shifts. Thus the exams are conducted in a systematic manner. A control room for Arts faculty and one for Commerce faculty ensures the proper management and conduction of Continuous Internal Evaluations (CCEs). They are entitled to see their answer sheets and get satisfied. If the students have any grievances in respect of the examinations, they are free to discuss with their subject teachers.The doubt and enquiries of the students regarding the pattern of best possible answers are clarified by the teacher concerned. If there is any tabulation related error in the assessment, corrections are made by theteacherr and the corrected marks is officiallygiven against the name of the concerned student and sent to the cell which in turn gets the marks rectified at University level, in case the marks have been uploaded on the University site. Sometimes the Internal Examination Cell has to send marks offline also.

In case of complaint in University examinations the student has to apply to the University for the revaluation of answer sheets. If on revaluation and rechecking there are changes in the marks, concerned students are informed about it. In this mechanism, transparent policy is maintained by the college as well as the University.

2.5.4

The institution adheres to the academic calendar for the conduct of CIE

Response:

As the College is a government affiliated institute it has to adhere to the academic calendar of the Department of Higher Education/ University. It includes academic terms, examination schedules, holidays, co-curricular, extra-curricular activities and other special days. At the beginning of each academic year a staff-meeting with the IQAC Chairperson and departmental meetings are held to chalk out plans for all the activities, the semester/ annual plan is prepared and classes are assigned accordingly. At the end of every semester the department heads ensure the implementation of the plans.

At times it becomes difficult to complete the syllabus within the planned framework due to unavoidable responsibilities assigned to the teachers by the higher authorities and the government; various duties are assigned due to which they have to be away for days together. To encounter such challenges sometimes classes need to start well before scheduled reopening of the University calendar. Besides, teachers also engage special classes as per requirement. Periodic review of the syllabus to be completed is directed by the Department Heads to keep pace with the University calendar and examination schedules. Extra classes are taken to cover up the syllabus, notes are distributed, mail is also used to solve queries and send notes.

At present we have annual system which was introduced by the State Government in 2017-18. Students are informed and briefed about the teaching timetable and schedule for CIEs i.e trimester and half-yearly, examination and evaluation methods. The Internal Examination Cell in consultation with the department heads and Principal plans and chalks out the examination schedule. The mode of evaluation are discussed and decided by the departments. The syllabus is conveyed to students in the class and also displayed on bulletin boards. As an example the Academic Calendar of the Higher Department and the time table for internal exams for the current session shows the plan followed by the College.

2.6 Student Performance and Learning Outcomes

2.6.1

Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The College website and prospectus the states objectives of all the departments of the college. In the Zero classses every year and for the first time in 2018-19 the Orientation program for the first year undergraduate and postgraduate students, the broad program objective of all the Program- and courses running in the college with their outcomes are highlighted through career options open to students after completion of the programs . For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad program outcomes. Following effective teaching strategies, the faculty articulates the learning objectives and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps the students appreciate the topic being covered in class as they see the relevance. The link of detail program outcomes and course

outcomes are attached.

2.6.2

Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The Programme outcomes and course outcomes are evaluated through internal and semester end/annual examinations. The process for the evaluation of the students in different subjects is followed as per the rules and regulations of the affiliating University. The execution of the syllabi with changes and the process of evaluation of the students are scrutinized by the College and University. Our Institution promotes the faculty to organize workshops, invite subject experts for lectures, it also encourages the faculty to participate in the seminars and conferences to update themselves and help students achieve the Course Outcomes and Programme Outcomes successfully. Internal assessment is an integral part of the entire process of evaluation to attain a degree and hence, is essential for the fulfillment of the COs and POs. The College has an Internal Examination Cell/ semester cell that deals with the effective accomplishment of the evaluation reforms regarding the attainment of course outcomes and programme outcomes. The committee suggests various modes of assessment according to government rules such as class tests, oral tests, home assignments, MCQs, group discussions, field visits, study tours, practical work, project work etc; the committee also sets a time table for internal exams. The evaluation is done by the departments and mark list is provided to the cell in charge, this result is then sent only to the University Examination Cell. These marks are a mandatory part for attainment of the degree along with the University exams.

The Institution also runs short term courses at college level such as Computer Based English Language Learning to help students improve English Language as 90% students in the college come from Hindi medium; we also had courses on Tally, Digital Marketing, Basics of Computers and Internet Surfing. Guest lectures, workshops, seminars are organized. In addition to this, students are promoted for creativity in Literature in the form of writing articles, poems and essays etc. for the college Annual Magazine; they are also a part of editorial board of the magazine and e-news letter published by the College. Publication of 'Anuprayas' a compilation of translations of works of known literary writers from Khadi Boli to English, Urdu, Nimari and Malwi, it was an initiative taken by Hindi department to bring the talents of the students come forth. Such activities and activities through MoUs also help in the attainment of COs and POs.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3

Average pass percentage of Students

Response: 85.41

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1979

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 2317

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 2.88

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 2.3

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	2.3	0

File Description	Document
List of project and grant details	[View Document](#)
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)

3.1.2

Percentage of teachers recognised as research guides at present

Response: 49.21

3.1.2.1 Number of teachers recognised as research guides

Response: 31

File Description	Document
Any additional information	[View Document](#)

3.1.3

Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.03

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 02

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 333

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Our Institution has taken initiatives and made innovations for transfer of knowledge by way of forming clubs like Computer and Internet Awareness Club, Language Improvement Club, Campus Beautification and Environmental Club, Yoga Club, Social Activity Club, Women Empowerment Cell and a newly made club to facilitate blind students 'The Drishti Club' through which our students learn to work together and develop qualities of team work, leadership, and also learn to take responsibilities thus creating awareness not only amongst the students but also doing work for society by conducting various awareness programs. Our Institution has signed MOUs with several industries to conduct Training and Development programs, apart from these seminars, workshops, extension lectures are also conducted for students and faculties.

Activities to gear students up for the life ahead and transform them into responsible well established citizens with moral values and professional ethics are being conducted by various departments and Vivekananda Career Guidance Cell. The Career Guidance Cell brings forth innovative ideas in business among the students and guides them to acquire financial assistance for developing start- ups & enterprises from different agencies. The Cell -

- Organizes of surveys with the help of students to tap the local needs having seeds of potential business.
- Conducts primary level surveys or projects flaring innovative ideas in research.
- Organizes lectures of the experts in campus.
- Organizes vocational training for students.

The following activities were organized: -

1. The 'Hum Chhoo Le Asmaan' 1st session was organized in May 2018, under the guidance & supervision of Dr. Kumbhan Khandelwal & Dr. Dinesh Agrawal . The 2nd session was conducted from 8th June to 15th June 2018 under the guidance & supervision of Dr. Surendra Bharsakle, Dr. Bhagvat Rai, Dr. Kumbhan Khandelwal & Dr. Dinesh Agrawal.
2. Institutional visit was organized by IMA. The speakers in 'Nivesh Mahakumbh' were Mr. Balasubramanian, CEO Aditya Birla Sunlife AMC Ltd & Swami Sukhbodhananda founder &

chairman of Prasanna Trust.

3. Live telecast of startup program, of chief minister from Bhopal which was telecast from Bhopal Smart City development corporation Ltd on 29 Sep 2018 & after that on an discussion session was conducted.

4. Seminar on how to start business with government support by Mr. Nitesh Trivedi assistant Director of MSME.

5. Skill development programme for students by Mr. Anish Arya & Mr. Rakesh Jangid.

6. A lecture conducted on 'SBI' entrepreneurship & product marketing for HR, Marketing, Finance students by Mr. Vijay Singh Yadav from SBI Cap Securities.

7. Two days workshop on 'How to increase learning power' by Dr. Amar Vatnani faculty GACC Indore for management students.

8. One day workshop on Digital Marketing on by Mr. Kunal Soni founder MCI.

9. Lecture on "Exceptions of corporate from management students" by former SBV Head.

10. Industry visit to Pratibha Syntex Ltd. Pithampur for MBA students to learn about various management managerial skills.

11. Industry visit to Vijayshri packaging for MBA students.

12. Visit to ICICI Academy Dudhiya for skill development.

13. An event (Role Play) organized by Dr. Kumbhan Khandelwal & Mr. Rahul Dixit on 'Making Company for start up!'

File Description	Document
Link for Additional Information	[View Document](#)

3.2.2

Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1

The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2

The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3

Number of Ph.D.s awarded per teacher during the last five years

Response: 0.8

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 122

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 152

File Description	Document
URL to the research page on HEI web site	[View Document](#)
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)

3.3.4

Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 3.41

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
66	28	45	58	30

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.5

Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 2.49

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
37	33	41	09	46

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1

Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College organizes several extension activities to sensitize students about various social issues and holistic development throughout each academic year through our strong N.S.S. units, NCC and Social Work department in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development.

Students of our college come from nearby villages of Indore and smaller places of Madhya Pradesh for better education facilities. So we have focused on activities which are relevant in such areas where these

students can spread words of awareness on sanitation, literacy, right to vote in last few years we have also focused on prevention of female feticide because of decreasing sex ratio and organized programs on save girl, educate girls, etc.

Our NSS and Social work students visit homes in the nearby areas and try to create awareness on various issues related to health and hygiene, AIDS Awareness Programme is organized by the college on 1st December to create awareness among the community about sexually transmitted infections and sexual health. We have initiated menstrual hygiene program for adolescent girls and installed two sanitary napkin vending machines in our College.

We are working on various environment related issues also, like sapling plantation under the banner of Hariyali Mahotsav, campus enhancement and embellishment, plastic free, smoke free campus and the like are a few activities taken up by NSS units not only in the campus but in the surrounding areas also. Our students and faculty members also volunteered in Rally for Rivers organized by Isha Foundation. NCC Units, NSS and Red Cross have organized Blood Donation Camp in the college premises. Free health check- up, eye check-up and eye donation camps, organ donation camps have also been organized by Red Cross, Voter awareness programs have also been organized by the College.

