# Yearly Status Report - 2017-2018

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **Swami Vivekananada Govt. P.G. College, Harda (MP)** |
| Name of the head of the Institution | **Dr. Sangeeta Biley** |
| Designation | **Principal(in-charge)** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **07577222048** |
| Mobile no. | **7999051435** |
| Registered Email | **hegaacchar@mp.gov.in** |
| Alternate Email | **sangeetakulhare@rediffmail.com** |
| Address | **Indore Road, Harda, Distt. Harda (MP)** |
| City/Town | **Harda** |
| State/UT | **Madhya Pradesh** |
| Pincode | **461331** |

## 2. Institutional Status

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Urban** |
| Financial Status | **state** |
| Name of the IQAC co-ordinator/Director | **Dr. Dheera Shah** |
| Phone no/Alternate Phone no. | **07577222048** |
| Mobile no. | **9826730380** |
| Registered Email | **hegaacchar@mp.gov.in** |
| Alternate Email | **dr.rakeshparaste15@gmail.com** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | http://www.mphighereducation.nic.in/pgcharda |

## 4. Whether Academic Calendar prepared during the year

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.mphighereducation.nic.in/pgcharda |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity Period From | Validity Period To |
|---|---|---|---|---|---|
| **1** | **C++** | **66.55** | **2007** | **10-Feb-2007** | **09-Feb-2012** |
| **2** | **C** | **1.96** | **2017** | **27-Nov-2017** | **26-Nov-2022** |

## 6. Date of Establishment of IQAC

**30-Mar-2007**

## 7. Internal Quality Assurance System

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

| | | |
|---|---|---|
| Proposed for Implementation of free wi-fi campus. | 12-Aug-2017 180 | 1312 |
| Discussed with Teaching staff members for regular classes. | 08-Nov-2017 180 | 1312 |
| Discussed on departmental problems and findout the solutions for the same. | 11-Sep-2017 180 | 1312 |
| Discussed on students election process. | 11-Sep-2017 180 | 1312 |
| Meeting held in the Chairmanship of President of janbhagidari samiti regarding students benifecial activities, departmental activities and for promoting quality in education | 11-Oct-2017 180 | 1312 |
| Gave information to press about alumni students meet. | 11-Nov-2017 180 | 1312 |

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

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

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Higher Education, Govt of MP | Academic | State Govt | 2017 180 | 1.7 |
| [View Uploaded File](#) | | | | |

| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | Yes |
| Upload latest notification of formation of IQAC | [View Link](#) |
| **10. Number of IQAC meetings held during the year :** | 5 |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | No |
| Upload the minutes of meeting and action taken report | No Files Uploaded !!! |

| 11. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |
|---|---|

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

1. All the staff are encouraged to attend seminars, conferences, workshop as well as publish thier research papers in the UGC Care Listed Journal or International peer reviewd journals. 2. All the students are encouraged and motivated to take field visit and assignment. 3. All the teaching staff are encouraged to conduct at least one seminar or conference in the academic year.

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

| Plan of Action | Achivements/Outcomes |
|---|---|
| Constituted Help Desk for students to provide complete information to select subjects/courses | Overall holistic developpment of studnets |
| Provided information through Career Guidance for competititve examinations and students' career goals | Students opted right career goals |
| Provided assignment for field projets, skill development and other extra curriculur activities | Skill developed of the students |
| [View Uploaded File](#) ||

| 14. Whether AQAR was placed before statutory body ? | No |
|---|---|
| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | No |
| 16. Whether institutional data submitted to AISHE: | Yes |
| Year of Submission | 2018 |
| Date of Submission | 20-Apr-2018 |
| 17. Does the Institution have Management Information System ? | No |

