Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**Swami Vivekananda 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	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

Discussed about the conduction of induction program for new admit students.	15-Jul-2019 3	1175
Forwarded proposal to the Department of Higher Education, Govt. of M.P. for the constructing new class rooms building.	27-Sep-2019 1	3481
Discussed about to organize the Alumni meet programme	15-Nov-2019 1	689
Requested to principal for	15-Sep-2019 1	3481
Requested to principal for the conduction of mock test & webinars of different subjects.	03-Sep-2020 1	3481

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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.	2020 180	13.31
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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	**Yes**
Upload the minutes of meeting and action taken report	View Uploaded File
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. 4. To constitute Alumini Association of the college.

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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
Initiatited College Chalo Abhiyan	Increased GIR
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
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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	2020
Date of Submission	28-Feb-2020
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/entreprene urship	Skill Development
Nil	Nil	Nil	0	NA	NA

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
MA	ECONOMICS	28
MA	HINDI	38
MA	HISTORY	35
MA	POLITICAL SCIENCE	40
MA	SOCIOLOGY	25
MCom	COMMERCE	100
MSc	CHEMISTRY	25
MSc	COMPUTER SCIENCE	8
MSc	MATHEMATICS	43
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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	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ARTS	450	390	390
BCom	COMMERCE	330	295	295
BSc	SCIENCE	275	219	219

MCom	COMMERCE	160	152	152
MSc	COMPUTER SCIENCE	30	14	14
MSc	CHEMISTRY	65	58	58
MSc	MATHS	65	56	56
MA	ECONOMICS	65	59	59
MA	HINDI	65	55	55
MA	SOCILOGY	60	57	57

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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
2019	2521	960	6	0	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
22	1	1	1	0	1

[View File of ICT Tools and resources] [View File of ICT Tools and resources]

[View File of E-resources and techniques used]

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 data, do reference work.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3481	37	1:94

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	37	0	13	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
2019	NIL	Nill	Nill
2020	NIL	Nill	Nill

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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	YEAR	25/05/2020	25/08/2020
BCom	C032	YEAR	25/05/2020	25/08/2020
BCom	C198	YEAR	25/05/2020	25/08/2020
BSc	C137	YEAR	25/05/2020	25/08/2020
BSc	C085	YEAR	25/05/2020	25/08/2020
MSc	C116	SEMESTER	25/01/2020	25/02/2020
MCom	C031	SEMESTER	25/01/2020	25/02/2020
MSc	C046	SEMESTER	25/01/2020	25/02/2020
MSc	C044	SEMESTER	25/01/2020	25/02/2020
MA	C005	SEMESTER	25/01/2020	25/02/2020

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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. Sessional result analysis is discussed at HoD level.

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
C208	BA	ARTS	38	374	97
C032	BCom	COMMERC	109	109	100
C198	BCom	COMPUTER APP	129	129	100
C137	BSc	CS	46	43	93
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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
Interdisciplinary Projects	0	0	0	0
Industry sponsored Projects	0	0	0	0
Projects sponsored by the University	0	0	0	0

Students Research Projects (Other than compulsory by the University)	0	0	0	0
International Projects	0	0	0	0
Any Other (Specify)	0	0	0	0
Total	0	0	0	0
Major Projects	0	0	0	0
Minor Projects	0	0	0	0
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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	NIL	Nill	NIL
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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	NIL	NIL	NIL	NIL	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
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	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)
National	NIL	0	0
International	COMMERCE	1	0

International	ECONOMICS	1	0

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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
ENGLISH	1

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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
Impact of Economics factor on green audit and reporting practices	Dipti Agrawal	International Journal of advances in social and economics	2020	0	NA	0
Possibilities of E-Commerce in rural areas of the Harda district in Madhya Pradesh	Rashmi Singh	International Journal of innovative research in technology Science	2020	0	NA	0

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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	NA	NA	Nill	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	0
Presented papers	0	0	0	0
Resource persons	0	0	0	0

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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
Compaign for Voter Awareness programes though Nukkad Natak	NSS UNIT	37	108
choupal charcha	NSS UNIT	5	45
Essay and speech competition under sadbhavana shivir on Gandhi Jaynti	NSS UNIT In collaboration with tribal welfare Department Harda	37	15
Swacchata Awareness and pledge program	college level	37	200
[View File](#)			