NSS unit, NCC units, Social Work department and other departments of the college too organize *"Swachhata Abhiyan"* (Cleanliness Campaign) in the college premises and the areas around to pass the message of the importance of cleanliness in life each academic year. Rallies and street plays are organized through NSS and NCC units of the college to bring awareness and alleviate problems like drug-addiction, alcohol abuse, illiteracy, dowry etc

The students of our college actively participate in these programmes, visit villages and slum areas and help them. These activities help the students to practice good citizenship and give them service orientation. Celebration of Ganesh Utsav, Tulsi Jayanti, Voters Day, NSS Day, Hindi Diwas, Youth festival, social gatherings are other activities which help in the holistic development of the students. An NSS and NCC volunteer participate in our institutional activities and programmes to maintain order and discipline within the campus, which makes the students responsible and sincere. Personality Development Cell too organizes lectures with the objective of holistic development of the students.

File Description	Document
Link for Additional Information	[View Document](#)

3.4.2

Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 4

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	0	01

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3

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 last five years

Response: 251

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
63	42	54	60	32

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4

Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.54

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue,

etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
86	25	21	24	20

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

3.5.1

Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 9

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	03	02	0

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)

3.5.2

Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 10

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs

with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
07	02	0	0	01

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The College is a State Government Institute of Higher Education and embraces students of all categories without any distinctions of religion, caste and creed, economic and social status.

The campus is spread over 52 acres on the main A.B. Road, NH-3, Indore. The College is well connected to different parts of Indore with BRTS just opposite to the main gate of the college. The total built up area is 126101 sq mts. The built up area has been divided into six blocks. The College has good infrastructural facilities and resources to conduct curricular, co-curricular and extra-curricular programmes and activities. Continuous growth of the infrastructure, renovation and maintenance is done with the help of PWD. Proposals are sent for approval to the Department of Higher Education and UGC for regular up gradation, renovation and maintenance of the infrastructure.

File Description	Document
Any additional information	[View Document](#)

4.1.2

The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The College is proactive and supporting in holistic grooming of students. College has a huge and spacious enough play ground to hold sports activities like Cricket, Football, Hockey, Athletic events (Short Put, Javelin throw etc.). There is a sports block with adequate furniture for storage of sports equipments. The College has Badminton, Lawn tennis and Volleyball Court. There are indoor games like Carom, Chess, Table Tennis and equipments for weightlifting, judo, yoga and other sports items.

Students regularly participate in Inter College, University, District, State and National level sports activities through-out the year under the supervision of sports officer. Sports persons are given admission in sports quota and given attendance and support to make up for academic loss due to practice, training, participation at various levels. Special kits are distributed and required materials are procured and given. On such an occasion nutritious diet such as energy drink rich in protein is provided during practice and actual matches. The College provides TA and DA to the participants. First aid facility is provided by the sports department.

The Yoga Department runs a Yogic Health Counseling Centre; there is a large practical room, meditation hall and class rooms equipped with projector and audio system.

Sports Facilities available for students:

Sl. No.	Ground Available For	Indoor Games
1	Kho-Kho	Carom board
2	Kabbadi	TT Table
3	Volleyball	Wooden Chess Board
4	Hockey	Judo Kit
5	Football	Yoga Mats
6	Cricket	Treadmill
7	Badminton	
8	Basketball	
9	Softball	
10	Handball	

There is a positive environment for literary and cultural activities.Annual functions, social gatherings and many other are activities are celebrated in the college. There is **one open** stage with green room and two seminar halls with elevated platforms where sometimes other activities are organized.Awards are also given to talented and meritorious students during annual function.

NCC/NSS units:

Three NCC units working in this college namely:

   1.9 MP NCC Battalion
   2.2 MP Armed SQD
   3.1 MP Air SQD (Open Unit)

The total strength of NCC Cadets enrolled are as follows:

   1.9 MP NCC BN- 109 Cadets
   2.2 MP Armed SQD- 70 Cadets
   3.1 MP Air SQD- Open Unit

Facilities for NCC Unit

Room: Separate Room

Desktop & Printer (With Internet): 01 Each

Tables: 02 Big, 01 Small

Chairs: 2 Revolving, 06 Normal

Notice Board/ Display Board: 05

Uniforms for Cadets:

(Shirt, Paint, DMS, Can yard Aims title: 100 % for enrolled cadets, cap, cap bags, Shoes etc.)

- A sick room is present in the college.
- A sick bed is installed in the sick room for emergency.
- First aid kit is available in NCC/NSS/ Sports and in office.

NSS:

Three NSS units are working in this college namely:

Unit-1 (For Boys) - 100 Students

Unit-2 (For Boys) - 100 Students

Unit-3 (For Girls) - 100 Students

-

Room: Separate Room

Table & Chairs: 02 table & 12 Chairs

Training Aids: Sufficient, tagari, favda, balti, gevti, banners etc.

File Description	Document
Any additional information	View Document

4.1.3

Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 17.65

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 09

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4

Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 42.24

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	92.36	0	379.4	25

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated using Integrated Library Management System (ILMS)

Response:

Our library is housed at the ground floor of the college premises which was constructed in the year 1961 and is being renovated as and when required. It has a huge collection of rare and specialized collection of printed books above 2 lakhs in a well maintained way. The College has an e-library for students and staff to access E-resources, more than 1 lakh e-books, and more than 7 lakh books in National Digital Library of India, more than 6000 e- journals. An open access to all e-facilities is available to students and teachers. There is a small e-library with 15 computers, .Username and passwords have been given for open access to Journals and Books for research and learning. Reprographic facility is also available in the library. Library is partially automated and is using SOUL software. The College has Internet facility with open Wi-Fi zone near the library block and computer lab. There is one separate broadband connection through LAN provided to the college library for

automation and remote library database sharing connectivity for Electronic Library.The library gives free access to INFLIBNET, NLIST and other E-resources along with the free internet facilities made available to the faculty and students. Username and password have been given for open access to the Journals and Books for research and learning.

File Description	Document
Link for Additional Information	[View Document](#)

4.2.2

Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Shri Atal Bihari Vajpayee Giovernment Arts and Commerce College library was instituted with the inception of college in 1961. It started a few books purchased through UGC and government funding gifted books and today has more than 2 lakhs books. It has a collection of 118 rare books, and other knowledge resources on great personalities of India like Swami Dayanand Saraswati, Subhash Chandra Bose, Sardar Bhagat Singh, Vivekanads message to youth by and other books of historical reference by authors like Phipip AS Taylor, books on Arabian History, Napolean,,Poitical Science related to Congress politics, Soviet National Policy, Lenin The Compulsive Revolutionary, books on Psycholgy written by Dr. Jung-The Theory of Psychoanalysis, Robert Watson-Psychology of a Child, Psyho social nursing by Elizabeth Barnes. There are books on Philosophy, Hindi, Sanskrit , Economics and alike. The list is attached herwith.

File Description	Document
Any additional information	[View Document](#)

4.2.3

Does the institution have the following:

1. e-journals

2. e-ShodhSindhu

3. Shodhganga Membership

4. e-books

5. Databases

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4

Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.68

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.353	1.80	2.57	1.02	2.646

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5

Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6

Percentage per day usage of library by teachers and students

Response: 0.95

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 73

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities including Wi-Fi

Response:

Each Department of the college has at least one computer with printer and internet facility. The faculties make use of computer for supplementing lectures with PowerPoint presentation, make use of websites related to their subject, also use you tube lectures.. Previously the speed was 8 MBPS with 20 GB data per day. This was upgraded to 60 MBPS speed with 50GB data per day. The Internet service provider of college is BSNL. The College has 06 projectors installed in different rooms and 03 handy projectors are also available with three departments. 57 UPS, 24 printers and 06 photocopiers are also setup at places of prime requirements. The College also has 6 inverters installed for power backup. The College has also kept 3 Dongles for emergency use of internet. College is having Biometric attendance facility for the teachers and other staff members. The College has 8 Wi-Fi access points for students and teachers. There is one separate broadband connection provided to the college library for automation and remote library database sharing.

The computer lab of college was established in the year 1998 and then shifted to the new Janbhagidaari building in 2003. The three computer labs at present have got 76 computers all with the following configuration HP all in one Desktop with i3Core processor with 4GB Ram and one TB hard disc with windows10 with 25 computers were updated. The lab had 25 old computers with visual basic, MS office, oracle Linux etc which were replaced by 25 computers recently purchased with windows 10 software. The institute has an English language lab with 31 computers was setup for the students. The college has lan e-library where E-access facility for students and teachers is available.The library E-resource INFLIBNET is available to the faculty and the student's username and passwords have been given for open access to Journals and Books for research and learning.Some of the teachers use E-mail to provide study material to students.

4.3.2

Student - Computer ratio

Response: 78.14

File Description	Document
Any additional information	[View Document](#)

4.3.3

Available bandwidth of internet connection in the Institution (Lease line)

Response: >=50 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4

Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 20.4

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
23.507	28.09	16.32	7.77	25.97

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

4.4.2

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

Response:

The Policy for Maintenance and Utilization of Physical, Academic and Support Service facilities assures the optimum utilization and proper maintenance with a standard required specification of physical, academic and support service facilities of the college.

AIMS:

1. To achieve optimum utilization of facilities and services for the benefit of stakeholders.
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replacement and repairing of the resources and services.
5. To set standardized maintenance and utilization procedures for resources.
6. To reduce probabilities of accidents at workplace for ensuring safety.

The mechanism for implementation-

Administrative office The administrative office is a ground level step to fulfill the commitment expressed in the policy statement. Day to day maintenance and care is taken by the administrative office in consultation with the Principal.

Infrastructural Facilities:

The College has various committees which function for the up keeping and embellishment of the building and other physical facilities available. For the development of campus beautification there is an efficient Campus beautification and Maintenance Committee. This committee monitors all the activities. Planting of seasonal trees and plants is carried out in the college premises regularly. Lawns are maintained on regular basis. The interiors of all the blocks like display board, notice board is looked after by the same committee.

To look after the construction work the College has Infrastructural Construction and Maintenance Committee. Construction, repair and maintenance of the building and all repair works are done through PWD as per instructions of the government.

Class four employees are allotted rooms which are to be kept cleaned and properly arranged by them.