Part B

# CRITERION I – CURRICULAR ASPECTS

## 1.1 – Curriculum Planning and Implementation

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

The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies. The college ensures effective curriculum delivery through systematic and strategic transparent mechanism. The college follows the Academic calendar issued by the Department of Higher Education Govt of MP. The Heads of Departments conducts the meetings to distribute workload, allot subjects, plan the activities of the department and to review the completed syllabus. The Principal monitors the effective implementation of the Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty. The college constitutes the Time Table committee prepared by respective departments and displayed on college notice-board, also uploaded on college website. link of syllabus also provided to students. Teaching plan is prepared by every faculty member at the beginning of academic year. They record the conduct of teaching and practical in the diary. The faculty engages extra periods and practical as and when necessary and maintains their records. There is optimum utilization of well-equipped laboratories for curriculum delivery of practical. The faculty uses charts, maps, models and specimens along with chalk and board. Study materials, notes and question banks are provided in the class. Educational field visits, industrial visits, tours are organized.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
| --- | --- | --- | --- | --- | --- |
| Nil | Nil | Nil | Nil | Nil | Nil |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
| --- | --- | --- |
| Nill | Nil | Nill |
| No file uploaded. | | |

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

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
| --- | --- | --- |
| Nill | Nil | Nill |

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

| | Certificate | Diploma Course |
| --- | --- | --- |
| Number of Students | 0 | 0 |

## 1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
| --- | --- | --- |
| Nil | Nill | 0 |

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|---|

| 1.3.2 – Field Projects / Internships under taken during the year | | |
|---|---|---|
| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
| BA | Internship | 324 |
| BCom | Internship | 136 |
| BSc | Internship | 118 |
| MA | Economics- Internbship | 12 |
| MA | Hindi- Internbship | 16 |
| MA | History- Internbship | 9 |
| MA | Political Science- Internbship | 14 |
| MA | Sociology- Internbship | 7 |
| MCom | Internbship | 80 |
| MSc | Chemistry-Internbship | 16 |
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
|---|---|
| Teachers | Yes |
| Employers | Yes |
| Alumni | No |
| Parents | No |

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

| Feedback Obtained |
|---|
| The responses gathered via the student feedback survey helps us to identify areas of improvement in curriculum delivery and evaluation methods. Students: The college collects feedback from the students through a manual feedback form at the end of every academic year. This feedback is analyzed and solutions are sought through meetings held with faculty members. Teachers: The college collects feedback from the Academic staff of college through a manual feedback form at the end of every academic year. This feedback is analyzed and solutions are sought through meetings held with faculty members under the supervision of the IQAC head and principal. Employers: The college collects feedback from the staff of the college through a manual feedback form at the end of every academic year. This feedback is analyzed and solutions are sought through meetings held with staff members under the supervision of the IQAC head and principal. These are considered by the college and implemented to the extent possible. |

# CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the | Programme | Number of seats | Number of | Students Enrolled |
|---|---|---|---|---|

| Programme | Specialization | available | Application received | |
|-----------|----------------|-----------|----------------------|---|
| BA | ATRS | 450 | 441 | 441 |
| BCom | COMMERCE | 300 | 263 | 263 |
| BSc | BIO MATHS COMPUTER | 280 | 205 | 205 |
| BBA | BUSINESS MANAGEMENT | 60 | 6 | 6 |
| BCA | Computer Application | 60 | 24 | 24 |
| MA | ECONOMICS | 40 | 38 | 38 |
| MA | HINDI | 40 | 40 | 40 |
| MA | HISTORY | 40 | 34 | 34 |
| MA | POLITICAL SCIENCE | 42 | 42 | 42 |
| MA | SOCIOLOGY | 40 | 26 | 26 |

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## 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|------|------|------|------|------|
| 2017 | 2258 | 647 | 6 | 31 | 31 |

