YEARLY STATUS REPORT - 2021-2022

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 its own campus?	**Yes**
• Phone no./Alternate phone no.	**07577222048**
• Mobile no	**7999051435**
• Registered e-mail	**hegaacchar@mp.gov.in**
• Alternate e-mail	**sangeetakulhare@rediffmail.com**
• Address	**Indore Road, Harda, Distt. Harda (MP)**
• City/Town	**Harda**
• State/UT	**Madhya Pradesh**
• Pin Code	**461331**

2. Institutional status

• Affiliated /Constituent	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Urban**

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **Barkatullah University, Bhopal (MP)**

- Name of the IQAC Coordinator   **Dr. Dheera Shah**

- Phone No.   **07577222048**

- Alternate phone No.   **9826730380**

- Mobile   **9826730380**

- IQAC e-mail address   **hegaacchar@mo.gov.in**

- Alternate Email address   **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?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.mphighereducation.nic.in/pgcharda

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**66.55**	**2007**	**10/02/2007**	**09/02/2012**
Cycle 2	**C**	**1.96**	**2017**	**27/11/2017**	**26/11/2022**

6.Date of Establishment of IQAC   **30/03/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Higher Education, Govt. of MP	**Academic**	**State Govt.**	**2021-22**	**4**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year   5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

1. Introduced the protocols related to covid -19 for students & staff also. 2. Requested to principal for arrangement of hand sanitizer & spray machines.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
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

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	17/01/2022

14.Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	07577222048
• Mobile no	7999051435
• Registered e-mail	hegaacchar@mp.gov.in
• Alternate e-mail	sangeetakulhare@rediffmail.com
• Address	Indore Road, Harda, Distt. Harda (MP)
• City/Town	Harda
• State/UT	Madhya Pradesh
• Pin Code	461331
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Barkatullah University, Bhopal (MP)

• Name of the IQAC Coordinator	**Dr. Dheera Shah**
• Phone No.	**07577222048**
• Alternate phone No.	**9826730380**
• Mobile	**9826730380**
• IQAC e-mail address	**hegaacchar@mo.gov.in**
• Alternate Email address	**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?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mphighereducation.nic.in/pgcharda

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**66.55**	**2007**	**10/02/2007**	**09/02/2012**
Cycle 2	**C**	**1.96**	**2017**	**27/11/2017**	**26/11/2022**

6.Date of Establishment of IQAC	**30/03/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Higher Education, Govt. of MP	**Academic**	**State Govt.**	**2021-22**	**4**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	5

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

1. Introduced the protocols related to covid -19 for students & staff also. 2. Requested to principal for arrangement of hand sanitizer & spray machines.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
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

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	17/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	18/01/2023

15.Multidisciplinary / interdisciplinary

The Institute offers various under graduate & post graduate courses including self finance courses in different disciplines of Arts, Commerce, Science, Computer Applications and Home Science etc. The institution is committed to provide the holistic and multidisciplinary/interdisciplinary education in every possible way which would to develop all capacities of human beings-intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. Such an education will help develop well-rounded individuals that possess critical 21st century capacities in fields across the arts, humanities, languages, sciences, social sciences, and professional, technical, and vocational fields.

16.Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a very good initiative. For the current academic session 2020-21 the academic bank credits is not existing but in near future, the institute will adopt ABC as and when the guidelines will be issued for implementaion by the department of higher education and our affiliating university i.e. Barkatullah University Bhopal (MP).

17.Skill development:

The institution provides many programmes, courses, training programmes for skill development of students. As such every course is designed to be outcome based after completion of a course the students are equipped with certain level of skill. The curriculums are also designed in such a manner that the students are able to acquire enough knowledge and obtain employment too.

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

The institution offers undergraduate courses in arts, commerce and science in which students are being taught the subjects of Indian arts & culture in their syllabus of Foundation Courses in Hindi Language & Culture as well as in English Language. Through these courses, the students get the knowledge and learn about many traditional aspects, culture and moral values.The Students are encouraged to apply the knowledge of mathematics & science fundamentals to various solutions of complex problems as well as to use various methods & experimental methods as an application to the acquired concepts and principles that helps in studying various branches of science. In addition, more focus on improving their effective communication skills and public speaking. The student of BCA is trained to have enough skill to work expertly on computer and even get related job.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Outcome based learning or outcome based education is an educational theory based on specific goals. It is a student centric institutional strategy focused on the pre- set outcome to be achieved by a student. Being student centric, it empowers based learning. As such every course is designed to be outcome based after completion of a course the students are equipped with certain level of skill. The curriculums are also designed in such a manner that the students are able to acquire enough knowledge and obtain employment too.

20.Distance education/online education:

In the session 2020-21, the entire teaching methods were conducted through online mode due to sudden lockdown because of covid-19 pandemic. In addition to that, we have also been conducting special classes for solving doubts through online mode. Students were provided with enough e- content to help them with their knowledge. Various extra curricular activities were also held via online mode. We have examination center of IGNOU & BHOJ University Bhopal. We have examination center of IGNOU & BHOJ University Bhopal.

Extended Profile

1.Programme

1.1	17

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1	**4712**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**1385**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**494**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**35**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**35**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	**View File**

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**12**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4**
4.3 Total number of computers on campus for academic purposes	**43**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution ensures effective curriculum delivery by following the academic calendar provided by Department of Higher Education Govt. of MP. The head of every department submits a workload statement at the beginning of every semester/Year, over which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. Through a series of interactive activities like classroom teaching, group discussions, quiz, academic tests, etc. The periodic tutorial/class test/ MCQ examinations are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in remedial classes. Subject tours and industrial visits are organized to provide practical exposure to the students. Seminars, debates, quiz competitions and workshops are being organized. skill-oriented courses are offered to the students for enhancing their skills and access to jobs in national/international job markets.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.mphighereducation.nic.in/pgchar da

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institute is implemented Department of Higher Education Govt. of MP. The institute has developed a structured and documented process for implementing the curriculum. This academic calendar includes the dates for internal examinations, seminars, workshops, expert talks, and other co-curricular and extra-curricular activities. HODs prepare the class timetable , and course plan for the semester and annual. The course plan containing class timetable, semester calendar and syllabus is given to all the students. It is also published on the college website and send students whatsup groups. Faculties prepared CCE plans periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.mphighereducation.nic.in/pgchar da

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics. Issues related with environment and sustainability are integrated into courses of Environmental studies, Zoology, Botany. Courses that teach human values in its curricula are Political science, Commerce, English, Education. Professional ethics are integrated in the courses of English, Commerce and Education subjects. Gender sensitization. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. units undertake a host of activities in the nearby vicinity and in the adopted village called "Masangoan". N.S.S. organizes various environment related programs including tree plantation, village cleanliness, cleaning of rivers, plastic free drive, poster competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. World Arbor Day, World Forest day, World Environment Day, N.S.S. Day, etc are organized in the college every year. The college has taken active participation in Swachch Bharat Summer Internship (SBSI) Abhiyan and Swachhta Pakhwada Programmes started by the government.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

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

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

1813

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

C. Any 2 of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://www.mphighereducation.nic.in/pgcharda
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows　　**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.mphighereducation.nic.in/pgcharda

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2315

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1389

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Slow learners are identified on the basis of their performance in test Examinations. Different strategies like remedial coaching, peer-teaching, mentor motivation, homework, weekly tests, etc. are employed for the progress of the slow learners, of which remedial classes under MPHEQIP is of a great help. Encouragement for participation of NSS, Sport Activities, Career Guidance activities and other academic activities for boost their confidence and holistic development. Providing simplified study materials for effective learning and revision classes and counseling sessions are held if required as well as conducted industrial and educational tours.