Broken furniture, notice boards are repaired by the carpenter of the college, he brings into the notice of the authority the need of repair work and certifies after the work has been completed. We also have an electrician who is responsible for all the electricity related work. As far as possible for a fully government owned institution, a constant effort is made to provide secure space for necessary items of repair and tools. The College has 07 invertors for uninterrupted power supply. Maintenance of toilets and service areas are outsourced through an external agency 'Real Security Service and Housekeeping Services'. For drinking water supply the college has installed water purifiers and water coolers which are maintained by the concerned agency 'Gurukripa RO'.

Our College library has a rich collection of more than 2 lakh books. 10 daily News papers, 2 Employment oriented Newspapers, more than 1 lakh e-books, and more than 7 lakh books in National Digital Library of India and more than 6000 e- journals. An open access to facilities is available. There is a small e-library with 15 computers, INFLIBNET-NLIST connectivity for Electronic Library. There is a Central Library with Reading Rooms of 100 seating capacity. The library is under CCTV Surveillance Library staff of the college is engaged in the maintenance the complete library block and stock verification of library books. There is a College Library Advisory Committee which includes all the HODs apart from the Principal and the core committee members. Up- gradation of library facilities is decided in this committee.

Computer and IT Infrastructures

We have the facilities of Bio-metric Machine to maintain the arrival and departure of faculty members and staff. Annual Maintenance Contract (AMC) has been provided by MM Enterprises for the regular maintenance of ICT facilities and their up-gradation in the College. Goodwill InfoTech upgrades and maintains our College website.

Laboratory Equipments

- Maintains stock register by laboratory for keeping a list of instruments used in the laboratory. Repairing of broken items is made on as and when required by the service providers.
- Maintains dead stock register regularly to keep account of the non-functional equipment.

Purchase committee

The annual review of the facilities and services are made by stock verification committees. The report is put forth in the meeting of purchase committee chaired by the principal. In these meetings, priorities are fixed and important decisions are referred to the Janbhagidari Samiti meetings. After receiving permission from IQAC chairperson and Janbhagidaari Samiti , the purchase or maintenance expenses are utilized as per the predetermined procedures.

File Description	Document
Any additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 60.29

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4640	4084	3559	3181	3174

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2

Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.1.3

Number of capability enhancement and development schemes –

1. **For competitive examinations**

2. **Career counselling**

3. **Soft skill development**

4. **Remedial coaching**

5. **Language lab**

6. **Bridge courses**

7. **Yoga and meditation**

8. **Personal Counselling**

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4

Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 19.21

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2125	664	606	199	2325

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5

Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0.36

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	90

File Description	Document
Details of the students benifitted by VET	[View Document](#)
Any additional information	[View Document](#)

5.1.6

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1

Average percentage of placement of outgoing students during the last five years

Response: 5.76

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
94	56	124	31	48

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years	[View Document](#)

5.2.2

Percentage of student progression to higher education (previous graduating batch)

Response: 28.75

5.2.2.1 Number of outgoing students progressing to higher education

Response: 569

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education	[View Document](#)
Any additional information	[View Document](#)

5.2.3

Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 63.69

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) year wise during last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
16	09	02	06	03

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	15	05	07	05

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2

Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The Madhya Pradesh Government Student Council jurisdiction had suspended the formation of student council, and so it was only in last academic year i.e.2017-18, the student council could be formed. The decision came late and the Council could be formed in the month of October, 2017. One representative each is elected as class representative (CR) from all the programs running in the college. The student's representative to the governing body is selected as per government norms out of class representative. The students are taken in academic and administrative committees such as IQAC, NSS, Editorial Board of College Magazine, Alumni Meeting, Annual Gathering etc.

The CR is the spokesperson of its class and conveys any grievances to the concerned authorities for any solution thereof. The student's representatives provide informal feedback regarding academic activities. The CRs make the students aware of various extension programmes, academic activities of the departments, college magazine and encourage students to contribute to these. They also volunteer and come forward to help the teaching staff in organizing departmental seminars and quiz.

The student representative plays an important part in encouraging and motivating students participate in existing student oriented programmes of the college such as Annual Function, Sports Day, National Festivals, NSS, NCC, Red Cross etc. We celebrated various programs like Ganesh Utsav, Guru Purnima, Independence Day, Stage Decoration and other arrangements, Republic Day etc. The student council also celebrates Ganesh Utsav organizes the Saraswati puja in college functions and is responsible for the smooth execution of the various aspects related to these functions. This leads to healthy interactions among students and teachers regarding academic, co- curricular and extracurricular activities of the college.

The student council helps in maintaining discipline in the college campus by encouraging students to observe the rules of the college and instill environmental consciousness and work towards maintains a green and clean campus.

File Description	Document
Link for Additional Information	[View Document](#)

5.3.3

Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 11

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	11	11

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1

The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The College continues its interaction with student even after they have formally left college through an active and vibrant Alumni association which has been formed and registered with APP ID S3150105145109052018 dated 11.05.2018 consisting of former students as well as retired teachers. The registration fee for alumni is a minimal Rs. 100/- but the association is open to accepting donation of any kind and welcomes any contribution from those who are willing. Members of the association extend their helping hand to present students when and where required. Alumni Association of the College contributes in many ways. The alumni contribute in the development of the college through their representation in academic bodies like IQAC.

Some of the alumni are expertise in their respective fields. They have come to give lectures, guide and share knowledge with the students of the college. Students of Sociology, Geography, Commerce, and Psychology have interacted with their juniors. The college organizes Alumni Meetings. The Alumni contributes in a healthy manner as a mark of respect to their Alma Mater. The Alumni Association of the college time to time distribute free of cost books and copies including notes of the subject. The ex-students have donated wall clocks, coolers, chairs and other items as a token of their affection for their departments. The members of the Alumni Association participate in the cultural and sports activities also. Apart from this many alumni members have contributed by sharing their knowledge. Ranjit Singh the moonwalker traffic cop of Indore talked about safety and traffic rules on road, Rishabh Shukla and a few more ex-students donated plant saplings to the college Anshul Mukati of Sociology, in this way Alumni Association of the college is actively participating for the development of the college. Mr. Sunderlal Nayak, member of alumni association has helped and encouraged NSS students with their experience and participation.

There is a good collaboration of the institute with the Alumni and the former faculty. The college organize regular meeting of Alumni association and they actively participate in various activities of the college. The college also invites the former faculty members of the institution for various functions and keeps in touch with them. Their feedback and suggestions are taken into account in the implementation of different programmers of the college.

File Description	Document
Link for Additional Information	[View Document](#)

5.4.2

Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3

Number of Alumni Association / Chapters meetings held during the last five years

Response: 7

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	01	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document](#)
Any additional information	[View Document](#)
Report of the event	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The Vision and Mission of the College are displayed on the website and are also displayed on the boards at the main entrance of the College. Our College runs diversified academic programs from Undergraduate level to PhD programs. It is the only Co-ed Government College of Arts and Commerce in Indore catering to the needs of students especially of the socio– economically students hailing not only from Indore but also, from rural and semi–rural areas around Indore.

Our vision and mission statement gives assurance that no social, economic or racial constraint can obstruct education of the desirous students; it intends to facilitate meaningful education to socially and economically backward classes by taking in hand the social needs, access, equity and quality. The College supports the students financially through several Government Welfare Schemes like, Freeship and Scholarships. The College hopes to translate its vision into a concrete reality with an aim to contributing to work towards the all-round development of the personality of the students and equip them with knowledge and skills to face the challenges of life boldly. We have nineteen self-finance job-oriented courses. The IQAC Chairperson in consultation with the faculty plans the activities of the college ensuring sustainable development of college in its all endeavors.

Various measures have been taken for the enrichment of the College like introduction of clubs, e-library and infrastructural development along with seminars, workshops and FDPs. We strive to materialize our vision by focusing on the all-round development of the students' personality through proper education and exposure. The students are encouraged to participate in activities such as seminars, quiz, debates, literary and cultural competitions, workshops, annual function. Consequently the students develop leadership skill, team spirit, communication skills and mutual responsibility. The College is committed to the service of the society through a large number of extension activities and outreach programmes. Apart from the activities organized by NCC, NSS, Red Cross, various committees, clubs and departments also organize activities which quite clearly reflect the Institution's mission statement in terms of addressing the needs of the society and the students.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.1.2

The institution practices decentralization and participative management

Response:

The Institute practices the policy of decentralization and participative management. The Principal formulates and implements strategic plans of the Institute through various committees headed by committee conveners which are formed at the beginning of every academic session. The responsibilities of the committees are well defined; this helps in easing out work to a substantial extent.

Purchase of books by the Library as a Case Study: One case study showing practice of decentralization and participative management in the institution may be found in the Purchase Committee of the college.

In the year 2017-18 on 31-08-2017 a meeting was convened by the Commissioner, Higher Education, Bhopal and a proposal was passed to give books worth Rs 1500 each to ST/SC students of UG and PG level under the book bank scheme. On 13-09-17 the Additional Directors and all the Principals were made aware of the decision and a budget was approved for the same under the head of Global Budget.

Prior to this, in anticipation of the approval of the budget, the College Principal wrote a letter of request to the Additional Director, Higher Education, Indore for the publication of Unified Tender. The Additional Director got a notification published in the local newspapers on 16-07-17 according to government procedure and on 18-07-17 this information was passed on to the lead colleges of the division. Meanwhile, the librarian had asked for the list of required books from HODs with all the details of the title, author and name of the publisher.

Within 15 days of the publication of Tender Notice, 07 suppliers presented their own tenders in the college. Sealed envelopes of all the tenders received within the due date were presented before the Purchase Committee on 01-08-17 for making of comparative rate chart. On 01-08-17, the Purchase committee prepared the comparative rate chart and presented its recommendations to the Principal through the librarian. For the convenience of verification and checks, all the 7 suppliers were given different dates i.e. 18-09-17, 23-09-17, 9-11-17 for the purchase of books. All the purchase orders had clear mention of Budget-Allocation and terms and condition of the tender. The suppliers delivered the books according to the allotted budget and by the due date of the delivery the Accession number were put on the books after their verification and the series of Accession number were put on the Payment Bills. After the completion of the procedure of the library, the payment bills were presented before the Accounts office at different periods of time. In the same order, the bills were presented before the Principal for pass for payment and the bills were prepared and presented in the treasury for the payment. Later on, the treasury made direct Online Payment to the suppliers.

