

To

**Prof. Dr. Jaspal Singh Sandhu,
Director,
National Assessment and Accreditation Council,
P.O. Box No. 1075
Nagarbhavi, Bangalore- 560072**

Sir,

Sub: Submission of Annual Quality Assurance Report (AQAR) for the year 2014-15,
Regarding

Ref. : Track ID:

I am pleased to submit the Annual Quality Assurance Report (AQAR) for the year 2014-15. The AQAR has been uploaded on the college website on 30th June 2015.

With Best wishes

Yours Sincerely

(Dr Sudha Singh) Principal and Chairman

IQAC

Encl: Annual Quality Assurance Report (AQAR)

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2014-15

I. Details of the Institution

1.1 Name of the Institution

Govt. Hamidia Arts & Commerce
College, Bhopal

1.2 Address Line 1

Budhwara, Hathikhana

Address Line 2

City/Town

Bhopal

State

Madhya Pradesh

Pin Code

462001

Institution e-mail address

heghaaccbho@mp.gov.in

Contact Nos.

0755-2660447

Name of the Head of the Institution:

Dr. Sudha Singh

Tel. No. with STD Code:

0755-2660447

Mobile:

+91-9977600223

Name of the IQAC Co-ordinator:

Dr. P.K. Jain

Mobile:

9826321640

IQAC e-mail address:

naachamidia@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

MPC0GN11099

OR

1.4 NAAC Executive Committee No. & Date:

EC(SC)04/RAR/03

dated 10-12-2014

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

<http://www.ghcbpl.org>

Web-link of the AQAR:

http://www.ghcbpl.org/news_file/1410352715AQAR-2015.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2004	2009
2	2 nd Cycle	B	2.90	2014	2019
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

08/09/2011

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

- i. AQAR submitted on 01/07/2013 (DD/MM/YYYY)⁴
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

- University State Central Deemed Private
- Affiliated College Yes No
- Constituent College Yes No
- Autonomous college of UGC Yes No
- Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

- Type of Institution Co-education Men Women
- Urban Rural Tribal
- Financial Status Grant-in-aid UGC 2(f) UGC 12B
- Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

- Arts Science Commerce Law PEI (Phys Edu)
- TEI (Edu) Engineering Health Science Management
- Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Barkatullah University Bhopal (MP)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Urdu/Arabic

Sanskrit

Fine arts

Pol. Science/ English- workshop at Institutional level

2.14 Significant Activities and contributions made by IQAC

- Preparing Annual Quality Assurance Report
- Developing quality benchmarks for the various academic and administrative activities
- Documenting various programmes
- Disseminating information on various quality parameters of higher education
- Introducing innovative methods of teaching, learning and evaluation
- Value addition to activities
- Revised format for feedback by students as per the guidance of NAAC Peer Team
- Three seminars and two conferences
- Provided training on Personality Development and Communication Skills
- Organised Coaching Classes to prepare the students for the competition
- Promoting Sports & Cultural activities

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
For Jail inmates- Professors from the Departments of Sociology and Psychology propose to take lectures to create awareness regarding, health and hygiene, Aids, holistic development.	Many Professors from the department of Sociology and Psychology organised lectures on Personal Hygiene, Environment and health. Audio visual methods were used to create awareness about AIDS
Books and magazines to be contributed for jail inmates	The faculty contributed books, magazines, fiction in Hindi and English and sent it to jail inmates.
Sensitize students towards elderly in society. A workshop is proposed for the benefit of aged in old age homes	Workshop proposed for the aged could not materialise due to NAAC visit in college, as it was scheduled in September.
Donation drives for the benefit of the society to be conducted	Donation for the aged, for orphans was done by the staff club. After recent Nepal earth quake, Rs 51,000 was collected from the staff and sent for relief.
Adoption of another locality close to college campus-BHOYIPURA- a locality of fishermen. - To create awareness for education, health and hygiene.	Bhoypura Village was adopted by the students of NSS. Activities were engaged to spread awareness of hygiene and health and cleanliness drive.
Plans to organize motivational lectures through PPT (weekly) for the benefit of the students.	Many lectures were organised by the Swami Vivekanand Cell to motivate students, strengths and limitations of students were discussed, Many instructional strategies; lectures, demonstrations, discussions, case studies, groups, were practised
More value added courses to be initiated.	Proposal for course in Social Work and Yogic Science has been given.
Plan for computerized fee collection from the next session	Computerized fee collection could not materialise as the class III staff was on compulsory election duty. Some members of non teaching staff are still on duty.
To expand infrastructure facilities	E library was formed in July, Five computers with net facility for the benefit of students.
Encourage faculty for more Minor & Major Research Projects.	The IQAC motivated the faculty to take up research projects. This session 5 MRPs have been taken