Advanced learners are given due opportunities to upgrade their knowledge level by selecting Self-Learning Courses and earn extra credits. They are motivated to undertake online certificate courses in MOOC, NPTEL and SWAYAM. Students are given a lot of opportunities to excel in their discipline through several outreach programmes like NSS Camp in nearby villages. They are encouraged to take up result oriented project works and assignments. Training and Placement Cell invites Companies and Industries to hold their placement drive (Rojgar Mela) under SVCGS at the Institution and students are encouraged to actively register for the interviews. The Cell also provides training in interview skills, Personality Development and communication skills.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4712	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution adopts many student centric 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. All the subjects in science streams as usual and few other subjects like Home Sciences as well as vocational courses which include theory and practical experiences in the syllabus. Every post graduate program organizes internship/job oriented project work, as a part of their curriculum, which exposes students to real work environment related to their fields and helps in developing knowledge, skills for the same.

Student centric methodologies help in enhancing for decision making power of students and developing critical thinking & Self-reflection. To make teaching – learning more interactive and student centric the faculty employs a variety of participative methods in their classrooms. Students are also encouraged to raise questions during the class. With the aim to develop research oriented attitude, reflective and problem solving thinking, assigning projects to students on topics and issues based on their syllabus; where they explore the problem, collect data, do reference work.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://www.mphighereducation.nic.in/pgcharda

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In this age of technology, it is essential for the students to learn and master the latest technologies in order to be corporate ready. Teachers use ICT to engage students in effective learning environment. Faculties are encouraged to use power-point presentations in their teaching by using LCD's, laptop and projectors as well as teaching through online platforms. B. Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students. C. Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS. D. Video Conferencing- Students are counseled with the help of Zoom / Google meet. Application. E. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing F. Virtual labs are used to conduct labs through simulations. G. Whatsapp group is used to provide study material to the students.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

35

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

College is affiliated to Barkatullah University, and hence the college adheres to follows its rules and guidelines regarding the assessment and evaluation process of performance of students. Academic calendar is prepared at the beginning of each semester/yearand is made available on the college notice-boards. 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.

The student can approach the teachers in case they need a clarification on the award of marks based on the scheme of valuation discussed in the class. The mark list for Internal Assessment will be prepared and displayed in the notice board. The Internal Assessment marks by the students are entered periodically in Barkatullah University Web Portal in two scheduled phases in a semester. For assessment of laboratory course an internal practical viva conducted by respective faculty member at the end of course.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.mphighereducation.nic.in/pgcharda

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

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.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.mphighereducation.nic.in/pgchar da

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The role of higher education is very important in securing the gainful employment and providing further access to higher education comparable to the best available in the world class institutions elsewhere. The improvement in the quality of higher education, therefore, deserves to be given highest priority to enable the young generation of students to acquire skill, training and knowledge in order to enhance their thinking, comprehension and application abilities and prepare them to compete, succeed and

excel globally.

The institute takes efforts to preserve and promote the Indian language, thus most of the undergraduate courses are carried out In Indian Language, Hindi. Sustained initiatives are required to reform the present higher education system for improving and upgrading the academic resources and learning environments by raising the quality of teaching and standards of achievements in learning outcomes across all undergraduate programs in science, arts, and commerce and professional streams of higher education. One of the significant reforms in the undergraduate education is to introduce the Learning Outcomes-based Curriculum Framework (LOCF) which makes it student -centric, interactive and outcome-oriented with well defined aims, objectives and goals to achieve.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.mphighereducation.nic.in/pgcharda
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal tests, viva voce, surprise tests, open book tests, quiz, projects etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

We are evaluating course outcome and program outcomes in terms of student activities in various aspects in outstanding activities. The process for the evaluation of the students in different subjects is followed as per the rules and regulations of the University authorities, Board of Examinations and Faculty. Students of our college secured good position in the merit list of the University and most of the students also obtained first division. Rojgar mela is organized every year by our college where students get placements in different sectors. Students got

placement in different sector. Students of our college are also doing job I various privet and government sector. Volunteers of NSS and Cadets of NCC got selected for National Level Camps.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.mphighereducation.nic.in/pgcharda

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1469

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.mphighereducation.nic.in/pgcharda

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://drive.google.com/file/d/1tZeTXKWlG-JtHA36nwm85yLmsgR1ZTEi/view?usp=drive_link

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

00

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created an ecosystem for innovations and many important initiatives have been taken for creation and transfer of knowledge through Eco-club, Guest Lectures, Self reliant and Self defense programs especially for Girls students, Awareness meets, Mental stress and intolerance meditation programme by the Heartfulness institute, Harda, .

Career guidance programmes provide the complete information and guidance for their career Goals, jobs, entrepreneurship skills, startup, Job oriented skill training, Short term employability training programmes through LMS. The institution provides an opportunity to students to interact directly with entrepreneurs for excelling and enhancing their skills. Students are encouraged to take them for research in different fields through project works, internship/Field works and assignments especially for Post graduate students.

Industrial tours have been visited in various industries like Maida Mill, Harda, Raja Barari, Timarni affiliated to Dayalbaug University, UP, Sanchi Dugdh Sang, Bhopal for enhancing their knowledge, educational tours have also been provided to visit at historical place 'Bheem Bethaka' and Educational Toys Factory, Harda to explore and gain the knowledge among students under RUSA and World Bank Projects

The faculty members organize College Chalo Abhiyan, Awareness programme regarding Hemoglobin and Dieting especially for girls students etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	http://www.mphighereducation.nic.in/pgcharda
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Various initiative programmers have been taken by NSS unit to create the awareness among nearby villagers like Swacchta Awareness Campaign, promotes environmental protection through tree plantation & Ankur Abhiyan and other sustainable development programs, River Cleaning (a local river- Ajnal), Energy literacy Campaign, Health survey, Water Harvesting, Climate Change, Campaigning for Social Discrimination, Campaigning for Uses of Sanitary Pad & Hygiene for Girls students, Campaigning for inculcate awareness among domestic women related to education, economic and social security,

The institution adopted an Anganwadi in Masangaon and through NSS also adopted a village named Ranaikalan for providing and donating basic requirements which is benefited to them. One week awareness programmes have been conducted for Good touch and Bad Touch among school and Aganwadi students for the academic year 2021-22 under Child Protection Week. There was a seven days NSS Camp organized at Ranaikalan by the NSS Unit and so many programmes have been presented through Nukkad Natak on different issues like Anti Drug, Domestic Violence, Girls Education, Beti-Bachao Beti Padao, Malnutrition, Child Sex Ratio and Health Issues especially for women and their children to create the awareness among local villagers.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

01

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

28

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

`200`

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	<u>View File</u>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

`00`

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	<u>View File</u>

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

`01`

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. Regular workshops/awareness programs/training programs are conducted for optimal deployment of infrastructure and utilization of modern technology. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities, extra- curricular activities etc. It is used as an examination center for college internal and external examinations as well as for other universities like IGNOU, BHOJ etc. and MPPSC. The updated automated library has various books and a large reading room for students. Our institute has facility of RO for pure drinking water. Also for safety and security of students and staff, campus of institute is under 24-Hour CCTV surveillance. The College has laboratories for Under Graduate and Post Graduate courses. There are being upgraded as per the needs of the subjects and the number of students in the respective subjects such as Chemistry, Physics, Botany, Zoology, and Home Science. The laboratories are updated regularly. All the computers are connected to Broadband internet connection. The campus has secure Wi-Fi facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Institution has adequate facilities for different types of cultural and art activities. In college premises there is a big hall where many cultural events are being organized time to time and also there is space within the college building which is also being used for cultural events. In the college premises, there is open space available, which is being used for yoga purposes for both students as well as faculties. Also there are mike and sound system for different types of cultural activities. Every year the college conducts various inter-college and intra-college competitions where students get opportunities to learn and practice different skills. Competitions are related to Dance competition, Singing competition, Drawing competitions, Quizzes & Debates etc. The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extra- curricular activities. This ensures a holistic development and an all-rounded personality. Students are trained in sports under the guidance of a qualified and specialized Sports Officer. They are trained and encouraged to participate in various levels of competition including intra-college events, inter-university events & National events. The college has a well equipped Gymnasium.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mphighereducation.nic.in/pgchar da