## 2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|------|------|------|------|------|------|
| 0 | 0 | 0 | 0 | 0 | 0 |
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution adopts many student mentoring methods to enable the learner to meet their learning goals, academic success with required competencies. Students are encouraged to actively engage in posing questions, investigating, experimenting, solving problems, assuming responsibilities, being creative and constructing their own knowledge. The experiential learning provides opportunities to students to apply theory into practice. Student mentoring methodologies help in enhancing for decision making power of students and developing critical thinking Self-reflection. To make more interactive and effective relationship between Mentor- Mentee is encouraged by the institution. The faculty adopts a variety of participative teaching learning methods in their classrooms. Students are also encouraged to raise questions during the class. Through peer group teaching dialogue is encouraged amongst students on various educational, social, national issues, in a way where students feel free to interact with teachers as well. With the aim to develop research oriented attitude, students are encouraged to take field projects works, reflective and problem solving method, critical thinking, assigning projects to students on various topics and issues based on their syllabus where they explore the problem, collect

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|---|---|---|
| 2905 | 37 | 1:79 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|---|---|---|---|---|
| 37 | 22 | 15 | 15 | 20 |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2017 | NIL | Nill | NIL |

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## 2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| BA | C028 | SEMSTER | 30/06/2018 | 31/07/2018 |
| BCom | C032 | SEMSTER | 30/06/2018 | 31/07/2018 |
| BCom | C198 | SEMSTER | 30/06/2018 | 31/07/2018 |
| BSc | C137 | SEMSTER | 30/06/2018 | 31/07/2018 |
| BSc | C085 | SEMSTER | 30/06/2018 | 31/07/2018 |
| BCA | C030 | SEMSTER | 30/06/2018 | 31/07/2018 |
| BBA | C029 | SEMSTER | 30/06/2018 | 31/07/2018 |
| MCom | C031 | SEMSTER | 30/06/2018 | 31/07/2018 |
| MSc | C046 | SEMSTER | 30/06/2018 | 31/07/2018 |
| MSc | C044 | SEMSTER | 30/06/2018 | 31/07/2018 |

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

Academic calendar is prepared at the beginning of each semester/year and is made available on the college notice-boards. Thus, students know about the dates of internal assessments well in advance and hence, can prepared accordingly. For theory sessional assessment the question papers are prepared at the department level with reference to old question paper/question bank/book followed by faculty members. Question paper is prepared by individual faculty/ faculty members teaching the same subject. Quality of question papers are checked and final question paper is approved by concerned authority. Answer sheets are evaluated and checked answer sheets are shown to the students.

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

At the college level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examination. (1).Two internal assessment test are given during each semester. Time table for which is prepared well in advance and communicated to the students earlier. (2). Seating plan and preparation are time-table are marking is followed even for internal assessment tests and it is displayed on the notice board along with the Internal assessment time table. (3). After evaluation of internal assessment answer scripts, the scripts are given to students to have an idea of their performance in the test. If they come across any doubts, clarification is given which enables them to fare better in future. (4). By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. This is further enhancing the transparency and rapport between faculty members and students.

## 2.6 – Student Performance and Learning Outcomes

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

http://www.mphighereducation.nic.in/pgcharda

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| C028 | BA | ARTS | 114 | 107 | 94 |
| C032 | BCom | COMMERCE | 77 | 77 | 100 |
| C198 | BCom | COMPUTER APPLICATION | 99 | 99 | 100 |
| C137 | BSc | CS | 48 | 32 | 67 |
| C085 | BSc | BIO | 42 | 34 | 81 |
| C116 | BSc | MATHS | 26 | 14 | 54 |
| C030 | BCA | CMPUTER APPLICATION | 19 | 12 | 63 |
| C029 | BBA | BUSINESS MANAGEMENT | 6 | 4 | 67 |
| C031 | MCom | COMMERCE | 77 | 71 | 92 |
| C046 | MSc | COMPUTER SCIENCE | 12 | 11 | 92 |
| View Uploaded File | | | | | |