To enhance involvement of faculty and student in social and committee oriented extension activities.	By the efforts by NSS and NCC co-ordinators, students actively participated in many extension activities, like AIDS awareness, Systematic Voters Education & Electoral participation
To propose one more gymnasium for the benefit of students	Due to sudden collapsing of C block in the month of Sept. due to heavy rains, the target could not be achieved.
Enhancement of Teaching Learning Process	More classes were conducted in Smart classes
Efforts for better feedback from students revised	Revised the feedback format for teachers on the basis of the suggestion of NAAC Peer Team.
Academic & Administrative Audit	Academic & Administrative Audit was done

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

NA

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	11	-	-	-
PG	12	-	-	-
UG	05	-	03	03
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	28	-	03	03
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

NA

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
73	43	-	30	02

2.2 No. of permanent faculty with Ph.D.

63

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

05

25

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	157	14
Presented papers	08	83	22
Resource Persons	-	26	26

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

- Audio Visual Aids
- ICT in Teaching and learning.

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

180

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

NA

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

-

-

21

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	918	-	-	-	-	Result Awaited
B.Com(Comp. App.)	157	-	-	-	-	Result Awaited
BA	379	-	-	-	-	Result Awaited
BCA	134	-	-	-	-	Result Awaited
BBA	38	-	-	-	-	Result Awaited
M.A.	236	-	-	-	-	Result Awaited
M.Com	277	-	-	-	-	Result Awaited

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

The IQAC suggests-

- The IQAC suggests the teachers to use innovative ways for internal evaluation. The CCE (Continuous Comprehensive Evaluation) are now done through Group Discussion, Class Teaching, Seminar, Role Play, Surprise Test, Extempore, Quiz etc.
- The IQAC has a fixed method for monitoring and evaluating the teaching and learning process. Feedback forms are given to students for quality enhancement. The students give their suggestion and on the basis of this, the IQAC interacts with the departments and brings about the necessary changes.
- The Heads of the department to invite Subject Experts and Resource Persons for the benefit of students.
- Encourages the faculty to use more Visual and Audio aids for teaching and learning. As a result 10 professors are actively engaged in conducting virtual classes which are relayed all over the state of Madhya Pradesh.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	15
Summer / Winter schools, Workshops, etc.	03
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09	-	00	00
Technical Staff	02	-	00	00

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC takes keen interest in promoting research climate in the college. The Post Graduate students in the final year are motivated to register for research. There are 30 research guides who actively interact with IQAC. The college is a research centre for 11 subjects. The PhD course work was conducted in the campus in 2 subjects - History, and Philosophy. Professors from the college deliver lectures on PhD course work at Barkatullah University Bhopal. The IQAC motivated the departments to organize workshops and seminars from time to time. Two workshops were organized in the present session.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		08	05	
Outlay in Rs. Lakhs			1050000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	05	21
Non-Peer Review Journals	-	28	-
e-Journals	05	22	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	02 yrs	UGC	1050000	1050000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify) National Seminar/ Workshops	2-3 days	UGC	-----	-----
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	03	-	-	-
Sponsoring agencies	-	UGC	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	From Management of University/College
<input type="text" value="UGC RS
1534400