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

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Data requirement for year: Upload a description of library with,

· Name of ILMS software: SOUL

· Nature of automation (fully or partially): Partially

· Version: 2.0

· Year of Automation: 2011

The Library uses SOUL Software (Version 2.0). The Library is partially automated in the year 2011 and full automation is in

progress. The College provides e-learning environment to the students and research scholars. The N-List membership as an added asset which provides access to more than 4000 e-journals and above 1.3 Lakhs e-books on various subjects.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.mphighereducation.nic.in/pgcharda

4.2.2 - The institution has subscription for the **C. Any 2 of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.5438

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

85

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Since this is a government affiliated college so institute updates its IT facilities when governments allocate fund/budget for these particular facilities. All the financial transactions are done as according to state government rules and regulations. Besides this, SWAN-Internet which is provided by Madhya Pradesh Govt. is being used to fulfill financial need of college like wages and salary of staff. BSNL Broadband –BSNL broadband is being used for conducting educational activities with virtue of university, Govt. of M.P. Human resources department and college. Same mode is being used for communication of official letters, information exchange and experimental work and to make available resources for students like e-papers, journals, e-books and PDF documents. The institution has a virtual class room in which the expert lectures are telecast from various top class academicians of the state from Bhopal. The whole college has been made Wi-Fi enabled. As a consequence, teachers are combining technology with traditional modes of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support; enhance, and optimize the delivery of education.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda

4.3.2 - Number of Computers

43

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1.21

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

The college has a structured mechanism to ensure the maintenance of physical, academic and support facilities There is a system in place for maintaining the cleanliness of the campus as a result of which the college has won many awards for cleanliness mission and set a benchmark in this sphere. A Campus Committee has been appointed which regularly monitors the cleanliness of the campus and takes initiatives like cleanliness drives etc. 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. In case of breakdowns standard procedure is followed to bring the equipment/machine 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2993

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://www.mphighereducation.nic.in/pgcharda
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

732

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

732

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

494

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

11

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

one) during the year

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

09

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Following student committees/cells are operational in the college to motivate the student's representation and engagement in various administrative, co-curricular and extracurricular activities: NSS Committee: The NSS unit has two wings comprises 100 students in Girls and another 100 students in Boys wing. All the students are actively engaged in NSS activities and they are committed to achieve the goals of NSS. Yuwa Utsava Committee: Students have strong representations in all cultural committees. Students actively participate in all the activities under Yuwa Utsava. They help in organization and management of all the events. Career Mitra under SVCGS Placement Committee: The 'Career Mitra' committee has been constituted under Swami Vivekananda Career Guidance Scheme, Department of Higher Education, Govt. of Madhya Pardesh. Student members are important components in Career Guidance activities. Student are being involved for coordinating the activities during placement drives at campus, Rojgar Mela, and employable training programmes etc. Other important committees are as follows: 1. Student Grievance Redressal Cell 2. Women's Cell (Sexual Harassment Redressal Committee) 3. Admission committee 4. Educational Tour Committee 5. Games & Sports Committee 6. Anti-Ragging Cell7. Discipline Committee 8. Equal Opportunity Cell (SC/ST/OBC/Minority / Divyaangjan / Physically Disable Student Cell) 9. Student welfare/Scholarship/Free-ship Committee.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgchar da
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

22

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumin Association has not been registered for the year 2021-22. However the Alumini Association has been registered on dated 02.02.2023 (Registration certificate is attached herewith).

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgchar da
Upload any additional information	View File

5.4.2 - Alumni contribution during the year   E. <1Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our governance body is so reflective and the prime focus on the vision and mission of the institute.

Vision-

The vision of the college is to develop as an educational hub with all modern facilities, innovations and branches of study by providing value based multidisciplinary quality education, employment oriented and more holistic development to all the students who hail mostly from the surrounding villages and from diverse socio-economic backgrounds. The college is striving continuously towards achieving this goal.

Mission-

- To provide easily accessible, equitable, value based quality education, also fostering an enduring sense of discipline and dedication to work with professionally competent at national as well as in this ever changing global world.
- To maintain academic excellence in higher education by providing innovations in teaching, modern teaching technologies and skill-based quality education along with traditional education and to inculcate spirit of nationalism and civil responsibility for holistic development to all the students as per NEP 2020.
- To create the optimal learning environments and support for students irrespective of their caste, creed, colour, religion and socio-economic status.
- To nurture the innate talents of all the students and to encourage originality and creativity in their approach towards learning.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgchar da
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Two important interventions were made for decentralization and participative management. In order to smooth functioning, Staff working committees are constituted every new academic session which work towards holistic development of the college through various plans and activities. Along with the suggestions of the administration and accounts departments, as well as the student body, the best practices were codified into guidelines, which became acceptable as the norms of organizing any event in the college.

Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. The organizational structure of the institute runs through a systematic hierarchy. Purchasing of Equipment's is done by quotations/tenders on requirement basis. Infrastructure development is done by building-funds and Institute-development funds as per requirement and approval by the higher-authority. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions. The Administration is always open to discussion with the teaching and non-teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgchar da
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are;

1. Quality enhancement and improved teaching-learning environment.

2. Enhancement of student support systems.

3. Improved student success rate.

4. To be more innovative, industry-relevant in curriculum design and be more creative in academic delivery with a strong emphasis on effective integration of technology in the teaching-learning process.

5. The teacher to be more of a facilitator and mentor than just a full-time tutor.

6. Life skills will be an integral part in curriculum development and delivery.

7. To emphasize on multidimensional evaluation of student learning and to enable that student learning outcomes match with their employer's expectations.

Perspective/Strategic plan and deployment documents are available in the Institution. The Institution ensures quality in teaching and co-curricular & extra-curricular activities. The perspective and the strategic plan have been explained in the Higher Education Academic Calendar. But, since the College is affiliated to BU Bhopal University, the major strategic plans like curriculum development, examination policies are decided by the University. The teachers also contribute for strategic plan of the College by the knowledge which they gain by participating in conferences, refresher & orientation courses.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute being the state government college, the appointments are done at the government level which follows UGC rules adopted by the state government and implemented accordingly. The service rules for state government employees are applicable on the Principal, teaching staff and the non-teaching staff.

1) Directorate Higher Education: The strategic rules are passed on by the directorate higher education to the colleges.

2) Principal: The head of the institution is the Principal who supervises the functioning of the tasks allocated to various departments and committees.

3) Departmental In charges: Academic functional tasks are performed by the departmental incharges with the coordination with the faculty members and the departmental associations of the students.

4) Convenors of committees: The conveners of various functional committees ensure the smooth conduction of various administrative functions of the institute.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

College has effective welfare measures for Teaching and Non-teaching staff as per govt. rules.