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

| http://www.mphighereducation.nic.in/pgcharda |
| --- |

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
| --- | --- | --- | --- | --- |
| **Total** | **Nill** | **Nil** | **Nill** | **Nill** |
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### 3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
| --- | --- | --- |
| **Nil** | **NIL** | |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
| --- | --- | --- | --- | --- |
| **Nil** | **NIL** | **NA** | **Nill** | **Nill** |
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
| --- | --- | --- | --- | --- | --- |
| **NIL** | **NA** | **NA** | **NA** | **NA** | **Nill** |
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
| --- | --- | --- |
| **00** | **00** | **00** |

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

| Name of the Department | Number of PhD's Awarded |
| --- | --- |
| **00** | **0** |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
| --- | --- | --- | --- |
| **International** | **Mathematics** | **1** | **Nill** |
| View Uploaded File | | | |

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

| Department | Number of Publication |
| --- | --- |
| **Nil** | **0** |
| **No file uploaded.** | |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| Common fixed point theorem for two self mapping in fuzzy metric spaces for two mapping | 1 | Naveen Shodh Sansar ( An international Peer Review) | 2017 | Nill | NA | Nill |

**No file uploaded.**

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| NIL | NIL | NIL | Nill | Nill | Nill | Nill |

**No file uploaded.**

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

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Nill | 0 | 0 | Nill | Nill |

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## 3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| NIL | NIL | Nill | Nill |

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

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|
| NIL | NIL | NIL | Nill |

**No file uploaded.**

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agen | Name of the activity | Number of teachers | Number of students |
|---|---|---|---|---|

| cy/collaborating agency | | | participated in such activites | participated in such activites |
|---|---|---|---|---|
| NIL | NIL | NIL | 0 | 0 |
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## 3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| NIL | NIL | NIL | 0 |
| No file uploaded. | | | |

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| NIL | NIL | NIL | Nill | Nill | 00 |
| No file uploaded. | | | | | |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| NIL | Nill | NIL | 0 |
| No file uploaded. | | | |

# CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 1.7 | 1.7 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Campus Area | Existing |
| Class rooms | Existing |
| View File | |

## 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| SOUL | Partially | 2.5 | 2011 |

## 4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 23917 | 3587550 | 0 | 0 | 23917 | 3587550 |
| Reference Books | 6337 | 2851650 | 0 | 0 | 6337 | 2851650 |
| e-Books | 0 | 0 | 0 | 0 | 0 | 0 |
| Journals | 8 | 8500 | 0 | 0 | 8 | 8500 |
| e-Journals | 0 | 0 | 0 | 0 | 0 | 0 |
| Digital Database | 0 | 0 | 0 | 0 | 0 | 0 |
| CD & Video | 0 | 0 | 0 | 0 | 0 | 0 |
| Library Automation | 0 | 0 | 0 | 0 | 0 | 0 |
| Weeding (hard & soft) | 0 | 0 | 0 | 0 | 0 | 0 |
| Others(specify) | 0 | 0 | 0 | 0 | 0 | 0 |

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

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

**No file uploaded.**

## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 35 | 1 | 35 | 0 | 0 | 0 | 0 | 0 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 35 | 1 | 35 | 0 | 0 | 0 | 0 | 0 | 0 |

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

**10 MBPS/ GBPS**

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and |
|---|---|

| | recording facility |
|---|---|
| NIL | 00 |

## 4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| 0.65 | 0.65 | 2.42 | 2.42 |

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

College has established systems and procedures for regular monitoring, maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc. within the college. The maintenance of physical, academic and support facilities are carried out by the Office Superintendent, Technical Assistant and Lab Technician under the supervision of respective departments by taking the help from in-house staff on a daily basis and periodically. And care has been taken to keep the equipment, machine etc. in working condition. For the maintenance of toilets and service areas local fund college sweepers have been engaged for cleaning the toilets, washrooms, and buildings. All computers have Antivirus software. Sometimes the power cuts in our area, the college has installed a generator to cater to the needs of computer labs, laboratories, the office, and classrooms.