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	NA	0
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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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Compaign for Voter Awareness programes though Nukkad Natak	NSS UNIT	Compaign for Voter Awareness programes though Nukkad Natak	37	108
choupal charcha	NAAC	choupal charcha	5	45
Essay and speech competition under sadbhavana shivir on Gandhi Jaynti	NSS UNIT In collaboration with tribal welfare Department Harda	Essay and speech competition under sadbhavana shivir on Gandhi Jaynti	37	15
Swacchata Awareness and pledge program	College level	Swacchata Awareness and pledge program	37	200
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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	0	0	0

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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	0

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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	NA	0

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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
13.31	13.31

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
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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	2.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23917	3587550	8157	1223550	32074	4811100
Reference Books	6337	2851650	163	73350	6500	2925000
e-Books	0	0	5	1500	5	1500
Journals	0	0	0	0	0	0
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
Weeding (hard & soft)	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 & 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	NIL	Nill

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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	4	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	35	1	35	0	0	4	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	Nill

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
1	1	2.17	2.17

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 Scholarship	2519	15602180
Financial Support from Other Sources			
a) National	NIL	0	0
b)International	NIL	0	0
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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
Remedial Classes	03/02/2020	62	MPHEQIP
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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

2019	Swami Vivekananda Career Guidance Scheme	0	382	0	0

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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
7	7	5

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	Nil	0	0

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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
2019	451	Swami Vivekanand Govt PG College Harda	Department of Science, Arts Commerece	Swami Vivekanand Govt PG College Harda	Masters

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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

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

Activity	Level	Number of Participants
First Prize for University level dabeted compition under yuva utsav	University level	1

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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
2019	University Level First Prize for Debate Com petition under Yuwa Utsava	National	Nill	1	NA	Vishal Chouhan

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

The institute adheres to maintain transparency in all activities by involvement of stakeholders like students, parents and alumni's etc. Every year there are so many important committees like training and placement cell, Anti-Ragging Committee, Grievances Cell etc. constituted and by participating in various committees' students get exposure of social and corporate atmosphere. It helps to develop leadership skills, team building, decision making, time management, self-discipline among the students and create robust managers for industry. It helps the institute to generate fresh ideas which infuses dynamism in the institute's environment.

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 :

0

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 words)

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. The institution functions in a well-structured manner, where the administrative powers are decentralized and involves participative management for the smooth functioning. The decisions for the enhancing the higher education are streamed to the institutions. The Principal is the head of the institution and is responsible for discharging as well as supervising the functions of all academic, extracurricular and administrative functions. In-charges of various departments are responsible for the functioning of their respective departments in academics as well as its maintenance.

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 and 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 3 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 1815 in this year and the students admitted 921 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 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.
Examination	The University has installed an online application system for students to appear in the exams. The institution 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
2019	NIL	NA	NA	0
2020	NIL	NA	NA	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)
2019	NIL	NA	Nill	Nill	Nill	Nill
2020	NIL	NA	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
Short Term Course	1	08/06/2020	14/06/2020	6

FDP	6	29/05/2020	29/06/2020	30
Induction Programme	4	03/02/2020	22/02/2020	19
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
37	37	0	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Title of the professional development programme Number of teachers who attended Date and Duration (from – to) short term course 1 08/06/2020-14/06/2020 FDP 5 29/5/2020- 29/06/2020 Induction Programme 43 /02/ 2020 - 22/02/2020	• 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	NA
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	Yes	MPHEQIP
Administrative	No	Nill	Yes	MPHEQIP

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
2019	1. Discussed about the conduction of induction program for new admit students.	15/07/2019	31/05/2020	31/05/2020	5
2019	Forwarded proposal to Govt. of M.P. for the construction of new class rooms.	27/09/2019	31/05/2020	31/05/2020	5
2019	1. Discussed related to conduction of alumni meet.	15/11/2019	31/05/2020	31/05/2020	5
2020	Meeting related to successful conduction of "Saahsik Yatra Karyakram"	18/01/2020	31/05/2020	31/05/2020	5
2020	Requested to principal for the conduction of mock test webinars of different subjects.	09/03/2020	31/05/2020	31/05/2020	5