Teaching Staff:

- **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**

Academic Benefits:

- **Study leave Free participation in all in house academic trainings (Selection based in case of less no of seats)**
- **Free participation in all in house**
- **Faculty Development programmes (1 FDP @year) Library Support**
- **Free Remote access to INFLIBNET/ NLIST**
- **Wi-fi support on campus for all the academic activities.**

Establishment support

- **Electronic service books**
- **Dissemination of information on email IDs**
- **Official email Id Support**

Non-teaching:

- **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**

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

`00`

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

`14`

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

`Annually, Confidential reports (CR) mentioning the yearly work`

done by the staff member and they are submitted in the college. The annual assessment of the annual performance is reported in Annual Confidential Report (ACR) which are online available to the employee. The Academic Performance Index (API) annual report is also submitted for the principal to review the same. Presently, UGC regulations 2018 are followed, before the implementation of 2018 regulations, UGC regulations 2010 were followed. The promotions of the teaching faculty are done through CAS, which, firstly undergoes the screening process in the college itself and then signed by the principal. Then, the forms of the sent to Directorate, Higher Education, MP.

2) NON TEACHING STAFF: Annual confidential reports are sent for appraisal. The promotions are time bound. There are four cadres, namely, ministerial cadre, personal assistant, ex-cadre and laboratory assistant of Class III (Group C) employees. The promotions in all four cadres are done by directorate. Class IV employees are promoted to Class III on seniority basis after submission of application form, which is scrutinized at the directorate level. 25% of the progression from CLASS IV to CLASS III is on promotional basis and 75% are directly appointed.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution has established a measurable well defined achievable process for financial audits. Financial audit is a three layered mechanism in the Institute:

Internal audit (around the year): College has a Finance committee comprising of the senior teachers of the college, Finance committee conducts the internal audit and committee verifies the income and expenditure details and submit the report to the

principal. Janabhagidari Samiti has financial committee and it carries out the internal audit of Janabhagidari Nidhi. There are different cashbooks for Janabhagidari Nidhi, RUSA, Local and Govt. funds. Cash books and account books are also thoroughly checked by the internal audit committee.

External Audit (Every year on the closing of financial year): External audit is conducted once in every year after the completion of financial year. External audits are conducted separately for Janbhagidari Nidhi, Local Fund, Govt. funds and other grants like RUSA and grants received for specific purposes.

(AGMP Gwalior) (Once in 3/5 years): The audit is conducted as per audit mandate laid down in the constitution of India, DPC act and specific legislations enacted over time by the parliament and State Legislature.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is run by the government so the funds to be utilization primarily allotted through the Higher Education

Department of M.P. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement.

Mobilization of Funds: College receives funds under different Govt. Schemes.

College has active Janabhagidari committee '' Sthaniya prabandhan samiti''. The committee levies development fees on the students and utilizes this for the development of the college as per the set rules and procedures of janabhagidari samiti. Self finance subjects levy self-finance fees on students taking admission under this scheme. The fee collected is utilized to maintain academic standards in these courses.

Funds are utilized as per the financial Rules and store purchase rules stated by DHE, Govt. of MP. Resources created are optimally utilized by interdepartmental borrowing and lending mechanism in place for equipments and facilities. Purchase of similar articles by different departments is discouraged.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The prime task of the IQAC cell of the college is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. The IQAC has taken various steps, namely, process of allotment of mentors to the students, personal counseling facility for the students, digitalization of admissions, opening of post graduate courses and infrastructural development for meeting, the effective and efficient teaching-learning process.

IQAC has focused mainly on institutionalizing the processes for the holistic development of the most important stakeholders of education system i.e students. Focus has been on bringing the paradigm shift in teaching learning pedagogy to make it effective and measurable, Concerted efforts of IQAC has taken teaching from

teacher centric individualistic to learner centric, participative organized mode.

The IQAC works closely with departments and strategizes to improve policies, processes, and pedagogy to impart quality education to our students. IQAC has mandated the following for Departments and Committees. The IQAC has taken significant initiatives for the following:

- To expand the facilities provided by the library,
- MOUs were signed
- For improving the infrastructural facilities, college applied for the grants from RUSA
- Admissions on online mode started from session

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Special customized teaching methodology and programmes are offered to these students to help them improve their academic records. Special teaching pedagogy like flipped classroomns, problem solving methodologies, seminars, Field projects , Self structured assignments as well as Research projects are offered to advanced learners. The second most important contribution of IQAC is to organize and integrated all programmes academic as well as co curricular in one calendar i.e. Excellence in education.

The IQAC works closely with departments and strategizes to improve policies, processes, and pedagogy to impart quality education to our students. IQAC has mandated the following for Departments and Committees. The IQAC has taken significant initiatives for the following:

- To expand the facilities provided by the library.
- To improve laboratories.
- To learn advance techniques based on practical knowledge.
- To implement new technologies for teaching and learning.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.mphighereducation.nic.in/pgcharda
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Anti ragging committee has been constituted and contact details of its members are displayed and communicated to all students. The cell has zero reported cases in the last academic session. The college celebrates National Girl Child Day and Women's Day on 24th January and 8th March respectively every year. The institution has installed CCTV cameras inside the premises of the college for security.

Counseling

Women-related issues are immediately resolved through counseling and discussions. The NSS unit of the college organises awareness programmes through Nukkad nataks /raising slogans to curb prejudicial practices against women like female foeticide, child marriage, good touch bad touch etc. College appreciated the 1st division pass out girl students by giving them Rs.5000 per year in the scheme Goan ki Beti and Pratibha Kiran.

Girls Common rooms

Girl common room has been allotted to girls students for personal and resting purpose.

Women Harassment Prevention Cell

The college has a dedicated cell, constituted for redressal of grievances ensuring women safety and well- being namely Women Harassment Prevention Cell with a well laid out policy.Women Harassment Prevention Cell stays alert all the time to prevent any sexual abuse against women including women staff and female workers.

File Description	Documents
Annual gender sensitization action plan	http://www.mphighereducation.nic.in/pgchar da
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.mphighereducation.nic.in/pgchar da

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has the different dustbin to segregate the different waste like wet, solid, biomedical etc. Every day the waste is collected in separate bins and disposed

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institute have communal harmonious and zero tolerance environment. Institute take different initiatives for providing an inclusive environment to students. Cultural events/competitions are organized every year in the institute for spreading awareness in the students about cultural and regional values. Institute organized annual youth festival every year in which cultural and regional activities like Rangoli competition, Mehandi competition, Poster making competition, Drawing, etc organize for students. Folk songs and dance competitions are also organized and Hindi Divas celebrate in the institute to promote linguistic initiatives. Local dance forms and folk culture is promoted in all the cultural activities in the college. To provide communal environment in the institute, our institute organizes different commemorative day celebrations like National Unity Day, National Voters Day, International Women's day are organized. Different types of activities like essay writing, slogan, speech etc. are organized in the college. Also different types of communal socioeconomic program and awareness programs related to health and hygiene like plantation and Nutrition month program are organized in the institute. Awareness programmes are organised in collaboration with the NSS unit of the college on National Unity Day, National Voters Day, International Women's day with slogans and banners on social harmony, unity and values.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation.

Various departments of the institution and NSS unit are actively involved in conducting several activities for inculcating values for being responsible citizens are given below:

World Humanity Day; Independence Day; Blood donation camp; World Human rights Day; Swach Bharat Abhiyan; Republic Day; International Human Rights Day: Constitution Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.mphighereducation.nic.in/pgcharda
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website **B. Any 3 of the above**

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

The institution usually celebrates national and international commemorative days, events and festivals. World Humanity Day; Independence Day; World Human rights Day; Republic Day; International Human Rights Day: Constitution Day, National Youth Day; National Unity Day; International Aids Day; International Women Day; Gandhi Jayanti; International Yoga Day; World Environment Day to instill humanistic sensibility in a wider sense.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

E-Content Material and Video Lecture

Focus on Technology that supports Teaching and Learning System.

Most of students lived in the villages of Harda district and they had network issues in their area.

