

To

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

Sir,

Subject: Submission of Annual Quality Assurance Report (AQAR) for the year 2015-16,  
Regarding

Reference: Track ID: MPCOGN 11099

I am pleased to submit the Annual Quality Assurance Report (AQAR) for the year 2015-16.  
The AQAR has been uploaded on the college website on 30<sup>th</sup> June 2016.

With Best wishes

Yours Sincerely



(Dr P.K.Jain)  
-govt, Hamirah Arts and  
Science College, HEMDAL  
Principal

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)

2015-16

### 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

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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. P.K. Jain

Tel. No. with STD Code:

0755-2660447

Mobile:

+91-9826321640

Name of the IQAC Co-ordinator:

Dr. P.K. Jain

Mobile:

91-9826321640

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:

www. http://ghcbpl.org

Web-link of the AQAR:

http://www.ghcbpl.org/news\_file/1467183807AQAR%20HAMIDIA%202015-16.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 <sup>st</sup> Cycle	B+		2004	2009
2	2 <sup>nd</sup> Cycle	B	2.90	2014	2019
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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 \_\_\_\_\_ (30/06/2015)  
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*)

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

2.14 Significant Activities and contributions made by IQAC

- Initiated 'Uthishta Jagrat" Classes, for all regular students of college, preparing for competitive examinations like UPSC, MPPSC, NET, SLET, Bank, Railways etc
- IQAC organised seminar on the **Role of IQAC in maintaining Quality Sustenance in Higher Education**
- Screening of Annual CR Forms of the Teaching faculty
- Co-ordinating RUSA activities at College level. (For Development, Academic, Student Support, Research etc.)
- Alumni meet on 29<sup>th</sup> March, 2016, 05 students of 1<sup>st</sup> batch of college, of the year 1956 were felicitated.
- Research environment was augmented
- Preparing Annual Quality Assurance Report for the session 2015-16
- Developing quality benchmarks for the various academic, co-cultural, curricular and administrative activities
- Newsletter was published
- College Magazine 'Pratibha' was published
- Research Journal is published twice a year.
- Disseminating information on various quality parameters of higher education
- Laid special emphasis on Teaching Learning and Evaluation
- Revised format for feedback by students as per the guidance of NAAC Peer Team was circulated.
- Promoting Sports and 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
IQAC proposed a seminar cum workshop from the motivational grant from Higher Education.	Two days National Seminar on the Topic ' <i>Role of IQAC in Quality Sustenance in Higher Education</i> ' was organized  IQAC co-ordinators and UGC co-ordinators (Total 90) participated.
Competitive Coaching Classes to be started	The classes under the name ' <i>Utthistha Jagrath</i> ' were started.
Placement drive to be strengthened	<ul style="list-style-type: none"> <li>The Career and Placement Cell invited many Companies, organized Career Fair and Campus Drives</li> <li>Total 52 students placed.</li> </ul>
Orientation programme for the students at the beginning of the session	<ul style="list-style-type: none"> <li>The proposal is implemented</li> <li>In the Zero Class the students are given information regarding assignments projects, scholarship, exams, sports, etc.</li> </ul>
Alumni to be strengthened	<ul style="list-style-type: none"> <li>The first batch of 1946 was felicitated in the Alumni Meet</li> </ul>
Attendance of students to be monitored	<ul style="list-style-type: none"> <li>Attendance was monitored and the parents of students with short attendance were notified through post cards and SMS</li> </ul>
Proposal of Autonomy and Model for Excellence of the college.	<ul style="list-style-type: none"> <li>In the absence of full-fledged Principal, the proposal could not be proposed</li> </ul>
Vision Document to be submitted to Higher Education.	<ul style="list-style-type: none"> <li>Submitted</li> </ul>
AQAR to be filled and submitted before the due date.	<ul style="list-style-type: none"> <li>Submitted and uploaded on the college website.</li> </ul>
Proposal for Wi-Fi for the whole campus.	<ul style="list-style-type: none"> <li>Partial Implementation</li> </ul>
Proposal regarding utilization of Rs. 10 Lakhs received from Higher Education	<ul style="list-style-type: none"> <li>Amount utilized as per government norms.</li> </ul>
Art Gallery to be started once the funds are released.	<ul style="list-style-type: none"> <li>Could not be materialised due to absence of resources</li> </ul>
RUSA funds to be utilized	<ul style="list-style-type: none"> <li>Rs. 25.00 Lakhs received under the Rusa scheme for construction of online counselling centre</li> </ul>