Janbhagidari

18 lakhs"/>	<input type="text" value="-"/>
Total	

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01			01			

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

27

171

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

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

JRF 02 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level 01 State level 01

National level - International level 01

3.22 No. of students participated in NCC events:

University level 35 State level 20

National level 08 International level -

3.23 No. of Awards won in NSS:

University level - State level 01

National level - International level -

3.24 No. of Awards won in NCC:

University level 14 State level 10

National level 06 International level -

3.25 No. of Extension activities organized

University forum - College forum -

NCC - NSS 05 Any other 15

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

- Encouraging students to engage in community services
- Sensitizing students for ecological and environmental issues.
- Awareness programme for Polythene free campus
- Students were trained to use waste material for useful products, paper bags were used instead of polythene
- Cleanliness drive in the campus
- Plant conservation and plantation practised.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	29012.24 Sqmt.			
Class rooms	31			
Laboratories	03			
Seminar Halls	01			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	?			
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

SWAN in Office
SOUL and Inlibnet in library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	-					
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41	15	38	05	01	01	13	
Added	05	-	Wifi Lab	-	-	-	-	
Total								

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

02

4.6 Amount spent on maintenance in lakhs :

i) ICT	50000
ii) Campus Infrastructure and facilities	1375520
iii) Equipments	0
iv) Others	5500
Total :	-----

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC conducts two meetings for enhancing awareness about Student Support Services.
- The Career and Placement cell makes special efforts for providing job opportunities and placement for students.
- Guidance for competitive exams is given to meritorious students.
- Post Graduate students are motivated and guided for NET exam.
- The college provides extra help to the students from the weaker sections.
- Extra classes conducted for the weak students.

5.2 Efforts made by the institution for tracking the progression

The Principal conducts meetings with the Heads of the Departments and the convenor of the committees every month in order to know the progress of the students, especially those from the weaker sections.

The difficulties of the students are discussed in these meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1626	513	40	2179

(b) No. of students outside the state

06

(c) No. of international students

00

Men	No	%	Women	No	%
	2140	98.2		39	1.78

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
993	358	96	822	14	2269	850	375	117	852	05	2134

Demand ratio 100%

Dropout: 12%

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

- Lectures through Career and Placement cell are arranged for guiding students for Competitive exams.
- Information regarding competitions in news papers was pasted on notice board in Career and Placement Cell.
- Books on general knowledge were made available to the students
- Doubts and queries of the students were clarified by the faculty from time to time.

No. of students beneficiaries

750

5.5 No. of students qualified in these examinations

NET	1	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	20

5.6 Details of student counselling and career guidance

- 400 students newly admitted students were trained for training placement activity
- 30 students were given guidance for retail banking, management, companies and job opportunity and placement by Aditya S. Rathore, Career specialist.
- One month training under STAR scheme
- 30 students selected in Online test recruited by Global Talent Track, Pune
- 18 days training on job opportunities and personality development by Career and Placement cell
- Short term Training for 60 students on computer and vocational training by Nalanda Institute for computer and vocational training, Bhopal.
- 50 students were given guidance for preparation of Civil service Examination and time management for qualifying the examination.
- 25 students were trained for entrance of MBA and PGDM by Shri Pravin Nawade, Pune
- 20 students were given guidance by Shri S L Louis, from Cyber Crime Protection Cell for different courses and trainings
- 80 students benefited from Career Fair organised by the colleges in Bhopal.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
08	1150	412	19