Staff was individually equipped with computers and had well developed skills in E-content Development.

One of the significant advantages of online learning is that professionals can learn from any place any time and find the program that best meets their needs without uprooting their lives.

For accessing online materials students faced problems like poor internet connection, unavailability of smart phone or computer at home etc.

Environmental Awareness

To take initiative in creating Environmental awareness about importance of conservation and preservation of environment among students, staff, all stakeholders of the college and community.

Various awareness drives, cleanliness drive, environment awareness campaign, plantation drives were organized for citizens, stakeholders and students.

The students and staff of NSS regularly work for cleanliness drives. College conducted a campaign to clean Aznal river of Harda. Use of LED bulbs and tubes also reduces the usage of conventional energy. The college initiated a tree plantation drive nearby villages of Harda District.

These sincere efforts are acknowledged by various Villagers of Harda District.

File Description	Documents
Best practices in the Institutional website	https://drive.google.com/file/d/1bkfW37fy6uOKN7IxPRdm4nRmBfRLnpLS/view?usp=drive_link
Any other relevant information	https://drive.google.com/file/d/1bkfW37fy6uOKN7IxPRdm4nRmBfRLnpLS/view?usp=drive_link

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Swami Vivekananda government P.G. College Harda is affiliated to Barkatullah University Bhopal. Majority of the students come from a very diverse social background. The college ensures to impart quality education to all of its students not only through enhancing their intellectual ability but also by nurturing their talents. The college shapes the learners into better citizens enriched with self confidence, perseverance, patriotism and humanity. It imparts holistic education and develops the students as assets to the nation. Students enrolled in the institution mostly come from the rural areas. We have been strenuously pursuing our ambition of preparing valuable human resource by empowerment of youth through imparting holistic education to make them responsible citizen of the society. The college has been relentlessly ensuring the development of student's personality through various academic and non academic exercises. The IQAC and all the stakeholders are constantly working and giving their best efforts to provide quality education and empowerment of the students via conduction of different activities and programmes round the year. The college also regularly organizes workshops and special lectures with focus on skill development amongst the students to encourage self-reliance, apart from working on the academic based aspect of the institute.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution ensures effective curriculum delivery by following the academic calendar provided by Department of Higher Education Govt. of MP. The head of every department submits a workload statement at the beginning of every semester/Year, over which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. Through a series of interactive activities like classroom teaching, group discussions, quiz, academic tests, etc. The periodic tutorial/class test/ MCQ examinations are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in remedial classes. Subject tours and industrial visits are organized to provide practical exposure to the students. Seminars, debates, quiz competitions and workshops are being organized. skill-oriented courses are offered to the students for enhancing their skills and access to jobs in national/international job markets.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://www.mphighereducation.nic.in/pgcharda

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institute is implemented Department of Higher Education Govt. of MP. The institute has developed a structured and documented process for implementing the curriculum. This academic calendar includes the dates for internal examinations, seminars, workshops, expert talks, and other co-curricular and extra-curricular activities. HODs prepare the class timetable , and course plan for the semester and annual. The course plan containing class timetable, semester calendar and syllabus is

given to all the students. It is also published on the college website and send students whatsup groups. Faculties prepared CCE plans periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.mphighereducation.nic.in/pgcharda

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics. Issues related with environment and sustainability are integrated into courses of Environmental studies, Zoology, Botany. Courses that teach human values in its curricula are Political science, Commerce, English,

Education. Professional ethics are integrated in the courses of English, Commerce and Education subjects. Gender sensitization. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. units undertake a host of activities in the nearby vicinity and in the adopted village called "Masangoan". N.S.S. organizes various environment related programs including tree plantation, village cleanliness, cleaning of rivers, plastic free drive, poster competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. World Arbor Day, World Forest day, World Environment Day, N.S.S. Day, etc are organized in the college every year. The college has taken active participation in Swachch Bharat Summer Internship (SBSI) Abhiyan and Swachhta Pakhwada Programmes started by the government.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

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

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

1813

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	http://www.mphighereducation.nic.in/pgcharda
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.mphighereducation.nic.in/pgcharda

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2315

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1389

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Slow learners are identified on the basis of their performance in test Examinations. Different strategies like remedial coaching, peer-teaching, mentor motivation, homework, weekly tests, etc. are employed for the progress of the slow learners, of which remedial classes under MPHEQIP is of a great help. Encouragement for participation of NSS, Sport Activities, Career Guidance activities and other academic activities for boost their confidence and holistic development. Providing simplified study materials for effective learning and revision classes and counseling sessions are held if required as well as conducted industrial and educational tours.

Advanced learners are given due opportunities to upgrade their knowledge level by selecting Self-Learning Courses and earn extra credits. They are motivated to undertake online certificate courses in MOOC, NPTEL and SWAYAM. Students are given a lot of opportunities to excel in their discipline through several outreach programmes like NSS Camp in nearby villages. They are encouraged to take up result oriented project works and assignments. Training and Placement Cell invites Companies and Industries to hold their placement drive (Rojgar Mela) under SVCGS at the Institution and students are encouraged to actively register for the interviews. The Cell also provides training in interview skills, Personality Development and communication skills.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4712	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution adopts many student centric 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. All the subjects in science streams as usual and few other subjects like Home Sciences as well as vocational courses which include theory and practical experiences in the syllabus. Every post graduate program organizes internship/job oriented project work, as a part of their curriculum, which exposes students to real work environment related to their fields and helps in developing knowledge, skills for the same.

Student centric methodologies help in enhancing for decision making power of students and developing critical thinking & Self-reflection. To make teaching – learning more interactive and student centric the faculty employs a variety of participative methods in their classrooms. Students are also encouraged to raise questions during the class. With the aim to develop research oriented attitude, reflective and problem solving thinking, assigning projects to students on topics and issues based on their syllabus; where they explore the problem, collect data, do reference work.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.mphighereducation.nic.in/pgcharda

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In this age of technology, it is essential for the students to learn and master the latest technologies in order to be corporate ready. Teachers use ICT to engage students in effective learning environment. Faculties are encouraged to use power-point presentations in their teaching by using LCD's, laptop and projectors as well as teaching through online platforms. B. Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students. C. Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS. D. Video Conferencing-Students are counseled with the help of Zoom / Google meet. Application. E. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing F. Virtual labs are used to conduct labs through simulations. G. Whatsapp group is used to provide study material to the students.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

35

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

College is affiliated to Barkatullah University, and hence the college adheres to follows its rules and guidelines regarding the assessment and evaluation process of performance of students. Academic calendar is prepared at the beginning of each semester/yearand is made available on the college notice-boards. 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.

The student can approach the teachers in case they need a clarification on the award of marks based on the scheme of valuation discussed in the class. The mark list for Internal Assessment will be prepared and displayed in the notice board. The Internal Assessment marks by the students are entered periodically in Barkatullah University Web Portal in two scheduled phases in a semester. For assessment of laboratory course an internal practical viva conducted by respective faculty member at the end of course.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.mphighereducation.nic.in/pgcharda

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

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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.mphighereducation.nic.in/pgcharda

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The role of higher education is very important in securing the gainful employment and providing further access to higher education comparable to the best available in the world class institutions elsewhere. The improvement in the quality of higher education, therefore, deserves to be given highest priority to enable the young generation of students to acquire skill, training and knowledge in order to enhance their thinking, comprehension and application abilities and prepare them to compete, succeed and excel globally.