Adoption of locality close to college campus- to create awareness for education, health and hygiene.	<ul style="list-style-type: none"> <li>• Bhoypura Village- about a kilometre from the college campus was adopted by the students of NSS</li> <li>• Activities were engaged to spread awareness of hygiene, health and cleanliness drive</li> </ul>
Organize motivational lectures through PPT. (Power Point Presentation)	<ul style="list-style-type: none"> <li>• Lectures were organised by the Swami Vivekanand Career and Placement Cell to motivate students</li> <li>• Strengths and limitations of students were discussed</li> <li>• Career Oriented Guidance was provided</li> <li>• Importance of Yoga and Positive Attitude was emphasized</li> </ul>
Encourage faculty for more Minor & Major Research Projects.	<ul style="list-style-type: none"> <li>• The IQAC motivated the faculty to take up research projects</li> <li>• This session 05 MRPs (Minor Research Projects) have been taken</li> </ul>
To enhance involvement of faculty and students in social and committee oriented extension activities.	<ul style="list-style-type: none"> <li>• Students actively participated in many extension activities, like AIDS awareness, Systematic Voters Education and Electoral participation</li> </ul>

\* 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	-	-	-	-
<b>Total</b>	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
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##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA
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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	<b>Total</b>	<b>Asst. Professors</b>	<b>Associate Professors</b>	<b>Professors</b>	<b>Others</b>
	68	59	-	07	02

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	<b>Asst. Professors</b>		<b>Associate Professors</b>		<b>Professors</b>		<b>Others</b>		<b>Total</b>	
	<b>R</b>	<b>V</b>	<b>R</b>	<b>V</b>	<b>R</b>	<b>V</b>	<b>R</b>	<b>V</b>	<b>R</b>	<b>V</b>
	59	07	-	-	07	07	01	01	68	15

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	171	18
Presented papers	10	91	10
Resource Persons	-	35	39

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

- Teaching Learning in Smart Class Rooms
- Power Point Presentation by Professors
- Competition Oriented Teaching Learning
- Audio Visual Aids
- ICT in Teaching and learning.

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise

Distribution of pass percentage: (Result 2014-15, Result of present session 2015-16 is awaited)

<b>Title of the programme</b>	<b>Total No. of Student Appeared</b>	<b>Pass</b>	<b>Pass %</b>
B.Com	925	262/335	78.20%
B.Com (CA)	150	35/41	85.36%
BCA	123	25/49	51.02%
BBA	38	15/16	93.75%
BA	379	54/99	54.05%
MA	236	43/68	63.23%
M.Com	277	102/126	80.95%

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

- IQAC suggested the Heads of the department to invite Subject Experts and Resource Persons
- Zero classes are conducted at the beginning of the semester to orient the students about the session.
- Time Table is scheduled according to Academic Calendar.
- IQAC encourages the faculty to use more Visual and Audio aids for teaching and learning. As a result 08 professors are actively engaged in conducting virtual classes which are relayed all over the state of Madhya Pradesh.
- The IQAC suggests the teachers to use innovative ways for internal evaluation. The CCE (Continuous Comprehensive Evaluation) are now done as the pattern of final examination.
- Feedback forms are given to students for quality enhancement.

2.13 Initiatives undertaken towards faculty development

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
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	22
Summer / Winter schools, Workshops, etc.	03
Others	-

2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	09	01	00	00
Technical Staff	03	01	00	00

### Details of Staff

Hostel Manager	01	01	00	&
Head Clerk	01	01	00	&
Accountant	01	01	00	&
Grade 2	01	01	00	&
Grade 3	04	004	00	&
Asst. Librarian	01	00	01	&
Lab Technician	02	02	00	&
Gardener	04	02	02	&
Book Lifter	01	02	00	01
Boatman	01	01	00	&
Lab Attendant	01	00	01	&
Jamadar	01	00	01	&
Bhratya	12	11	01	&
Chaukidar	04	04	&	&
Sweeper	04	02	02	&
Farrash	00	02	00	02

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC promotes research climate.
- IQAC organized a state level seminar on Quality Sustenance
- One workshop was organized by the department of Hindi on National Education Policy.
- 27 Scholars were awarded Ph.D Degree from this research center.