http://www.mphighereducation.nic.in/pgcharda

# CRITERION V – STUDENT SUPPORT AND PROGRESSION

## 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | Post Metric Scholarships | 5238 | 11820753 |
| Financial Support from Other Sources | | | |
| a) National | NIL | 0 | 0 |
| b)International | NIL | 0 | 0 |
| View File | | | |

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

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| NIL | Nill | 0 | NIL |
| No file uploaded. | | | |

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

| Year | Name of the scheme | Number of benefited | Number of benefited | Number of students who | Number of studentsp placed |
|---|---|---|---|---|---|

| | | students for competitive examination | students by career counseling activities | have passedin the comp. exam | |
|---|---|---|---|---|---|
| 2017 | Swami Vivekanand Career Counselling Scheme | 689 | 1000 | 0 | 0 |
| | | | [View File](#) | | |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| 1 | 1 | 15 |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| NIL | 0 | 0 | 00 | 0 | 0 |
| No file uploaded. | | | | | |

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

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| 2017 | 0 | NIL | NIL | NIL | NIL |
| No file uploaded. | | | | | |

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

| Items | Number of students selected/ qualifying |
|---|---|
| NET | 0 |
| SET | 0 |
| SLET | 0 |
| GATE | 0 |
| GMAT | 0 |
| CAT | 0 |
| GRE | 0 |
| TOFEL | 0 |
| Civil Services | 0 |
| Any Other | 0 |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
|---|---|---|
| CULTURAL ACTIVITY | INSTITUTIONAL LEVEL | 15 |
| View File | | |

## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| 2017 | NIL | National | Nill | Nill | 00 | NIL |
| No file uploaded. | | | | | | |

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

Activity of Student Council amp representation of students on academic amp administrative bodies/committees of the institution Class counselling Committees All programmes have class committees for each course that comprise of student members representing meritorious as well as weak students, alongwith faculty members nominated by the Head of the Department, other than the course teacher. The Class counselling Committees provide feedback on all aspects of the programme and respective course. Class Committee Meetings are held regularly, at least twice in each semester. Cultural and Sports Committees Students have strong representations in all cultural and sports and games committees and help in organization and management of events. Organization of Special Events Students organize, and celebrate the National Teachers Day, on Sept. 5, culty and inter-faculty cultural and sports competitions, Shiksha Diwas on Jan. 1, Founder's Day celebrations on Jan. 31 and other National celebrations that include, Independence Day, Republic Day, Engineers Day, Science Day and various NSS and social service activities. The above activities enhance their communication skills, management skills, leadership skills, team-work, time-management, resource management skills and builds confidence in each student

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

# CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 – Institutional Vision and Leadership

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

The college is a government institution. The principal is the administrative and academic head of the institution on behalf of the government. The principal is also responsible for implementation of the government policies and actively provides motivation inspiration to the faculty members as well as office staff for effective administration of the college. The institution functions in a well-structured manner where the administrative powers are decentralized and involves participative management for the smooth functioning. Janabhagidari Samitis came into existence in Government colleges of M.P. by special Gazette notification on 30th September 1996. College has a very effective Janabhagidari Samiti registered under the M.P. Societies Registration act 1973. Chairperson of General Council and managing Council is appointed by Govt. of Madhya Pradesh. He/She may be elected representative, distinguished citizen or district collector in absence of appointment by the Govt. Principal of the college is the secretary of General Council and Managing Council as well as chairperson of the Financial Committee. Samiti has the right to impose fees, increase fees and generate revenue through consultancy and other academic endeavors. All the self finance programmes/courses are managed by the Samiti and ensures the teaching arrangement for these courses through Guest Faculty arrangement, however the appointment rules are followed as per Govt. selection procedure. Janabhagidari Samiti is a right example of decentralization and participative management where an outstanding academic framework is in practice at par. Formation of different sub committees comprising representative from all stakeholders of the college for smooth functioning of administrative and academic activities of College. IQAC has also in function for monitoring and implementation of quality teaching and to decide other quality bench marks participative learning and management is main moto of the College. For implementing regular meetings of teaching and non-teaching staff are conducted. The Matter discussed in the meeting and the suggestions received are incorporated in implementation policy of College. As for as development and construction activities of the college are concerned, planning and evaluation board and building committee has been formed.