The institute takes efforts to preserve and promote the Indian language, thus most of the undergraduate courses are carried out In Indian Language, Hindi. Sustained initiatives are required to reform the present higher education system for improving and upgrading the academic resources and learning environments by raising the quality of teaching and standards of achievements in learning outcomes across all undergraduate

programs in science, arts, and commerce and professional streams of higher education. One of the significant reforms in the undergraduate education is to introduce the Learning Outcomes-based Curriculum Framework (LOCF) which makes it student -centric, interactive and outcome-oriented with well defined aims, objectives and goals to achieve.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.mphighereducation.nic.in/pgcharda
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal tests, viva voce, surprise tests, open book tests, quiz, projects etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

We are evaluating course outcome and program outcomes in terms of student activities in various aspects in outstanding activities. The process for the evaluation of the students in different subjects is followed as per the rules and regulations of the University authorities, Board of Examinations and Faculty. Students of our college secured good position in the merit list of the University and most of the students also obtained first division. Rojgar mela is organized every year by our college where students get placements in different sectors. Students got placement in different sector. Students of our college are also doing job I various privet and government sector. Volunteers of NSS and Cadets of NCC got selected for National Level Camps.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.mphighereducation.nic.in/pgcharda

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1469

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://www.mphighereducation.nic.in/pgcharda

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://drive.google.com/file/d/1tZeTXKWlG-JtHA36nwm85yLmsgR1ZTEi/view?usp=drive_link

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

00

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created an ecosystem for innovations and many important initiatives have been taken for creation and transfer of knowledge through Eco-club, Guest Lectures, Self reliant and Self defense programs especially for Girls students, Awareness meets, Mental stress and intolerance meditation programme by the Heartfulness institute, Harda, .

Career guidance programmes provide the complete information and guidance for their career Goals, jobs, entrepreneurship skills, startup, Job oriented skill training, Short term employability training programmes through LMS. The institution provides an opportunity to students to interact directly with entrepreneurs for excelling and enhancing their skills. Students are encouraged to take them for research in different fields through project works, internship/Field works and assignments especially for Post graduate students.

Industrial tours have been visited in various industries like Maida Mill, Harda, Raja Barari, Timarni affiliated to Dayalbaug University, UP, Sanchi Dugdh Sang, Bhopal for enhancing their knowledge, educational tours have also been provided to visit at historical place 'Bheem Bethaka' and Educational Toys Factory, Harda to explore and gain the knowledge among students under RUSA and World Bank Projects

The faculty members organize College Chalo Abhiyan, Awareness programme regarding Hemoglobin and Dieting especially for girls students etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	http://www.mphighereducation.nic.in/pgcharda
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Various initiative programmers have been taken by NSS unit to create the awareness among nearby villagers like Swacchta Awareness Campaign, promotes environmental protection through tree plantation & Ankur Abhiyan and other sustainable development programs, River Cleaning (a local river- Ajnal), Energy literacy Campaign, Health survey, Water Harvesting, Climate Change, Campaigning for Social Discrimination, Campaigning for Uses of Sanitary Pad & Hygiene for Girls students, Campaigning for inculcate awareness among domestic women related to education, economic and social security,

The institution adopted an Anganwadi in Masangaon and through NSS also adopted a village named Ranaikalan for providing and donating basic requirements which is benefited to them. One week awareness programmes have been conducted for Good touch and Bad Touch among school and Aganwadi students for the academic year 2021-22 under Child Protection Week. There was a seven days NSS Camp organized at Ranaikalan by the NSS Unit and so many programmes have been presented through Nukkad Natak on different issues like Anti Drug, Domestic Violence, Girls Education, Beti-Bachao Beti Padao, Malnutrition, Child Sex Ratio and Health Issues especially for women and their children to create the awareness among local villagers.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

`01`

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`28`

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

200

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	<u>View File</u>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	<u>View File</u>

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. Regular workshops/awareness programs/training programs are conducted for optimal deployment of infrastructure and utilization of modern technology. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities, extra- curricular activities etc. It is used as an examination center for college internal and external examinations as well as for other universities like IGNOU, BHOJ etc. and MPPSC. The updated automated library has various books and a large reading room for students. Our institute has facility of RO for pure drinking water. Also for safety and security of students and staff, campus of institute is under 24-Hour CCTV surveillance. The College has laboratories for Under Graduate and Post Graduate courses. There are being upgraded as per the needs of the subjects and the number of students in the respective subjects such as Chemistry, Physics, Botany, Zoology, and Home Science. The laboratories are updated regularly. All the computers are connected to Broadband internet connection. The campus has secure Wi-Fi facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Institution has adequate facilities for different types of cultural and art activities. In college premises there is a big hall where many cultural events are being organized time to time and also there is space within the college building which is also being used for cultural events. In the college premises, there is open space available, which is being used for yoga purposes for both students as well as faculties. Also there are mike and sound system for different types of cultural activities. Every year the college conducts various inter-college and intra-college competitions where students get opportunities to learn and practice different skills. Competitions are related to Dance competition, Singing competition, Drawing competitions, Quizzes & Debates etc. The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extra- curricular activities. This ensures a holistic development and an all-rounded personality. Students are trained in sports under the guidance of a qualified and specialized Sports Officer. They are trained and encouraged to participate in various levels of competition including intra-college events, inter-university events & National events. The college has a well equipped Gymnasium.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda

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

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Data requirement for year: Upload a description of library with,

• Name of ILMS software: SOUL

• Nature of automation (fully or partially): Partially

• Version: 2.0

• Year of Automation: 2011

The Library uses SOUL Software (Version 2.0). The Library is partially automated in the year 2011 and full automation is in progress. The College provides e-learning environment to the students and research scholars. The N-List membership as an added asset which provides access to more than 4000 e-journals and above 1.3 Lakhs e-books on various subjects.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.mphighereducation.nic.in/pgcharda

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.5438

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

85

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Since this is a government affiliated college so institute updates its IT facilities when governments allocate fund/budget for these particular facilities. All the financial transactions are done as according to state government rules and regulations. Besides this, SWAN-Internet which is provided by Madhya Pradesh Govt. is being used to fulfill financial need of college like wages and salary of staff. BSNL Broadband –BSNL broadband is being used for conducting educational activities with virtue of university, Govt. of M.P. Human resources department and college. Same mode is being used for communication of official letters, information exchange and experimental work and to make available resources for students like e-papers, journals, e-books and PDF documents. The institution has a virtual class room in which the expert lectures are telecast from various top class academicians of the state from Bhopal. The whole college has been made Wi-Fi enabled. As a consequence, teachers are combining technology with traditional modes of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support; enhance, and optimize the delivery of education.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda

4.3.2 - Number of Computers

43

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1.21

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college has a structured mechanism to ensure the maintenance of physical, academic and support facilities There is a system in place for maintaining the cleanliness of the

campus as a result of which the college has won many awards for cleanliness mission and set a benchmark in this sphere. A Campus Committee has been appointed which regularly monitors the cleanliness of the campus and takes initiatives like cleanliness drives etc. 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. In case of breakdowns standard procedure is followed to bring the equipment/machine 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2993

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	http://www.mphighereducation.nic.in/pgcharda
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

`732`

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

`732`

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

494

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

11

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

09

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	[View File](#)
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Following student committees/cells are operational in the college to motivate the student's representation and engagement in various administrative, co-curricular and extracurricular activities: NSS Committee: The NSS unit has two wings comprises 100 students in Girls and another 100 students in Boys wing. All the students are actively engaged in NSS activities and they are committed to achieve the goals of NSS. Yuwa Utsava Committee: Students have strong representations in all cultural committees. Students actively participate in all the activities under Yuwa Utsava. They help in organization and management of all the events. Career Mitra under SVCGS Placement Committee: The 'Career Mitra' committee has been constituted under Swami Vivekananda Career Guidance Scheme, Department of Higher Education, Govt. of Madhya Pardesh. Student members are important components in Career Guidance activities. Student are being involved for coordinating the activities during placement drives at campus, Rojgar Mela, and employable training programmes etc. Other important committees are as follows: 1. Student Grievance Redressal Cell 2. Women's Cell (Sexual

Harassment Redressal Committee) 3. Admission committee 4. Educational Tour Committee 5. Games & Sports Committee 6. Anti-Ragging Cell7. Discipline Committee 8. Equal Opportunity Cell (SC/ST/OBC/Minority / Divyaangjan / Physically Disable Student Cell) 9. Student welfare/Scholarship/Free-ship Committee.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

22

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumin Association has not been registered for the year 2021-22. However the Alumini Association has been registered on dated 02.02.2023 (Registration certificate is attached herewith).