Thus the Principal decentralized her rights of purchase of books amongst the Purchase Committee members, librarian, HODs and the Accounts Office.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Admission of Students in the College

The College made a plan of bringing in integrated student database system in the year 2017-18 that will track and store records of students which would be geared towards reducing time spent on administrative tasks. The departments were managing student information independently in their own ways. There was no organized and standardized process for capturing, processing and storing student's information. This kept student information disintegrated in different departments and information provided to the various departments by the students was characterized with discrepancies. Though there is a long way to go, yet by 2017-18 we could manage to capture data of the then admitted students. By the end of 2017-18, the College started with online admissions for 2nd and 3rd year UG students and Final year PG students.

The online admission procedure is followed from the Department of Higher Education, Madhya Pradesh for students seeking admission in the first year of the course. Till last year the Institution was giving admission offline to second and third year students. This session i.e. 2018-19 the online admission procedure was adopted as a new initiative for the students of second and third year.

To seek admission in the first year the applicant registers himself online, opts for the course and gets his documents verified in any Government College. The first allotment list is released by the Department of Higher Education, Bhopal and accordingly the applicant takes admission in the allotted college. Similarly, further lists of admitted students are released and the cut off is shown on the Higher Education Portal.

Strategic Planning of admissions for 2018-19

The online admission for first year classes was introduced for the first time in 2010-11 by the Department of Higher Education, Government of MP for all the Government Colleges. The same procedure continues till date without any change.

In the session 2018-19, the Department of Higher Education and the Principal gave directions and orders for the admission work, a stipulated procedure of verification and admission was followed. Its brief strategy and plan is as follows-

The Principal in consultation with admission in-charge forms admission committees for various classes who are provided with admission schedule and the rules of admission. A help desk was made available for parents and students seeking admission to ease the process. Registration and verification committee were also formed to scrutinize the documents of the students.

The students with seat allotment letter were finally approved and given admission in the desired course, the records are accordingly maintained and information provided to the admission in-charge.

Offline admissions are actually renewal of the previous year eligible students. The fee can be paid to the

College through the Bank either by challan or online.

This is how the complete work of verification and admission is done according to the Government directives, strategy and plan. The final list of admitted students program wise is released by the Professor In-charge for admissions.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)

6.2.2

Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Institute is an affiliated government College, hence the Department of Higher Education, Madhya Pradesh is the apex governing body. The college firmly follows the rules and directives of the State Government.

The Secretariat of Higher Education is the pinnacle with the Higher Education Minister, Principal Secretary, secretary, Deputy Secretary and a well organized body of officials to advise the minister concerned. All the decisions pertaining to policies of Higher Education and programs are taken in the Secretariat. The policies and programs related to Higher Education are implemented by the Department of Higher Education. The Commissioner of the Higher Education Department has Regional Additional Directors who are responsible for all the colleges at divisional level. They act as an intermediary between the Commissioner and the subordinate colleges.

Organizational Structure of the Institute – There are PG Principals and UG Principals appointed according to the post of professors and courses run in the college where they are transferred. The post of Registrar is created to assist the Principal in administrative and financial works. The Institute has posts of Professors, Associate Professors, Assistant Professors, Librarian, Sports officer and other office staff of class III and IV. The Principal is responsible in executing all the plans of the Government in the Institute at the grass root level both in the academic and administrative functions of the college. The work is delegated and the teaching staff takes care of all the activities pertaining to the different aspects of holistic education. The Public Participation Committee is constituted as per the order of the government and registered under society registration act 1973. The M.L.A. normally is the Chairman of PPC and known citizens of the city are members. The College Principal is the secretary of the PPC.

Service rules, procedure, recruitment, promotional policies as well as grievance redressal

mechanism:-

- The institution is a State government college hence the service Rules, procedure, recruitment and promotional policies and rules for class I, II, III, IV and guest faculty are in accordance to the norms of Department of Higher Education, Government of M.P. and UGC.
- College has a Grievance Redressal Cell for staff and students. The cell is headed by a senior professor with four other professors as members. The grievance, if any, is discussed by the cell and then discussed with the Principal. Minor disputes and complaints are normally tried to be resolved by mutual understanding. Grievances regarding washroom, water purifier, hiring of security guards, installation of electric fitting and lighting in the night for security purposes, construction of boundary wall have been solved by the concerned committees. Minor disputes between college employees and conflict between students and MBA faculty was diluted with counseling.

- The College also has -

  (A) Discipline Committee

  (B) Anti -Ragging Committee

  (C) Women Sexual Harassment Cell

  (D) C.M. Helpline Committee.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3

Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.2.4

Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Construction and maintenance of the infrastructure is an ongoing process in the College because of increasing number of students and deteriorating condition of old construction. These constructions, repairs and renovations are done according to purchase and financial rules given by Government of M.P. The College uses funds for the same purpose from UGC, the state government, RUSA and Janbhagidari Committee of the College.

When the funds are to be proposed to Janbhagidari Committee of the College, then first a resolution is passed in a meeting held by Chairman of Janbhagidari Committee. The Janbhagidari Committee approves the same and the name of construction agency is also decided. In one financial year. The Jhanbhagidari Committee cannot approve more than Rs. 50 lakhs for construction and renovation. The authority to approve more than Rs.50 lakhs lies with the Department of Higher Education only. There is yet another clause according to which renovation and repair can be done by any agency but the civil construction works can only be taken up by PWD (PIU). PWD (R&B) is authorized work worth upto Rs 25 lakhs and the works above the amount of Rs. 25 lakhs is to be done by PWD (PIU). The estimate (DPR) is produced by the agency and the amount is deposited in the bank account of the agency. In case, of revision in estimation due to price fluctuation the advance amount is amended and readjusted. The balance of the payment is paid or returned accordingly. The completion certificate is issued to the Principal after completion of development work.

The Project of Two Wheeler Parking as a Case Study:

The two wheeler parking was an urgent need due to increasing number of students. So, the Principal decided to solve the parking problem and wrote a letter to Executive Engineer PWD, Indore on 21.09.2016 for sending estimate (DPR) immediately prior to putting it forward for approval from Janbhagidari Committee. The Executive Engineer PWD, Indore, sent a Detailed Project Report on 11.08.2017 with estimated costing of Rs. 13.16 lakhs. Rs. 10 lakhs which were sent for the work of wire fencing to the PWD vide letter dated 20.06.2017 was requested to be cancelled and also requested Rs. 3.16 remaining from the work of recasting of roof to be adjusted vide letter dated 26.12.2017

The proposal was finally put before the Janbhagidari Committee in a meeting on 09.02.2018 which was approved in a general body meeting of PPC on 15.02.2018. Rs. 13.6 lakhs for the two wheeler parking and Rs 20 lakhs for the construction of shade was approved from the fund of Janbhagidari. An estimated amount of Rs 20 lakhs was sent to the PWD (PIU) by the cheque no 943800 on the date 09.05.18. The PWD (PIU) has completed the two wheeler parking for 1000 vehicles and students have started using it.

Although two wheeler covered parking could be completed in 2018 but the initiation process started in 2016. This shows the effectiveness of the minutes and implementation of the resolution passed.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

(A) The welfare measures for teaching and non teaching staff adopted in the Institute are in accordance to the welfare policies of the department of Higher Education, Government of M.P-

1. Study-leave for research work like Ph.D., D.Litt. or any other degree can be availed for a maximum period of 2 years.
2. General provident fund and contributory provident fund (i.e. an equal share is contributed by the Government) scheme and loans and advances against them to class I, II, III and IV employees.
3. Mercy appointment of a family member in the case of death of a regular employee in service.
4. Gratuity at the time of retirement of a regular employee. Amount of gratuity is (a) 16.5 months' salary or (b) Rs. 20 Lakhs whichever is less.
5. Medical leave and reimbursement of medical bills as per govt. rules. 20 half pay leave for every year of service completed are credited to respective employee's leave account.
6. Maternity leave for 26 weeks for female employees and paternity leave for 15 days for male employee can be availed up to 02 children. Female employee can avail leave for 8 weeks prior to delivery and 18 weeks post delivery.
7. Fees concession to class IV employees for admission of their children in higher education courses.
8. Encashment of earned leave facility, subject to a maximum of 300 days leave at the time of retirement on the basis of last month pay.
9. Family planning increments as per Government rules.
10. Uniform allowance Rs. 200 per month and washing allowance Rs. 50 per month for class IV employees.
11. Group insurance scheme for regular employees. Amount deducted from employee salary is

allocated in the ratio of 35%: 65%. i.e. 35% for insurance amount and 65% is as savings and receivable at the time of retirement along with interest applicable. According to amount deducted from employee's salary the insured amount is as below:

Deduction of GIS P.M. (In Rs.)	Amount Insured (In Rs.)
100	1, 25,000
200	2, 50,000
400	5, 00, 000
600	7, 50, 000

12. 5% reservation in admission in higher education for employee children as per online admission rules of M.P. Government, Higher Education   Department.

13. Reimbursement of transport assistance at the time of administrative transfer of any type of regular employee.

14. Staff quarter facilities: 6 quarters are available in the college campus.

15. 13 casual leaves and 03 optional leaves are permitted in a year. Extraordinary leave i.e. without pay and no break in service is permissible   subject to circumstances.