#### 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	05	04	09	05
Outlay in Rs. Lakhs			764738	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	10	-
Non-Peer Review Journals	-	40	-
e-Journals	07	28	-
Conference proceedings	-	12	-

#### 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	764738	764738
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	-----	-----
<b>Total</b>			<b>764738</b>	<b>764738</b>

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	-	01	-	-	-
Sponsoring agencies	-	Department of Higher Education	-	-	-

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   
Total

Breakup of Janbhagidari Utilization Fund for the current session :

S.No.	Details	Amount
1	PWD	1463950/-
2	Security	242345/-
3	Printers	230661/-
4	Salary Through Janbhagidari	1609310/-
5	Others	2475826/-
	Total	6022092/-

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
09	-	07	02	-	-	-

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

21
103

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

27
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	01	SRF	--	Project Fellows	--	Any other	
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3.21 No. of students Participated in NSS events:

University level	03	State level	02
National level	05	International level	-

3.22 No. of students participated in NCC events:

University level	10	State level	12
National level	02	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	01	International level	-

3.24 No. of Awards won in NCC:

University level	NA	State level	NA
National level	NA	International level	NA

3.25 No. of Extension activities organized

University forum	-	College forum	-
NCC	5	NSS	17
		Any other	8

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

<b>S.No.</b>	<b>Details of Activities</b>	<b>No. Of Students</b>
1	7 Day Camp Tara Sewaniya Gaon (10 Km From College Campus) Organized by NSS	50
2	Blood Donation Drive	100
3	HIV Aids Awareness Drive	100
4	Van Mahotsava-Plantation of Saplings	100
5	SWEEP PLAN-Voter Awareness Drive	50
6	Swachchata Abhiyan- Sanitation Drive	100
7	Activities By Red Ribbon Club	50
8	Suryanamaskar Yoga Drive	20
9	Awareness for social responsibility	100
10	Anand Dham	20
11	Eco-Consciousness through Lectures	50
12	Lecture to Sensitize Students on Values and morals	100
13	Personality Development Lectures on first aid.	100
14	Motivational Lectures on Communication Skills	100
15	Orientation for Fresher's in college	500
16	Competition Class for all the students.	90
17	Encouraging students to engage in community services	100
18	Awareness programme for Polythene free campus	100



## 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 Sq.mt.			
Class rooms	31			
Laboratories	03			
Seminar Halls	01			
No. of important equipments purchased (1-0 lakh) during the current year.		Camera-1 Photo Copy-1 Computer-5 Printer-5	RUSA and Janbhagidari	
Value of the equipment purchased during the year (Rs. in Lakhs)		417916.00		
Others				

#### 4.2 Computerization of administration and library

In progress.
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9772	1232070	839	77100	10611	1309170
Reference Books	1125	562828	-	-	1125	562828
e-Books	-	-	-	-	-	-
Journals	23	21000	-	-	23	21000
e-Journals	50	15000	-	-	50	15000
Digital Database	-	-	Colour printer, WiFi	50,000	Colour printer, WiFi	50,000
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	100	15	38	05	01	01	13	
Added	05	09	09	01	-	-	-	
Total	105	24	47	06				

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

04
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4.6 Amount spent on maintenance in lakhs :

i) ICT	616536
ii) Campus Infrastructure and facilities (RUSA)	2500000
iii) Equipments	0
iv) Others	148202
<b>Total :</b>	<b>3264738</b>

## 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
2213	654	30	2897

#### (b) No. of students outside the state

08

#### (c) No. of international students

00

Men	No	%	Women	No	%
	2866	98.92		31	0.10

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
850	375	117	852	05	2199	1272	438	112	1069	06	2897

Demand ratio 100%

Dropout: 16%

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

- IQAC has started 'Uthista Jagrath Classes' for regular students of the college who are preparing for competitive examinations like UPSC, PSC, Bank, Insurance, Railways and such others.

#### No. of students beneficiaries

90

#### 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

- Newly admitted students were trained for training placement activity by career and placement cell.
- Number of workshops and trainings were organized by the committee.
- Career fairs were organized where students were provided ample opportunities for job placement.
- Experts in the field of skills development were invited to enhance the industrial skills of students.