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our governance body is so reflective and the prime focus on the vision and mission of the institute.

Vision-

The vision of the college is to develop as an educational hub with all modern facilities, innovations and branches of study by providing value based multidisciplinary quality education, employment oriented and more holistic development to all the students who hail mostly from the surrounding villages and from diverse socio-economic backgrounds. The college is striving continuously towards achieving this goal.

Mission-

- **To provide easily accessible, equitable, value based quality education, also fostering an enduring sense of discipline and dedication to work with professionally competent at national as well as in this ever changing global world.**
- **To maintain academic excellence in higher education by providing innovations in teaching, modern teaching technologies and skill-based quality education along with traditional education and to inculcate spirit of**

nationalism and civil responsibility for holistic development to all the students as per NEP 2020.

- To create the optimal learning environments and support for students irrespective of their caste, creed, colour, religion and socio-economic status.
- To nurture the innate talents of all the students and to encourage originality and creativity in their approach towards learning.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Two important interventions were made for decentralization and participative management. In order to smooth functioning, Staff working committees are constituted every new academic session which work towards holistic development of the college through various plans and activities. Along with the suggestions of the administration and accounts departments, as well as the student body, the best practices were codified into guidelines, which became acceptable as the norms of organizing any event in the college.

Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. The organizational structure of the institute runs through a systematic hierarchy. Purchasing of Equipment's is done by quotations/tenders on requirement basis. Infrastructure development is done by building-funds and Institute-development funds as per requirement and approval by the higher-authority. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions. The Administration is always open to discussion with the teaching and non-teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are;

1. Quality enhancement and improved teaching-learning environment.

2. Enhancement of student support systems.

3. Improved student success rate.

4. To be more innovative, industry-relevant in curriculum design and be more creative in academic delivery with a strong emphasis on effective integration of technology in the teaching-learning process.

5. The teacher to be more of a facilitator and mentor than just a full-time tutor.

6. Life skills will be an integral part in curriculum development and delivery.

7. To emphasize on multidimensional evaluation of student learning and to enable that student learning outcomes match with their employer's expectations.

Perspective/Strategic plan and deployment documents are available in the Institution. The Institution ensures quality in teaching and co-curricular & extra-curricular activities. The perspective and the strategic plan have been explained in the Higher Education Academic Calendar. But, since the College is affiliated to BU Bhopal University, the major strategic plans like curriculum development, examination policies are decided by the University. The teachers also contribute for strategic plan of the College by the knowledge which they gain

by participating in conferences, refresher & orientation courses.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute being the state government college, the appointments are done at the government level which follows UGC rules adopted by the state government and implemented accordingly. The service rules for state government employees are applicable on the Principal, teaching staff and the non-teaching staff.

1) Directorate Higher Education: The strategic rules are passed on by the directorate higher education to the colleges.

2) Principal: The head of the institution is the Principal who supervises the functioning of the tasks allocated to various departments and committees.

3) Departmental In charges: Academic functional tasks are performed by the departmental incharges with the coordination with the faculty members and the departmental associations of the students.

4) Convenors of committees: The conveners of various functional committees ensure the smooth conduction of various administrative functions of the institute.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | **A. All of the above** |

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

College has effective welfare measures for Teaching and Non-teaching staff as per govt. rules.

Teaching Staff:

- **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**

Academic Benefits:

- **Study leave Free participation in all in house academic trainings (Selection based in case of less no of seats)**
- **Free participation in all in house**
- **Faculty Development programmes (1 FDP @year) Library Support**
- **Free Remote access to INFLIBNET/ NLIST**
- **Wi-fi support on campus for all the academic activities.**

Establishment support

- **Electronic service books**
- **Dissemination of information on email IDs**
- **Official email Id Support**

Non-teaching:

- **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**

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

14

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Annually, Confidential reports (CR) mentioning the yearly work done by the staff member and they are submitted in the college. The annual assessment of the annual performance is reported in Annual Confidential Report (ACR) which are online available to the employee. The Academic Performance Index (API) annual report is also submitted for the principal to review the same. Presently, UGC regulations 2018 are followed, before the implementation of 2018 regulations, UGC regulations 2010 were followed. The promotions of the teaching faculty are done through CAS, which, firstly undergoes the screening process in the college itself and then signed by the principal. Then, the forms of the sent to Directorate, Higher Education, MP.

2) NON TEACHING STAFF: Annual confidential reports are sent for appraisal. The promotions are time bound. There are four cadres, namely, ministerial cadre, personal assistant, ex-cadre and laboratory assistant of Class III (Group C) employees. The promotions in all four cadres are done by directorate. Class IV employees are promoted to Class III on seniority basis after submission of application form, which is scrutinized at the directorate level. 25% of the progression from CLASS IV to CLASS III is on promotional basis and 75% are directly appointed.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution has established a measurable well defined achievable process for financial audits. Financial audit is a three layered mechanism in the Institute:

Internal audit (around the year): College has a Finance committee comprising of the senior teachers of the college, Finance committee conducts the internal audit and committee verifies the income and expenditure details and submit the report to the principal. Janabhagidari Samiti has financial committee and it carries out the internal audit of Janabhagidari Nidhi. There are different cashbooks for Janabhagidari Nidhi, RUSA, Local and Govt. funds. Cash books and account books are also thoroughly checked by the internal audit committee.

External Audit (Every year on the closing of financial year): External audit is conducted once in every year after the completion of financial year. External audits are conducted separately for Janbhagidari Nidhi, Local Fund, Govt. funds and other grants like RUSA and grants received for specific purposes.

(AGMP Gwalior) (Once in 3/5 years): The audit is conducted as per audit mandate laid down in the constitution of India, DPC act and specific legislations enacted over time by the parliament and State Legislature.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is run by the government so the funds to be utilization primarily allotted through the Higher Education Department of M.P. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement.

Mobilization of Funds: College receives funds under different Govt. Schemes.

College has active Janabhagidari committee '' Sthaniya prabandhan samiti''. The committee levies development fees on the students and utilizes this for the development of the college as per the set rules and procedures of janabhagidari samiti. Self finance subjects levy self-finance fees on students taking admission under this scheme. The fee collected is utilized to maintain academic standards in these courses.

Funds are utilized as per the financial Rules and store

purchase rules stated by DHE, Govt. of MP. Resources created are optimally utilized by interdepartmental borrowing and lending mechanism in place for equipments and facilities. Purchase of similar articles by different departments is discouraged.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The prime task of the IQAC cell of the college is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. The IQAC has taken various steps, namely, process of allotment of mentors to the students, personal counseling facility for the students, digitalization of admissions, opening of post graduate courses and infrastructural development for meeting, the effective and efficient teaching- learning process.

IQAC has focused mainly on institutionalizing the processes for the holistic development of the most important stakeholders of education system i.e students. Focus has been on bringing the paradigm shift in teaching learning pedagogy to make it effective and measurable, Concerted efforts of IQAC has taken teaching from teacher centric individualistic to learner centric, participative organized mode.