16. Ex- gratia Rs. 50,000 to family of the employee who dies while on service.

17. Pension as per government rules.

(B) Welfare facilities provided by the institution within the Institution-

1. R.O. drinking water facility for staff.
2. Clean washrooms.
3. Separate parking facility for staff.
4. Free Yoga Training and health counseling to desirous staff members.
5. Free computer training to interested employees.
6. Free Wi-Fi facilities to all staff members.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2

Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

6.3.3

Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 5

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	4	8	2

File Description	Document
Reports of Academic Staff College or similar centers	[View Document](#)
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)
Any additional information	[View Document](#)

6.3.4

23-07-2024 03:08:28

Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 31.53

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	33	6	34	13

File Description	Document
IQAC report summary	[View Document](#)
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Performance Appraisal System for Teaching Staff- The Institution has a Performance Appraisal System in accordance to the directives of the department of Higher Education for teaching staff. According to the UGC regulations 2010 (and the two amendments thereafter), it is mandatory for each and every faculty member to submit his/her self appraisal reports by the end of every academic session for assessment of their teaching, learning and evaluation related activities, professional development, co-curricular and extension work, research, publication and academic contributions. This form is then checked and verified by the IQAC committee on the basis of the documents submitted and their Academic Performance Indicator (API) calculated in consultation with the Principal.

Performance Appraisal System for Non-Teaching Staff: Non- teaching staff includes class III and IV employees, registrar. Their performance appraisal system is based on work and responsibilities given and executed by them. Registrar/ Head clerk gives the feedback of class III and IV employees to the Principal. The Principal also verifies the work allotted to them e.g. cash book and other subsidiary accounts, Inward and outward registers maintained by the particular clerk, maintenance of service books of employees by establishment clerk, Stock register etc. He also keeps a watch on the behavior, punctuality, discipline of the staff.

According to responsibilities assigned the Principal takes decision and gives instructions and suggestions

to the respective employee and also gives instructions to Registrar/ Head clerk to supervise the duties allotted to these employees. This feedback is considered while preparing confidential report of respective employee. Their work is then categorized as excellent, very good, good, satisfactory, and poor on the basis of their performance.

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution conducts internal and external financial audits regularly

Response:

The College conducts 3 types of audit as per government Instructions -

(1) Internal Audit: - Internal audit is done by the Committee formed by the Principal headed by a senior Professor. This Committee does continuous internal audit and submits a report to the principal with errors committed by account department of the college and gives suggestions for rectification.

(2) External audit by C.A.:- According to government instructions, it is mandatory for college to do external audit of the UGC, Janbhagidari and Self finance accounts by a chartered accountant every year. The C.A. gives an audit report. This audit report may be Clean Report or may be Qualified Report, if some objections are raised then this report is called qualified audit report otherwise it will be a clean audit report.

(3) External Audit by Government Audit Agencies: - The College is managed by the government of M.P. so audit is conducted as per government rules. The office of Accountant General Government of M.P. (AGMP) Gwalior and the Higher Education Department sends an Audit team from time to time as per their schedule. These teams check the overall accounts and trace out accounting objections. These objections are called Audit 'Aapatiyan' or 'kandikas' (Objections). The Principal is responsible to remove these Audit Aapatiyan with proof of documents otherwise these are carried out in next Audit. The Audit period and schedule does not remain fixed for government department agencies. They can conduct audit with prior information at any time in a block of some years. Last AGMP Audit in our College was conducted in 2016-17 and prior to this, it was in 2013-14.

The Audit Team reported 6 Audit Aapatiyan in 06/2013 to 01/ 2017, in 08/2006 to 05/2013 these were 12 and in 10/2001 to 07/2006 these were 08 in numbers. Out of 12 Audit Aapatiyan (Kandikas) of 08/2006 to 05/2013, seven aapatiyan were removed and process is going on for the removal of pending aapatiyan. Reply for Audit Aapatiyan of 2001-06, 2006-13 and 2016-17 have been sent with documentary proof to higher authority on dated 13.04.2018 for removal. Removal approval is still pending on the part of AGMP.

Summary of Audit Aapatiyan (Objections)

Audit Period	No. of aapatiyan	Accepted by AD in a Special Camp organized for this purpose	Removed by AGMP	Pending
10/2001 to 07/2006	08	-	-	08
08/2006 to 05/2003	12	03	04	05
06/2013 to 07/2017	06	-	-	06
Total	**26**	**03**	**04**	**19**

Audits Conducted during the last 5 years are as under:-

Year	Internal Audit	External Audit by C.A.	External Audit by AGMP
2013-14	Yes	Yes	Yes
2014-15	Yes	Yes	-
2015-16	Yes	Yes	-
2016-17	Yes	Yes	Yes
2017-18	Yes	Yes	-

File Description	Document
Any additional information	View Document

6.4.2

Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0.5

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0.5	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Our College is managed by the Government of M.P. so the entire funding for the functioning of the College is done by the State Government. Tuition fees, vehicle stand fees, sport fees, insurance fees, social gathering fees, and PhD fees etc. are collected at the time of admission. It is an important source of institutional receipts and it is remitted to the government accounts. The Public Participation Committee fees for self- finance courses is another source of funding be utilized for college development and for the running of self finance courses smoothly. This can be also called as Development Fees of the College. The U.G.C. also gives financial support for college development like Construction works, Library Books, Equipments and various Academic Development Activities.

A Purchase Committee is constituted in the College in the new session every year headed by a senior faculty member, which monitors effective and efficient use of available financial resources for different proposals as per government norms. Some other committees like UGC Cell, AF Committee, Building Construction & development committee, Accounts committee, Self Finance committee, Pay fixation committee, Scholarship committee, Exam conduction committee etc. also monitor the financial resources of the college. The fund is disbursed from the office/ UGC only on the basis of the certification of the work by the convener concerned. The plan and non-plan fund utilization is made according to the direct monitoring by the Principal. The Principal and the bursar/registrar make sure that the remittances are made in time.

The utilization of public participation committee fund is made only after the joint decision of college Principal and the committee. An approval is taken in the meeting of PPC through putting resolution for the purpose concerned.

The routine funds received from government are utilized as per government directions and norms (rules). Budget for salary, allowances, arrear of salary, reimbursement of medical bills, TA, DA bills and contingent expenditures provided by the State Government. All the transactions between the government and the Institute are made online through the government treasury.

Amount sanctioned for Scholarships and other financial supports to students are credited online directly in the Bank account of students by the Government.

File Description	Document
Any additional information	[View Document](#)

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

Response:

The primary aim of our College IQAC team is to develop a system for conscious, consistent and catalytic action to improve the overall performance of the Institution. There is strong evidence that high-quality infrastructure facilitates improves student outcomes, reduces dropout rates along with other benefits.The College to a great extent has succeeded in making available the following resources with the help of the funds from the State Government, UGC and the Janbhaagidaari Samiti.

1. Infrastructural Development/ Up gradation / Modification

- Construction of the new building funded by the State Government under the Colleges with Potential for Excellence scheme.
- Beautifully renovated and repainted college building with new renovated main gates and boundary wall, separate covered parking areas.
- 3 Conference halls well equipped with ICT facilities, an English language lab, a sound proof audio-video studio .
- We have a professional still camera and a movie camera, 3 classrooms with projectors mounted, 3 handy projectors, and enough equipments for departments of Geography and Psychology.
- The College has as a separate block for NSS, NCC units in the campus.
- Our Sports department has sufficiently enough facilities for the students. Our students have acquired top positions at the State and National level
- Purified drinking water facility, in all the six blocks of the College. Washrooms and separate washrooms for differently abled students.
- The College has a spacious play ground and two open air podiums.
- Green sprawling campus.
- High speed Wi-Fi broadband connectivity and free Wi-Fi open zones.
- The library has E- Library with 16 computers, e-resources, reprographic facilities ,more than 2 lakh printed books.
- All departments have desktop computers with internet connections. A few departments also have printers.

2.Guest Lectures, Workshops and Seminars for Academic Excellence

The Institute is well aware of the learning needs of the learners and the mode of teaching. To help youth update themselves according to the fast changing scenario and enhance their knowledge, and for the teachers to be inspiring and informed in influencing student achievement we have been conducting

workshops, seminars and guest lectures.

We have organized workshops on Basics of Yoga, Research Methodology, and Importance of English Communication Skills, Training on Speech skills organized by Debate club and language improvement club, Basics of Computer and Internet surfing trainings organized for students, faculty and other staff given by Computer Club, Language Improvement Club organizes classes/ workshops to help students improve their communication skills. Departments of Hindi, History, Sanskrit, English, Sociology and Economics have organized workshops at institutional and district level for the faculty. National, International seminars have been organized by department of Yoga, Hindi, English, Management and Commerce.

Extension lectures on various topics are organized by almost all the departments for their students every year. Apart from this we had ADGP Varun Kapoor who talked on Cyber Crime, Madam Janak Palta who talked on Solar Energy, Dr. Divya Gupta, Ranjit Singh, Dr. Tapan Bhattacharya, Dr. Banke and many more who have delivered lectures on various topics related to Social Issues, Human Rights, Women Empowernent, Yoga etc.

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

Response:

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are-

The beginning of the session various committees are formed , the Academic Committee and the Internal Examination Committee review the results and and plans activities for the academic growth of the institution at large with HODs. The Institute's approach to the learning outcome assessment is defined clearly. Faculty is best suited to determine the intended educational outcomes of their academic programs and activities, how to assess these outcomes, and how to use the results for program development and improvement is a part of student evaluation. The results of outcome assessment are used to evaluate the effectiveness of academic programs and activities and student services and the performance of individual faculty. Faculty uses the information collected to develop and improve academic programs and has a set mechanism to monitor the learning outcomes. Attendance is compulsorily taken for every lecture. Based on the participation in the class and the marks scored in the tests and assignments, the student level is judged by the teachers and appropriate action is taken. At the end of each semester the results of the tests are submitted to the semester cell. The attendance of the students is also monitored periodically.
Student's feedback on teachers performance also improves the effective implementation of quality of teaching learning process. The IQAC has brought several changes in the students feedback process like there will be no involvement of faculty members in the students' feedback process. The feedback forms are given during final exams and the students need to fill it and put in a box which is kept near IQAC room. Thus students with attendance at least above 70% are only able to give feedback about the faculty and teaching learning process. Only completely filled forms are be considered. The collected forms are analysed, and conveyed to the teachers in staff meetings by the IQAC chairperson i.e. the

Principal., the teachers take note of it and act upon the suggestions accordingly.From this session on ie 2018-19 for the first time we took online feedback from students.