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

| No |
| --- |

## 6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
| --- | --- |
| Curriculum Development | Effective working of all staff members in conducting CCE and project works as well as submitting marks online to the university. Effective working of different units like sports department, exam cell. The curriculum delivery is provided through traditional lecture method. This is more emphasis are given to employability, skill development courses in the open elective category. |
| Teaching and Learning | Regular classes are conducted and students are motivated for better academic performance. External and Internal assessment is done as per the guidelines of Baraktullah University, Bhopal (M.P.). Youth festival is held. |

| | |
|---|---|
| Examination and Evaluation | There is a complete transparency in the examination system. The tentative dates of internal tests and semester examinations are presented in the academic calendar well in advance. |
| Research and Development | Faculties are motivated to publish their research papers in various national and international journals. In this year 2 research papers are published in UGC approved journals. |
| Library, ICT and Physical Infrastructure / Instrumentation | Library is functioning every working day. Records of Library are maintained systematically. Library staff monitors various facilities and books of library. |
| Human Resource Management | Meetings are held with the staff to discuss allotment of duties their feedback is taken time to time and college management redressed the grievances of staff effectively. The faculty and staff members are entitled to get all kinds of leave as per the norms of university and govt. made in this respect. |
| Industry Interaction / Collaboration | NIL |
| Admission of Students | The students are admitted according to Madhya Pradesh Government Norms, Baraktullah University (Bhopal). Admission committees are formed for admission to different courses in the college. Reservation of seats for candidates belonging to SC, ST and OBC (as per norms of M.P. govt.) is also taken into consideration. The sanctioned seats are 1539 in this year and the students admitted 1354 against above seats. |

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

| E-governace area | Details |
|---|---|
| Planning and Development | The schedule of yearly activities is published in the form of annual academic calendar by Baraktullah University, Bhopal (M.P.) so the planning of curricular and co-curricular activities are as follows as that calendar. |
| Administration | By use of information and communication technologies with the aim of improving education, improve information, service delivery, encourage student participation, making administration transparent and effective. |

| Finance and Accounts | The internal auditing committee examines financial matters pertaining to the DFC, cashbook, income tax, college bank accounts and staff member service books. Additionally, certified public accountants conduct financial audits on an annual basis or as required by the government. The Accountants General of Madhya Pradesh (AGMP) in Gwalior conducts the external financial audit. |
|---|---|
| Student Admission and Support | The first year undergraduate and postgraduate courses admission are state-wide online. The process of any kind of scholarship is online. Applications are verified and approved by the institute. The payment is made to the adhar linked bank account. |
| Examination | The University has installed an online application system for students to appear in the exams. The institution verifies and approves the forms. The institute verifies and approves the forms. |

## 6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| 2017 | Nil | Nil | Nil | 0 |

No file uploaded.

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

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| 2017 | NIL | NIL | Nill | Nill | Nill | Nill |

No file uploaded.

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

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| Refresher | 1 | 06/06/2017 | 27/06/2017 | 21 |

| course in mathematical science | | | | |
|---|---|---|---|---|
| [View File](#) | | | | |

## 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 22 | 22 | 0 | 9 |

## 6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| Financial welfare schemes • Medical Reimbursement • Leave encashment • Group insurance • loans from GPF • Duty leave to attend seminars/ conferences • Maternity benefits as per norms • Child Care leaves Retirement benefits | Medical Reimbursement, • Leave encashment, • group insurance, loans from GPF, • Maternity benefits as per norms • Child Care leaves • Retirement benefits • Vehicle allowance Grain allowance to class iv staff • Uniform allowance to class IV | Scholarships for OBC and SC/ST, Sambal Yojna, Gaon ki beti yojana, Vikramaditya Yojna, Aawas Yojna, Aawagaman Bhatta (only for girls), Pratibha kiran yojna and scholarship for S.C., S.T., and O.B.C. students |