5.8 Details of gender sensitization programmes

- Group discussions with staff and students on Women Empowerment, Students took oath.
- Human Rights Day - Lecture and group discussion on gender sensitization was organized for teachers and students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	175	1205065
Financial support from other sources	277	1273523
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision:</p> <ul style="list-style-type: none">• To impart good quality education and skills for all.• To provide employment opportunities to all.• To create a pool of responsible, cultured and enlightened citizens.• To secure the nation's future through knowledge, creation and innovation.• To inculcate the notion of equality and morality among the students. <p>Mission:</p> <ul style="list-style-type: none">• The mission of the college is to help prepare outstanding educators, scholars, and researchers and to advance the profession of education, through service, leadership and patriotism.• The effective use of technology.• To give counselling to students, creating awareness for job opportunities.• To engage the students in extracurricular activities like NCC/NSS literary programmes, cultural activities, art exhibitions etc. for their all round development of personality.• To guide the students with the contemporary issues such as gender bias, global warming, green technology, use of alternative energy and moral values so that they become good and noble citizens.• Enhance the commitment of the faculty, the staff and the students.• Sustain a caring, supportive climate throughout the college.• Enhance the effective and efficient management of the college.

6.2 Does the Institution has a management Information System

YES

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

6.3.1 Curriculum Development

<ul style="list-style-type: none">• The college being affiliated to Barkatullah University, Bhopal, so the Curriculum Development is done by University only.• Suggestions are sent to the University by the faculty members who are Chairpersons and Members of Board of Studies at Barkatullah University for curriculum development.• Experts from different fields were invited to give lectures related to different subjects
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6.3.2 Teaching and Learning

<ul style="list-style-type: none">• The plan of teaching for every subject is chalked out well before the commencement of each semester at the start of the academic year. Teacher's study material, for e.g. PPT slides, notes, text content, and presentations are shared with students• Use of ICT for classes.• Meritorious students encouraged and given extra help for competitive exams.• Extra classes conducted for the benefit of weak students for better performance in exams.• Routine evaluation through CCE, and descriptive tests was done.

6.3.3 Examination and Evaluation

<ul style="list-style-type: none">• CCE, Class Test, Projects, Viva were conducted.• External Examination and Evaluation - Annual Exam and semester exams are conducted by Barkatullah University, Bhopal.

6.3.4 Research and Development

- Inlibnet is provided in the library.
- Photocopying facility is available for Research scholars and Post Graduate Students
- Faculty motivated to pursue research and publications
- IQAC motivated the staff for Minor Research Projects.
- Wi-fi facility is provided in library and most of the department have internet connectivity.
- Research oriented books are purchased in the library

6.3.5 Library, ICT and physical infrastructure / instrumentation

- There is a Library Committee in the college.
- The Committee suggests a list of books based on interaction with the students and faculty members, which is then forwarded to the sanctioning authority for purchase.

6.3.6 Human Resource Management

- The Principal encourages and gives permission to teaching and non teaching staff to attend various types of training programme and workshops held during the session, for enhancing their competence.
- Work is distributed as per the qualifications and experience of the teaching faculty.

6.3.7 Faculty and Staff recruitment

NA

6.3.8 Industry Interaction / Collaboration

Industry Interaction is integrated for the students through Career and Placement Cell.

6.3.9 Admission of Students

As per the rules of the department of Higher Education, MP

6.4 Welfare Schemes for

Teaching	Medical Insurance, Loan Facility and Gratuity as per the norms of the department of higher education
Non teaching	Medical Insurance, Loan Facility and Gratuity as per the norms of the department of higher education
Students	Scholarship

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	HOD, Principal	✓	Principal, Head of the department
Administrative	✓	Internal Audit Committee of College, Department of Higher Education, AG Office Gwalior	✓	Principal, Head of the department

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- The alumni association of the college organizes 2 meeting per session.
- One generator of 20 KV was donated by Shri Ramesh Chandra Agrawal ji, Dainik Bhaskar Group
- 04 Air Conditioners were contributed by Shri Aziz Qureshi, Governor Uttrakhand.
- Shri O N Srivastava scholarship is given to two meritorious students of Arts & Commerce Faculty

6.12 Activities and support from the Parent – Teacher Association

- The Parents–Teachers Association conducts 02 meetings of the parents with the teachers every year, one in each semester.
- The parents of the students with less than 75% attendance are informed about the attendant's status through SMS on mobile phones and post cards.
- The parents are told to encourage their wards to come regularly to the college. They are informed about the various activities like Literary and Cultural Activities, NCC, NSS, related camps and drives, job opportunities and placement through Swami Vivekanand Career Guidance Cell, Welfare schemes for the students etc.