File Description	Document
Any additional information	View Document

6.5.3

Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 3.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
09	03	01	01	02

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**

2. **Academic Administrative Audit (AAA) and initiation of follow up action**

3. **Participation in NIRF**

4. **ISO Certification**

5. **NBA or any other quality audit**

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5

Incremental improvements made during the preceding five years *(in case of first cycle)*

Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

2013-14

- M.Phil. in four subject?s viz. English Literature, Hindi Literature, Sociology and Commerce started in the session 2013-14, though by 2016-17 it went down to zero year.
- Establishment of English language lab for the students
- An audio-video soundproof studio set for department of Journalism.
- Construction of UG and PG classes.
- Rain Water harvesting system installed. .
- One International workshop on Yoga, One National Seminarorganized by department of Commerce in the 2013-14
- Initiatives have been taken by the college to make campus plastic free
- Green Campus - Clean Campus. The NSS and NCC units of the college often undertake "Clean the college campus" programme, under which the cleaning of the college premises is carried out.

2014-15

- Construction of new Conference Hall with ICT facilities in the
- Green campus- Clean campus drive under the 'Swachha Bharat Abhiyaan'
- Focus on more publications and presentations of research papers
- Organized Workshops for faculty and students on Yoga, Application of Research Tools, Importance of English Communication Skills, Human Rights.
- Basic Computer training to staff members and students
- Publication of Online Research Journal-E-ISSN : 2454-2717
- Formation of Student activity clubs-Yoga club, Computer and Internet club , Language improvement Club, Environment Consciousness Club, Debate Club, Sports Club. Women Empowerment Club/Committee
- Formation of Personality Development Cell
- Extension lectures conducted by various departments and committees.
   Blood donation, Eye check up camps, programmes on self-defense, health and hygiene organized for students.

2015-16

- Publication of College Magazine "Vaichariki"
- Student Participation Programme conducted by the Librarian - Involving PG students in College Library Work.
- Construction of government funded new building with 13 classrooms, 1 computer lab, 1 conference hall.
- Workshop on Communicative English, Vartaman Sandarbh Mein Sanyukta Pariwaar Ka Vightan Evam Uska Yuwao Per Prabhav, Sankhykhiyaki Takniken Evam Upkaran, Vartani Ki Samasyaein
- One National Level Seminar by department of English (UGC sponsored) on Widening Canvas of Literature.

2016-17

- MBA course started this session
- 4 Biometric machines installed Biometric attendance for the staff of the College
- Construction of New Parking Area of 14,000 square feet.
- Partial automation of the library.
- E-Library unit established in the main college library to access e-resources through N-List and National Digital Library.
- Department of Hindi organized one International Seminar on ……………
- Two district level workshops were organized by Department of Hindi and History respectively. Two workshops organized for the World Bank Project IDP preparation

2017-18

- 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.
- 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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Number of gender equity promotion programs organized by the institution during the last five years

Response: 21

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	3	6	5

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

    1.**Institution shows gender sensitivity in providing facilities such as:**

        1.**Safety and Security**

        2.**Counselling**

        3.**Common Room**

Response:

The Institution is a co-education institution it ensures gender sensitivity by providing equal opportunities to girls students. The College has a Women Empowerment Cell, Anti-ragging Cell, and Sexual Harassment Cell. Besides these associations and their programs, the College shows gender sensitivity in providing a safe and sound campus for female students. Awareness amongst the students regarding their needs and fairness of treatment for women and men are alike. The students are made aware of their roles in reference to gender equity by giving them gendered examples women versus men.

Following steps have been taken by the Institution on gender equity.

- Girls and boys are equally encouraged to participate in activities like sports, cultural and literary organized in the Institute. Picking up talent for participation without gender bias in similar activities at different levels has taken our female students to participate at National level in Malkambh (Nisha Sen).
- Student Union had 2 girls and as Class Representatives 22. The President of our Union was a girl.
- Class room tests, group discussions, role plays are organized where both girls and boys come together.
- Encourage gender group work like sapling plantation, awareness programs conducted by NSS, Social work whether it is rallies or street plays etc.
- Special lectures have been organized by the Women Empowerment Cell for girls.
- Short skill development courses have also been organized through Career Guidance Cell to make the girl students financially empowered.
- All the schemes of MP Government for the benefit of girls are available in the College.

1. Safety and Security

The College building is located in a well populated and conveniently connected area with a police station in close vicinity.

- The College has a secured walled campus with security guards outsource from "Real Security Services and Housekeeping Services" at all entrances.
- College building is monitored by CCTV surveillance .This makes the campus completely safe as there is a continuous watch on all the activities going on in the campus.
- All students are supposed to bring their ID-cards.
- The Institute has a Women Sexual Harassment Cell where girls can freely address any kind of issues related to harassment within the campus.
- Self defense training has been provided by the Women Empowerment Cell.
- We also seek help from Police Station in vicinity to create impression for discipline. We have organized a lecture cum demontration on 'Self Difence of Women' on 08.02.2017
- We try to make them economically stand on their feet by providing opportunities , our College signed an MoU in 2018 with ORANE Institute of Beauty and Wellness, Indore, which would provide career counseling sessions, workshop and seminars and also provide discounted prices for the choosen courses in the field of beauty and wellness. Similarlly a 20 day training from 03.04.2017 to 22.04.2017 on Mural Arts was given by Mrs. Rekha Shivnekar to the girl students which would make them economically independent and they could work from home..
- Issues like gender, women concerns, safety and security etc. are also addressed through academic content. A number of papers in this regard are being offered namely moral values, socio-economic environment, gender, media & society, gender & social justice etc. It helps young girls receive training for life skills. The College environment facilitate self-development and nurture of the young girls so that they become aware, active and energetic members of the society.

2. Counselling

The College is willing to nurture a healthy environment both physical health and mental health. The faculty of Department of Psychology counsels students on various issues of day to day life in a very cordial manner, which makes them discuss their problems freely with them. Apart from this girl students and female employees of the College take guidance from the faculty and seniors. Street plays on 'Beti Bachao' (Female Feticide) was enacted by students in the College Campus and also by NSS/ MSW

students in nearby areas . Programme on 'Health Awareness among Women' was organized by department of MSW in which free sanitary pads were distributed to girl students.

3. Common room

The College has a common room with attached washrooms. The room is designed to give female students a place to relax, study, enjoy indoor games and have informal discussions during their free time. They have been provided with the facility of two sanitary napkin vending machines.

File Description	Document
Any additional information	[View Document](#)

7.1.3

Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 00

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4

Percentage of annual lighting power requirements met through LED bulbs

Response: 4.25

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1095

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 25769

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5

Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste Management: Waste management is intended to reduce adverse effects on health, the environment or aesthetics. We follow the' swacha bharath ' motto of the government. The regular solid waste is collected by the Indore Municipal Corporation who picks up the solid waste generated in the campus from time to time. Separate trash bins for bio degradable and non- biodegradable waste are mounted at different places in the campus. Students are asked to dispose waste only in the designated bins. A compost pit has been created for waste management in the institution, food scraps, paper scraps, dead leaves, woody garden waste, grass clippings, waste kitchen scraps etc. are dumped in the pit at the backyard of the College building. The resulting organic material is then recycled and the manure thus produced is used for trees and plants in the college premises. Old, broken furniture is also repaired, repurposed and reused. Recently shades to cover admission window counters for protection from rain and sun have been made from old tin shades and iron angles lying waste in the college. The College has displayed various slogans, posters todevelop environmental consciousness among the students and the staff.

Liquid Waste Management: - In the campus there is no liquid waste. Basically our College is for Arts and Commerce students and there is no science department. Therefore no liquid waste is available in campus. We have installed Rain Water Harvesting system, rain water flows from roof tops to the soak pits made in the ground.

E- Waste Management: - E-waste such as discarded computers, printers, old televisions, VCRs OHPs and broken laboratory equipments are safely stored in an allotted room. As ours is a government college we cannot dispose them without permission from the higher government authorities. Maintenance of all the electronic equipments in the college is done on contractual basis.

File Description	Document
Any additional information	[View Document](#)

7.1.6

Rain water harvesting structures and utilization in the campus

Response:

The concept of rainwater harvesting, provides a solution to water scarcity particularly in urban areas and it has been adopted in our college.
It also helps as a part of practical knowledge to the students about using rainwater for a sustainable, participatory reasonable management of water.

Our College is located in the middle of the city, comprising more than 50 acres of land. Most of the land is left for different extracurricular activities, like sports etc. We have chosen the roof of the main building of our college of which has an area about 10878 sq m, the structure of the building is quite compatible for collecting the roof rain water and sending the water into the catchment areas. We are using the technique called ground water recharge. It is accomplished by letting roof rain water infiltrate into the ground. The recharge will locally lead to a higher water level. Since the soil condition of our area is black soil, we preferred the filtered water to spread across a wider area. We have got not less than five bore wells plus one huge well in our college campus located at different places which cater to the need of the water for huge college like ours where the student intake has been between 5000-8000 students every year.

We have connected entire rain water at several places from the roof through PVC pipes and diverted it towards at least three catchment areas according the slope of the ground and the compatibility of the pipeline. The amount spent on the same was approximately 2.0 lakhs for this technique way back in the year 2013.

File Description	Document
Any additional information	[View Document](#)

7.1.7

Green Practices
- **Students, staff using**
a)   **Bicycles**
b)   **Public Transport**
c)   **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**

- **Green landscaping with trees and plants**

Response:

The Institute is well connected to all the areas of Indore and its nearby towns and villages. Majority of our students are from the nearby places of Indore and are staying in hostels near the college or commute from their homes. And hence, some students are pedestrians, some use public transport, some use bicycles and a few students use other two wheelers. Similarly some of our staff members use public transport some share a car and some use their own vehicles.

a) Bicycles: Approximately 100 students use bicycles and a few staff members also use cycle as a means of transport. College has provided separate covered parking space for two wheelers and bicycles. Students who regularly use bicycles were honored with the title of 'Paryavaran Mitra' ie 'Friends of Environment' by our MLA Ms. Usha Thakur.

b) Public Transport: Most of the students, teachers and non teaching staff use public transport to commute. Our Institution is prominently situated on AB Road. Public transport is easily available.

c) Pedestrian friendly roads: The College is surrounded by wide pedestrian roads along with service roads connecting the main roads. Inside the college also there are walking tracks and vehicle free zone around the building.