## 6.4 – Financial Management and Resource Mobilization

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

Like purchase committee, financial committee has been constituted to allocate funds for various activities and it was placed before the Governing council for getting approval. At the end of the financial year, account details are audited by external Auditor nominated by Directorate of Technical Education.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| NIL | 0 | 00 |
| **No file uploaded.** | | |

### 6.4.3 – Total corpus fund generated

| 00 |
|---|

## 6.5 – Internal Quality Assurance System

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

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

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

| NIL |
|---|

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

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

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| 2017 | 1.Proposed Implementation of free wi-fi campus. • Proposed the work related to construction of girls common room. | 12/08/2017 | 12/08/2017 | 12/08/2017 | 13 |
| Nill | 1. Instructed to NAAC Incharge regarding visit of NAAC peer team. 2. Discussed with Teaching staff members for regular classes. | 08/11/2017 | 08/11/2017 | 08/11/2017 | 10 |
| Nill | 1. Instructed staff members for NAAC team visit 2. Discussed on departmental problems and findout the solutions for the same. 3. | 11/09/2017 | 11/09/2017 | 11/09/2017 | 12 |

| | | | | | |
|---|---|---|---|---|---|
| | Discussed on students election process. | | | | |
| Nill | Meeting held in the Chairmanship of President of janbhagidari samiti regarding students benifecial activities, departmental activities and for promoting quality in education 2. Discussed on departmental requirements. | 11/10/2017 | 11/10/2017 | 11/10/2017 | 13 |
| Nill | 1. Final preparation of NAAC team visit was reviewed. 2. Gave information to press about alumni students meet. | 11/11/2017 | 11/11/2017 | 11/11/2017 | 11 |
| | View File | | | | |

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| NIL | Nill | Nill | 0 | 0 |

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

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| NIL |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|

| Physical facilities | Yes | 1312 |
|---|---|---|
| Provision for lift | No | 0 |
| Ramp/Rails | Yes | 1312 |
| Braille Software/facilities | No | 0 |
| Rest Rooms | No | 0 |
| Scribes for examination | Yes | 2 |
| Special skill development for differently abled students | No | 0 |
| Any other similar facility | No | 0 |

## 7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|
| 2017 | Nill | Nill | Nill | 00 | NA | NA | Nill |

**No file uploaded.**

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| NIL | Nill | NIL |

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| NIL | Nil | Nil | Nil |

**No file uploaded.**

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

College organized a tree plantation programme on the occasion of world Environment day. The aim of the program is to plant total of 50 samplings nearby local areas. Students also made some posters and banners on the importance of the tree plantations. Under the guidance of NSS program coordinators and NSS volunteers planted more than 20 trees.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1. Yoga Classes: College organised one month Yoga classes for the student in the morning time. Yoga helps to synchronise intelligence and soul. This special class help to improve students' health and concentration. 2. Personality Development Lectures: Every Saturday a special lecture organised on personality development by the department in the college. Personality development lectures improve the students' confidence and their skills.

| Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
|---|
| http://www.mphighereducation.nic.in/pgcharda |

## 7.3 – Institutional Distinctiveness

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

> The college has emerged as a leader in providing quality higher education ensuring inclusivity. As per government rules the admission process is carried out wherein seats are embarked for SC, ST, OBC and Physically handicapped students, which are filled up by students belonging to these categories only. majority. The main mission of this college is to educate the downtrodden mass of the society and impart cost effective and student centric education. The college has always strived not only to cater higher quality education to students but also provide them with skill development and employment opportunities.

| Provide the weblink of the institution |
|---|
| http://www.mphighereducation.nic.in/pgcharda |

## 8.Future Plans of Actions for Next Academic Year

To provide the best educational platform for all the students. To provide guidance to all the students for their career goals. To provide proper information regarding schemes which is provided by the Govt.