6.13 Development programmes for support staff

- Awareness and motivation for professional expertise
- The staff club of college contributed in giving financial aid to the support staff whenever required.
- Health check-up for non teaching staff was organized by the social activity club.
- Computer awareness and guidance was given to the staff

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

- There are number of trees in the campus. Every year saplings are planted, Van Mahotsav is celebrated in which the teaching and non-teaching staff and the students actively participate. The natural scenic beauty of the campus naturally provides shelter to the birds. The NSS committee with the support of the students took great efforts to make the campus polythene free.
- The biological waste is disposed in the pit created near the boundary wall. Manure is used to nourish the garden of the college.
- Lectures were organised to make the student and staff aware about energy conservation

Criterion – VII

7. Innovations and Best Practices

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

- Virtual classes were delivered by 10 members of the staff which was relayed in more than 90 colleges of Madhya Pradesh.
- The study material and course content was uploaded on the website and the departmental blog for the benefit of students.

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

- The teachers engaged their classes in the smart classrooms with Power Point Presentations
- Virtual Classes were engaged by 10 members of the faculty for UG 1st & 2nd Year and also for PG 1st Year.
- Clean and Green environment
- Donation for Nepal flood relief
- Lectures were given to the students on Communication Skills.
- E-library was established
- More research projects initiated.

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

Yoga and Meditation to make the students mentally and physically competent
Energy saving

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

7.4 Contribution to environmental awareness / protection

- Environment protection- polythene free campus
- Keen awareness for sanitation
- Development of Garden opposite B-Block
- Lectures were arranged by the faculty members to create understanding and awareness regarding the environment and its conservation.
- Various activities to conserve the trees in the campus like pruning and anti-termite treatment of trees took place during the session.
- The students of the college contributed in removing water- hyacinth from the lake that surrounds the college building after the monsoons

7.5 Whether environmental audit was conducted?

Yes No

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

A Proposal is sent to the government for development of college- Rs. 10,50,000/-
As per the 12th Plan of UGC 2,45,00,000/-
A proposal for 1 Crore was sent for the building fund.

Strength

1. Research work lectures (Phd course work) in the department of History and Philosophy were conducted.
2. In the virtual classes launched by the department of Higher Education about 10 members of the teaching staff delivered lectures that were telecast all through the state.
3. More use of innovative techniques for teaching and learning.
4. The idea of virtual class initiated by the department of Higher Education, was launched in the college campus.
5. For the benefit of visually challenged students the department of Hindi, Sanskrit and Sociology have been entrusted with the task of uploading subject content on the website.

Weakness :

1. Lack of self-finance job oriented courses.
2. The situational status of the college

Opportunities:

1. M.Phil courses to be opened in the departments.
2. Vocational courses
3. Languages Lab
4. Geography GIS Remote Sensing Specialized Course
5. Up-gradation of more classrooms as smart classroom
6. Better job placement
7. Free transportation for Weaker section

Threats :

1. Students are weak in communication skills.
2. The situation of the college is away from the main road.
3. Lack of student auditorium.

8. Plans of institution for next year

- To make the campus fully Wi-Fi
- Efforts for total green campus
- All classrooms to be upgraded as smart classes
- Art gallery to be opened
- To acquire the possession of the Auditorium
- More efforts for the Jail inmates
- Adoption of a new village for its development, to create awareness for education health and hygiene
- Proposals for value aided courses
- To expand infrastructure facilities

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