 Plastic free campus: Our College has a Campus maintenance, beautification and environment committee which has a focus on the reduction of plastic use in any form. Placards and posters have been displayed in the campus to exhibit the same.

 Paperless Office: Maximum correspondence of the office to University, State Government and other offices is being done through e- mails which are the steps to the paperless office. Mostly notices are served by Email and on Watsapp GACC Notice Board group. Staff is instructed to use both sides of the paper while writing or typing including question papers. Feedback from students was taken online this session.

6. Green Landscaping: - There is a well maintained garden in the campus premises including a wide variety of flora and diverse species of trees. We have trees like mango, guava, neem, gooseberry, almond etc. apart from other decorative plants. Some medicinal plants have also been planted by Yoga department. Our college staff and students contribute in maintaining the campus green with the help of the gardener. Hindi Department has also developed a 'Green -Literary Corner,' exhibiting the relation of nature and literature. This garden is accessible to the staff and students and not merely an ornamental component of the campus with pavements and cemented chairs. To create awareness about cleanliness, periodical cleanliness drives are undertaken, where we promote green and clean environment for the students. Environmental Studies is a compulsory paper for all first year students which sensitizes students to issues like hazards of pollution, waste management, fossil fuels, bio degradability, bio-diversity and energy conservation, to name a few. 'Save Birds' is an initiative which the College started in 2013 to motivate students to place birdbaths (sakoras) at their homes and terraces so that birds can have food grains and water.

File Description	Document
Any additional information	[View Document](#)

7.1.8

Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.88

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.22603	0.3064	0.19464	0.776	2.81585

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9

Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the

last five years

Response: 36

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	06	04	11	03

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

7.1.11

Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 32

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	02	02	09	04

File Description	Document
Any additional information	[View Document](#)

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13

Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

7.1.14

The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15

The institution offers a course on Human Values and professional ethics

Response: No

7.1.16

The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17

Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 59

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	11	07	20	03

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18

Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Our belief is to transform lives through comprehensive education by upholding the values of secularism and national integration, we respect human values. As it is said 'Example works more than percepts.', the Institute organizes various programs which bring home human values such as compassion, honesty, patriotism, , justice, kindness, love, peace, responsibility, spirituality, trustworthiness, integrity and wisdom by remembering great Indian Personalities on their death and birth anniversaries. We have a committee which is responsible for organizing national festivals in the College; apart from them some departments also celebrate these programs sometimes at Institute level, sometimes at departmental level. Swami Vivekananda Jayanti , Gandhi Jayanti, are celebrated every year and the College organizes activities like group suryanamaskar, lectures, cleanliness drive on that day. Dindayal Upadhyay, Atal

Bihari Vajpayee, Tulsidas, Nirala, Mahadevi Verma and Premchand Jayanti are other great personas who have been remembered by the college through various activities. We have organized one day program on Shahadat Diwas in which Bhagat Singh, Sukhdev and Rajguru were remembered. We celebrate Independence Day, Republic Day, International Yoga Day, MP Sathapana Diwas in a well organized manner every year. We also have lectures on Human Rights Day by department of Political Science, Shourya Diwas by NCC, NSS day is also observed, Voter Awareness Day etc. Lectures by eminent personalities are delivered, competitions, programmes are held emphasizing the significance of that particular day.

7.1.19

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Financial undertakings are done through Purchase Committee which is formed in the college every year in the new session headed by a senior faculty member, which monitors effective and efficient use of available financial resources for different proposals as per government. norms. Some other committees like UGC Cell, AF Committee, Building Construction & development committee, Accounts committee, Self Finance committee, Pay fixation committee, Scholarship committee, Examination Cell also monitor the financial resources of the college. The fund is disbursed from the office/ UGC only on the basis of the certification of the work by the convener concerned. The plan and non-plan fund utilization is made according to the direct monitoring by the Principal. The Principal and the bursar make sure that the transfer of funds is made in time. Thus everything is clear and transparent in any kind of financial transaction. The accounts are regularly audited by external and internal committees. Government audits also made as per their time schedule.

Admission is an online process which is strictly on the basis of merit in accordance to the government reservation policies. Internal examination dates are notified on the notice boards and the faculty accordingly announces the syllabus for tests and assignments. Results of internal exams are conveyed to students in their regular classes. Corrected answer scripts are open to students for any kind of clarification. Students are asked to sign in the internal assessment list once they are satisfied with marks Contractual, part-time and guest lecturers' appointments fall under the purview of Janbhaagidaari Samiti (An auxiliary body of State Government). These posts are advertised in the newspapers and appointment is made on merit basis. Important notices regarding college activities are regularly posted on the College website and displayed on the notice boards to ensure complete transparency in all its functioning.

7.2 Best Practices

7.2.1

Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICES

1. Title of the Best Practice : Computer Based English Language Learning

2. Objectives of the Practice: Madhya Pradesh is a Hindi speaking state; the students find it very difficult to communicate in English despite studying the same in school for twelve years. Since language learning is quite different from learning any other subject, it is not limited to just writing an examination paper and getting marks. Process and the method of learning a language are of utmost importance. The interactive lab sessions enable students to improve listening, speaking, and reading and writing by putting them into practice, it makes them attentive, enthusiastic, overcome shyness, internalize basic language concepts and help them in their personal and professional growth.

3. The Context: The students are from in or around Indore or other small places of Madhya Pradesh with Hindi as their medium of instruction. The linguistic habits already acquired in learning their mother tongue and various local dialects slow down their proficiency in learning English language. It is generally observed that either they fail to produce a particular sound or they produce it incorrectly. This makes them hesitant and shy. So it becomes essential that students belonging to various regions are exposed to the same standard material in the language laboratory in order to develop uniform and acceptable habits of speech.

4. The Practice: The English Language Lab has 30 computers with considerably good configuration for students along with headphones. These computers are connected through LAN with the Master Computer. We are using the software Wordsworth which gives students a chance practice and take their communication skills to the next level at their own pace. This software is a combination of ILT (Instructor Led Training) which is followed by CBT (Computer Based Training). The instructor teaches using a projector and blackboard. The students are given practice in Public Speaking, Role Play, Skit/Act, One to One conversation from the front, One to all conversation and so on. Practice is based on what is more close to real life rather than text book exercises.

Films, dramas, Documentaries, Virtual Lectures have benefitted the students of English Literature, Hindi Literature, Yoga, MBA, BBA, BA and B Com as required online or offline (CD/DVD/Hard Disc etc). Students are guided and instructed as to how to prepare for interviews and face them confidently. Interactive sessions like role play or group discussions help students overcome their shyness. The students can communicate with each other and also with the teacher and vice versa without disturbing others in the laboratory. English Language lab is also helping students with their competitive exams. Regular students who apply for MPPSC, MP Professional Examination Board, Staff Selection Commission, Railway Recruitment Board, Banking etc are helped and guided to prepare for their general English paper according to their prescribed course. In future the In charge Language Lab intends to install certain courses like Business English, Spoken English, and Day-to-Day English, etc. for the trainees of the college.

5. Evidence of Success: Round the year classes are conducted. The number of students enrolling themselves for this course has been increasing every year. The Lab became functional in 2014; the students enrolled then were very few. It started with English Language Improvement classes, the same continued in 2015 with number of enrolled students going up to 76. The number increased in 2016-17 to 196.

The enthusiastic response and participation of the students has inspired us to hold these classes every session. In the year 2017-18 the number of students enrolled were 394, this session (2018-19) we have 434 students. It is the prerogative of the English Language Lab to ensure that the learners go beyond learning of reading and writing and enhance their listening and speaking skills too.

6. Problems Encountered and Resources Required: These classes are run after the regular classes of the students, they get less time. The demand of students has been on an increase but the seating capacity is just for thirty students. Besides this some more software to improve the language skills in teaching tenses, software Read up and Speed Up, Active Listening software would enhance the listening skills of the learners. Phonetics software to teach speech mechanism of sounds, exact pronunciation of English words with accent and tone. Poor network becomes another hindrance especially when the class is running, we have requested for higher speed internet connection.

1.   Title of the practice : NSS -The Spearhead of Extension Acivities

2.   The Context that Required the initiation of the practice: Most of the students in our college are from socially and economically weaker section, also from small areas around Indore.The activities need to be scheduled as per the convenience of thestudents who are otherwise engaged in part time jobs also to support their families. The planning and designing of programmes need to be managed keeping in view their academic and domestic needs.

3.   Objectives of the practice : With the help of NSS, NCC, and the students of M.S.W. we enhance social awareness amongst students and, extend community help and society .

4.   The Practice : The College has efficient and active NSS wings working under the NSS Cell, DAVV, Indore. This session ie 2018-19 the girl students also demanded the revival of NSS Girl Unit. The institution promotes NSS for all round development and character building of the students. The volunteer students are taught to extend the activities of units at the community level. NSS is the platform for community service. The college has been working since last three years in Ralamandal village for its extension activity. The college promotes extension work bringing together the campus and the community. The college follows regular activity and holds special camp activities to understand the community in which they work and also understand themselves in relation to their community, identify the needs and problems of the community and involve them in problem solving and help them to develop among themselves a sense of social responsibility. Such activities help the students to develop discipline, social harmony, civic sense and a sense of oneness in terms of national integration and social harmony. As the motto of NSS says - I do not live for me, but you- so is the teaching they get from the various activities conducted.Following Programs were conducted by NSS volunteers and other college students-

- .Health Awareness program
- Blood donation camp
- Tree Plantation
- Cleanliness Drive.
- Anti drug and tobacco Programme
- HIV / AIDS awareness Program
- Save Girls Child Program
- Literacy awareness

- Old age Problem.
- National Integration program
- Crowd management and traffic control.
- Programs based on indian values.
- Voters awareness program
- Program on Human Rights etc.