The IQAC works closely with departments and strategizes to improve policies, processes, and pedagogy to impart quality education to our students. IQAC has mandated the following for Departments and Committees. The IQAC has taken significant initiatives for the following:

- To expand the facilities provided by the library,
- MOUs were signed
- For improving the infrastructural facilities, college applied for the grants from RUSA
- Admissions on online mode started from session

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Special customized teaching methodology and programmes are offered to these students to help them improve their academic records. Special teaching pedagogy like flipped classroomns, problem solving methodologies, seminars, Field projects , Self structured assignments as well as Research projects are offered to advanced learners. The second most important contribution of IQAC is to organize and integrated all programmes academic as well as co curricular in one calendar i.e. Excellence in education.

The IQAC works closely with departments and strategizes to improve policies, processes, and pedagogy to impart quality education to our students. IQAC has mandated the following for Departments and Committees. The IQAC has taken significant initiatives for the following:

- To expand the facilities provided by the library.
- To improve laboratories.
- To learn advance techniques based on practical knowledge.
- To implement new technologies for teaching and learning.

File Description	Documents
Paste link for additional information	http://www.mphighereducation.nic.in/pgcharda
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality	C. Any 2 of the above

initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	http://www.mphighereducation.nic.in/pgcharda
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Anti ragging committee has been constituted and contact details of its members are displayed and communicated to all students. The cell has zero reported cases in the last academic session. The college celebrates National Girl Child Day and Women's Day on 24th January and 8th March respectively every year. The institution has installed CCTV cameras inside the premises of the college for security.

Counseling

Women-related issues are immediately resolved through counseling and discussions. The NSS unit of the college organises awareness programmes through Nukkad nataks /raising slogans to curb prejudicial practices against women like female foeticide, child marriage, good touch bad touch etc. College appreciated the 1st division pass out girl students by giving them Rs.5000 per year in the scheme Goan ki Beti and Pratibha Kiran.

Girls Common rooms

Girl common room has been allotted to girls students for personal and resting purpose.

Women Harassment Prevention Cell

The college has a dedicated cell, constituted for redressal of grievances ensuring women safety and well- being namely Women Harassment Prevention Cell with a well laid out policy.Women Harassment Prevention Cell stays alert all the time to prevent any sexual abuse against women including women staff and female workers.

File Description	Documents
Annual gender sensitization action plan	http://www.mphighereducation.nic.in/pgcharda
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.mphighereducation.nic.in/pgcharda

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has the different dustbin to segregate the different waste like wet, solid, biomedical etc. Every day the waste is collected in separate bins and disposed

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	[View File]()

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]()
Any other relevant information	[View File]()

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]()
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	[View File]()

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institute have communal harmonious and zero tolerance environment. Institute take different initiatives for providing an inclusive environment to students. Cultural events/competitions are organized every year in the institute for spreading awareness in the students about cultural and regional values. Institute organized annual youth festival every year in which cultural and regional activities like Rangoli competition, Mehandi competition, Poster making competition, Drawing, etc organize for students. Folk songs and dance competitions are also organized and Hindi Divas celebrate in the institute to promote linguistic initiatives. Local dance forms and folk culture is promoted in all the cultural activities in the college. To provide communal environment in the institute, our institute organizes different commemorative day celebrations like National Unity Day, National Voters Day, International Women's day are organized. Different types of activities like essay writing, slogan, speech etc. are organized in the college. Also different types of communal socioeconomic program and awareness programs related to health and hygiene like plantation and Nutrition month program are organized in the institute. Awareness programmes are organised in collaboration with the NSS unit of the college on National Unity Day, National Voters Day, International Women's day with slogans and banners on social harmony, unity and values.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The college establishes policies that reflect core values. Code of conduct is prepared for

students and staff and everyone should obey the conduct rules. The institution encourages participation of students in sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation.

Various departments of the institution and NSS unit are actively involved in conducting several activities for inculcating values for being responsible citizens are given below:

World Humanity Day; Independence Day; Blood donation camp; World Human rights Day; Swach Bharat Abhiyan; Republic Day; International Human Rights Day: Constitution Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.mphighereducation.nic.in/pgcharda
Any other relevant information	Nil

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | B. Any 3 of the above |

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

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

The institution usually celebrates national and international commemorative days, events and festivals. World Humanity Day; Independence Day; World Human rights Day; Republic Day; International Human Rights Day: Constitution Day, National Youth Day; National Unity Day; International Aids Day; International Women Day; Gandhi Jayanti; International Yoga Day; World Environment Day to instill humanistic sensibility in a wider sense.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

E-Content Material and Video Lecture

Focus on Technology that supports Teaching and Learning System.

Most of students lived in the villages of Harda district and they had network issues in their area.

Staff was individually equipped with computers and had well developed skills in E-content Development.

One of the significant advantages of online learning is that professionals can learn from any place any time and find the program that best meets their needs without uprooting their lives.

For accessing online materials students faced problems like poor internet connection, unavailability of smart phone or computer at home etc.

Environmental Awareness

To take initiative in creating Environmental awareness about importance of conservation and preservation of environment among students, staff, all stakeholders of the college and community.

Various awareness drives, cleanliness drive, environment awareness campaign, plantation drives were organized for citizens, stakeholders and students.

The students and staff of NSS regularly work for cleanliness drives. College conducted a campaign to clean Aznal river of Harda. Use of LED bulbs and tubes also reduces the usage of conventional energy. The college initiated a tree plantation drive nearby villages of Harda District.

These sincere efforts are acknowledged by various Villagers of Harda District.

File Description	Documents
Best practices in the Institutional website	https://drive.google.com/file/d/1bkfW37fy6uOKN7IxPRdm4nRmBfRLnpLS/view?usp=drive_link
Any other relevant information	https://drive.google.com/file/d/1bkfW37fy6uOKN7IxPRdm4nRmBfRLnpLS/view?usp=drive_link

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Swami Vivekananda government P.G. College Harda is affiliated to Barkatullah University Bhopal. Majority of the students come from a very diverse social background. The college ensures to impart quality education to all of its students not only through enhancing their intellectual ability but also by nurturing their talents. The college shapes the learners into better citizens enriched with self confidence, perseverance, patriotism and humanity. It imparts holistic education and develops the students as assets to the nation. Students enrolled in the institution mostly come from the rural areas. We have been strenuously pursuing our ambition of preparing valuable human resource by empowerment of youth through imparting holistic education to make them responsible citizen of the society. The college has been relentlessly ensuring the development of student's personality through various academic and non academic exercises. The IQAC and all the stakeholders are constantly working and giving their best efforts to provide quality education and empowerment of the students via conduction of different activities and programmes round the year. The college also regularly organizes workshops and special lectures with focus on skill development amongst the students to encourage self-reliance, apart from working on the academic based aspect of the institute.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Swami Vivekananda government P.G. College Harda is affiliated to Barkatullah University Bhopal. Majority of the students come from a very diverse social background. The college ensures to impart quality education to all of its students not only through enhancing their intellectual ability but also by nurturing their talents. The college shapes the learners into better citizens enriched with self confidence, perseverance, patriotism and humanity. It imparts holistic education and develops the students as assets to the nation. Students enrolled in the institution mostly come from the rural areas.

We have been strenuously pursuing our ambition of preparing valuable human resource by empowerment of youth through imparting holistic education to make them responsible citizen of the society. The college has been relentlessly ensuring the development of student's personality through various academic and non academic exercises. The IQAC and all the stakeholders are constantly working and giving their best efforts to provide quality education and empowerment of the students via conduction of different activities and programmes round the year. The college also regularly organizes workshops and special lectures with focus on skill development amongst the students to encourage self-reliance, apart from working on the academic based aspect of the institute.