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	3
Provision for lift	No	0
Ramp/Rails	Yes	3
Braille Software/facilities	No	0
Rest Rooms	Yes	3
Scribes for examination	Yes	3
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
2019	Nill	Nill	Nill	Nill	NIL	NA	Nill
2020	1	1	15/01/2020	03	BHUANA MAHOTSAV	CULTURAL PROMOTIONAL ACTIVITY	200

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

Title	Date of publication	Follow up(max 100 words)

| Code of ethics and conduct for the students | 01/11/2019 | 1. Student will be regular and must complete their studies in the college. 2. Student must carry the identity card, issued by the college. 3. Students are expected to adhere to the timetable for attending lectures/ tutorials/ practicals and other extra-curricular activities. 4. All students must abide by the rules regulations prescribed by the institution. 5. All students must abide the rules regulations of the institution. 6. Student is strictly prohibited for smoking on the campus and for this purpose, the organizes 'No use of drugs/tobacco' awareness programme . 7. Students are strictly prohibited to involve Ragging because it is a crime. Institute constitute Anti-Ragging Committee every-year. 8. Students Grievance Redressal Cell is constituted every academic year. Any student who has any kinds of Grievance, they can approach the Cell. 9. Students must help to keep the campus neat and clean. 10. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action. 11. Students are expected to read notices/circulars displayed on the notice board and official whatsapp group of students. 12. Students attendance in the following College Functions is mandatory: Annual Cultural Festival Yuwa Utsava, Sports Day, NSS Day for NSS Students and other College events |

			in time to time. 13. Students prescribed attendance is mandatory for CCE Practical examination. 14. Students are required to have a minimum of 75 attendance is mandatory. 15. Girls common room is established in the college campus.
Code of ethics and conduct for the faculties	01/11/2019		1. Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college. 2. Always be punctual in attending to duties in the college. 3. Education should be provided to all students with respect and dignity and irrespective of caste, creed, sex, status, religion, language and place of birth. 4. Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development. 5. Work in a collaborative manner with students, guardians, management, other members of staff, relevant professionals and the wider school community, as appropriate, in seeking to effectively meet the needs of students. 6. All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes. 7. Faculty should exhibit intellectual honesty and integrity in all their scholarly endeavours. 8. Faculty should participate in programmes of professional growth like in-service education and training, seminars, symposia workshops,

		conferences, self-study etc. 9. Faculty should avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students 10. No member of the staff shall engage in any political activity within the college campus. 11. All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events. 12. All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution. 13. The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
Code of ethics and conduct for Non-Teaching/Administrative Staff	01/11/2019	1. All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work. 2. Remain familiar with and adhere to college policies relevant to his responsibilities. 3. Take necessary and appropriate action to ensure

constituents' safety and wellbeing in and around the college community. 4. Provide students, faculty, other staff, and administration with the tools and assistance they require to perform effectively. 5. Act promptly to remedy deficiencies, such as equipment failures, or classroom problems. 6. Prepare all reports, vouchers, bills, invoices, records, and other important documents accurately and honestly. 7. Safeguard any confidential information. 8. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. 9. All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students. 10. Encourage outstanding teaching, research, and other professional activities. 11. Maintain a safe and clean environment for student learning and faculty research. 12. Act as an mediator for faculty, staff, and students of the College. 13. Strive to ensure the availability of resources required to accomplish goals and objectives of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Details Attached in excel sheet	15/08/2019	14/04/2020	435

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

Plantation is done by NSS coordinators and students. Tree guards provided water whole year. The Students was planted total of 30 samplings nearby local areas.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Remedial Classes: Under the Madhya Pradesh higher education quality assurance program College organised remedial classes for weaker students. These extra special classes improved the subject knowledge. 2. Cyber Security Awareness Program: Cyber security awareness program explained the basic cyber security awareness training concepts. Speakers explained about key lockers hacking tools and showed how to steal data from the databases of websites and it was completely illegal.

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

Classroom teaching and inclusivity – Educators implement evidence-based inclusive practices through multi-level instructions, multiple methods of assessment and modified outcomes in general education classrooms. Inclusive practices to facilitate learning – College take extra measures to address the learning abilities of every student and include peer mentoring, group discussions, and cooperative learning situations as inclusive classroom practice. Under the Madhya Pradesh higher education quality assurance program College organised remedial classes for weaker students. These extra special classes improved the subject knowledge. Special focus on slow learners and due attention is given to make them catch the pace of the class.

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.