The students have expressed and spread these messages through street plays, rallies and also door to door contact. Apart from these, they are active in all the programs held in the college.

5. Evidence of Success: Enthusiastic participation and increase number of students in the units. Demand for Girls NSS Unit, shows the inspiration which the students have received. Some students voluntarily join NGOs and come forward to join government drive in Traffic control and HIV / AIDS Awareness Programs, Voter awareness SVEEP program of Madhya Pradesh. The community service extended to the village has been appreciated and awarded by local village surpunch.

6. Problems Encountered and Resources Required: The NSS units work under the guidance of thier officers. The College authority extends all encompassing support. The officer in charge plans, takes decisions on regular activities and special camp activities through periodic meetings. Sometimes the NSS Units face financial crunch, they receive less of support from the authorities and hence have to sort out certain problems with their personal efforts. Experts for different social activities . Government Support for rally and special camp.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The institution which has a long glorious history of six decades beginning in 1961 when the learnt **Dr. Sarvepalli Radhakrishan** inaugurated the college with the vision to abide by its motto 'Na hi jnanena sadrsam pavitram iha vidyate' in its vision i.e. 'In this world, there is nothing as sublime and pure as knowledge'. It endeavors to be a respected and, a sought after Educational Institute engaged in transforming lives through comprehensive education by upholding the values of secularism, national integration and social commitment. The clear cut vision of the College encourages new priorities around the untouched grounds in academics, cultural and sports activities with sensitivity towards the green campus and clean campus. With the intention of developing the overall personality of the students, the

College has been introducing new courses; today we have 19 self-finance job oriented courses. The College has two smart classrooms newly set up, ICT enabled classrooms. There has always been a traditional ways of teaching since long. The upcoming trend of social media has been explored by the department of journalism. Lectures are being recorded in the college studio and are available on College website. Similarly all the activities are recorded by the students of the Journalism department and these small clippings of all the events serve as audio-visual reports for the College and the city.

Since most of our students are from around with Hindi as their medium for studies and have come to Indore a bigger city to find better opportunities, an English language lab was established in 2013 with Wordsworth software installed in the computers. The students since the inception of the lab are taking benefit of the same. The focus is on the overall development of the students which is not possible without sports so keeping this in the mind volleyball ground, cricket grounds, lawn tennis ground of Indian Standards have been developed where the student regularly play games of their choices. The college has produced a number of national players; the faculty has also participated in sports which are held by the State government for its employees. Beautiful gardens have been made in the college, the students have also contributed a lot through various activities, Cleanliness drive, trying to make the college plastic free, Department of Hindi took the initiative to involve their students through project work based on nature and literature and **Sahitya Vatika** was created with the purpose that students can sit there and exchange their ideas also and discuss the lectures in the calm surrounding in the open sky. Special efforts are done to maintain this green areas compost pits have been made regular cleaning of the campus is done by class four employees. Students are also encouraged to keep the campus clean and green and enjoy the calm of nature. Placards and display boards stand as reminders to keep the campus clean. Chairs in the garden have been put up for the students to sit amidst the green gardens. Trash bins in every nook and corner promote the sense of cleanliness.

   Regular maintenance and expansion of infrastructure enhances the chance of keeping the students devoted and attached to the college and give them a conducive atmosphere to study, with this aim the College tries to provide the best possible facilities like pure, cool drinking water, Yogic Health Counseling centre and meditation hall, psychological problems of the students are solved by the department of psychology, the college has one Psychological Counseling Center also. The college has its own research journal, College Magazine, and publications by departments which involve students also in these areas. Lately a new Research Room with ICT facilities has been set up for conducting open viva, and other research related activities. The enthusiasm of students to participate in extension activities for the community and society has encouraged girls to revive the NSS girls unit this year. Participation of NSS students in National Youth Parliament, National level camps, and the longest Tiranga across the city brought the name of our college in World Records. NCC students have joined armed forces, police, participated in national level camps, trainings, RDC parade. MSW activities involve working with NGOs, Old Age Homes, and Family Planning Association and so on. Industry visits, Field trips, educational tours are also organized and thus the vision of transforming the students in a holistic manner is tried to be fulfilled in the best manner possible.

File Description	Document
Any additional information	[View Document](#)

5. CONCLUSION

Additional Information :

Automation of the students which started in the last session is being continued with more additions.Planned to have more ICT enabled classrooms, two have been made in this new session and we also plan to train teachers accordingly. The Infrastructure of the college is sensitive to the requirements of differently abled students and staff members new washrooms and a club for the visually impaired to provide scribes and computer with Braille software was set up this session, Apart from regular under-graduate courses the college offers add-on and certificate courses to facilitate the all round development of students. In order to alleviate the rigours of a demanding college curriculum, the students are encouraged to participate in various co-curricular and extra-curricular activities. A new ICT enabled Research Room has been set up for open viva-voce conducted. The College has also set up a Yogic Health Counseling Centre the department had two ayurvedic daoctors, one of them got the opportunity to work with Japan. Another vital focus of the institution is the formation of a separate Women Sexual Harrasment Committee, earlier everything was looked after by the Women Empowerment Cell to deal with cases, if any, of sexual harassment. Internal Complaints Committee for students and staff members was formed as per the directions of the UGC to ensure their safety and security within the college campus. The Principal works in close cooperation with the staff and different committees to regulate and maintain an amicable and scholastic environment. The college has an active NSS , Red Ribbon Club,NCC units as part of its social extension programmes, in addition the Social work department, Social Club, Computer and Internet awareness club, Yoga Club, Language Improvement and Campus beautification and environment Club. The institution takes pride in environment-based activities to sensitize students to nature and its importance for all the living creatures on earth.

Concluding Remarks :

The College is a home of hope to the learners equally to the lower strata of the society across urban as well as rural social layers. It provides financial assistance to regress social inequalities of underprivileged students through government funded social welfare schemes. Unconditional care and providing learning with human touch are two pillars which support the students here.
Recognizing that the real need of every human being is self actualization, the College offers the scope of self expression through various committees formed to ensure effective execution of curricular and co-curricular activities. Extension activities have helped the physical and the social development of the individual-inculcating the spirit of working as a team and developing leadership potentials The College has always followed a culture of participative management which includes the Principal, Heads of all the departments, faculty, staff, students, parents and the alumnae. The student who passes out from this college is a composed and a well rounded individual who is capable of handling all aspects of life and can contribute to the society in his best possible way.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
2.1.2	**Average Enrollment percentage** (Average of last five years) 2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification: See table below Answer After DVV Verification : See table below 2.1.2.2. Number of sanctioned seats year-wise during the last five years Answer before DVV Verification: See table below Answer After DVV Verification : See table below
2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years 2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: See table below Answer After DVV Verification : See table below Remark : Number of students admitted in reserved categories should not be more than the seats enmarked. Please revise the values.

2.1.2.1 Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7708	7000	6260	5299	5103

2.1.2.1 Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3597	3191	3024	2576	2473

2.1.2.2 Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7708	7000	6260	5299	5103

2.1.2.2 Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4115	3905	3875	3875	3875

2.1.3.1 Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6044	5339	4889	4158	3884

2.1.3.1 Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2057	1953	1938	1938	1938

2.2.3	Percentage of differently abled students (Divyangjan) on rolls
	
	    2.2.3.1. Number of differently abled students on rolls
	    Answer before DVV Verification : 76
	    Answer after DVV Verification: 76

3.1.2	Percentage of teachers recognised as research guides at present
	
	    3.1.2.1. Number of teachers recognised as research guides
	    Answer before DVV Verification : 30
	    Answer after DVV Verification: 31

3.3.3	Number of Ph.D.s awarded per teacher during the last five years
	
	    3.3.3.1. How many Ph.Ds awarded within last five years
	    Answer before DVV Verification : 124
	    Answer after DVV Verification: 122
	    3.3.3.2. Number of teachers recognized as guides during the last five years
	    Answer before DVV Verification : 152
	    Answer after DVV Verification: 152

3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years
	
	    3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years
	    Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
09	0	01	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	0	01

3.5.2	Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)
	
	    3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)
	    Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
07	02	0	0	01

	Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14 | |---|---|---|---|---| | 07 | 02 | 0 | 0 | 01 |
4.2.6	Percentage per day usage of library by teachers and students 4.2.6.1. Average number of teachers and students using library per day over last one year Answer before DVV Verification : 73 Answer after DVV Verification: 73
5.1.1	Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years 5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years Answer before DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14 | |---|---|---|---|---| | 4452 | 4084 | 3559 | 3181 | 3174 | Answer After DVV Verification : | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | |---|---|---|---|---| | 4640 | 4084 | 3559 | 3181 | 3174 |
5.2.1	Average percentage of placement of outgoing students during the last five years 5.2.1.1. Number of outgoing students placed year-wise during the last five years Answer before DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14 | |---|---|---|---|---| | 95 | 56 | 124 | 31 | 47 | Answer After DVV Verification : | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | |---|---|---|---|---| | 94 | 56 | 124 | 31 | 48 |
5.2.2	Percentage of student progression to higher education (previous graduating batch) 5.2.2.1. Number of outgoing students progressing to higher education Answer before DVV Verification : 569 Answer after DVV Verification: 569

5.2.3	Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ 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) year wise during last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
15	09	02	03	03 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
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16	09	02	06	03 | 5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years Answer before DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14
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5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years. 5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
04	04	04	07	0 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
01	00	00	00	00	
5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year 5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
43	45	41	43	37	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	11	11

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 459 Answer after DVV Verification : 459
1.2	Number of programs offered year-wise for last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---------	---------	---------	---------	---------
44	44	43	43	43 | Answer After DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14
---------	---------	---------	---------	---------
44	44	43	43	43	
2.1	Number of students year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---------	---------	---------	---------	---------
7708	7000	6260	5299	5103 | Answer After DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14
---------	---------	---------	---------	---------
7658	6836	6260	5259	4975	
2.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---------	---------	---------	---------	---------
6044	5339	4889	4158	3884 | Answer After DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14
---------	---------	---------	---------	---------
2057	1953	1938	1938	1938	

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