No. of students benefitted 1200

## 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
14	509	52	15

### Career Placement

S.No.	Date	Company	Organizer	Students Benefitted / Selected
1.	29 & 30 Sep 2015	KVC consultant Hinduja Global Solution	IEHE Bhopal	10 Students Participated, 01 Selected for Trainee Customer Service, Band 1.25 Lakh
2.	15-10-15	TCS	IEHE Bhopal	12 Students Selected in Written Exam, 02 students selected in the final exam.
3.	16-10-15	Infosys	Placement Drive in MLB College Bhopal	15 Students Participated and 02 Selected
4.	22-01-2016	L&T	Career College Bhopal Meritorious Students (1 <sup>st</sup> Division) were given training for selection	22 Students participated and 02 students selected
5.	15-03-2016	ICICI Bank	District Level Placement Camp at MLB	90 Students Participated 11 Short listed 02 selected

6.	15-03-2016	IFBI, ICICI	District Level Placement Camp at Hamidia	120 Students Participated 11 Selected
7.	16-03-2016	Bulls Eye Investment Mumbai	District Level Open Placement Drive In Hamidia	200 Students Participated 17 Boys and 09 Girls Selected
8.	29-03-2016	Aziz Premji Foundation	Placement Drive at IEHE	08 students participated, 01 student selected  01 Student from department of English Selected for school teacher trainee.
9.	30-03-2016	Aziz Premji Foundation	Placement Drive at MVM College	06 students participated
10.	31-03-2016	Aziz Premji Foundation	Placement Drive at MLB College	06 students participated.
11.	31-12-2015	Muskan NGO Bhopal	Placement drive	15 student Participated  01 selected
12.	04-04-2016	Amazon	Sagar College	05 Students Participated
13.		BHEL	Students Given Information Regarding online form submission and competitive exams	50 Students Participated
14.	17 to 23 Oct 2015	ICICI & Axis Bank	Information Regarding Ex-Students for Placement Drive	15 Students Participated

#### 5.8 Details of gender sensitization programmes

<ul style="list-style-type: none"> <li>• Students are enlightened about the importance of being fair and just with their female counterparts.</li> <li>• The staff members are also told about the important of gender equality.</li> <li>• Woman grievances committee is active throughout the year.</li> </ul>
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## 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	929	5905000
Financial support from other sources	-	-
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><b>Vision:</b></p> <ul style="list-style-type: none"><li>• Transforming students into human resources for nation building.</li><li>• Propagation of an ideal academic and cultural environment for all round personality development of the students.</li><li>• Creation of an urge to know.</li><li>• Instilling joy in students.</li></ul> <p><b>Mission:</b></p> <ul style="list-style-type: none"><li>• The mission of the college is to help prepare outstanding educators, scholars, and researchers and to polish and bring forth the hidden talent and potential of the students.</li><li>• To guide the students with the contemporary issues such as gender bias, global warming, green technology and moral values.</li></ul>
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#### 6.2 Does the Institution has a management Information System

<ul style="list-style-type: none"><li>• The college promotes a culture of participative management by involving faculty in various academic, administrative, research, co-curricular committees.</li></ul>
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#### 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"><li>• The college being affiliated to Barkatullah University, Bhopal, so the Curriculum Development is done by University.</li><li>• The chairperson and members of the Board of Studies at Barkatullah University give suggestions for curriculum development as per the need of students.</li><li>• The college invite subject experts in various fields to give lectures to the students.</li></ul>
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##### 6.3.2 Teaching and Learning

<ul style="list-style-type: none"><li>• The faculty conducts extra classes for the weaker students.</li><li>• Routine evaluation through CCE, and descriptive tests was done.</li><li>• 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</li><li>• Use of ICT for classes.</li><li>• Meritorious students encouraged and given extra help for competitive exams.</li></ul>
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##### 6.3.3 Examination and Evaluation

<ul style="list-style-type: none"><li>• CCE in both the semesters was conducted just like the semester examinations.</li><li>• Class Test, Projects, Viva were conducted.</li></ul>
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##### 6.3.4 Research and Development

<ul style="list-style-type: none"><li>• Pre Phd. submission viva voce were held in the college campus.</li><li>• Faculty motivated to pursue research and publications</li><li>• IQAC motivated the staff for Minor Research Projects.</li><li>• Wi-fi facility is provided in library, 04 blocks of the college and most of the department have</li></ul>
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### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library Committee of the college 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

- Teaching and non teaching staff is motivated to attend various types of training programmes and workshops held during the session, for enhancing their competence and all round personality
- 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

- 14 companies had come to the college in search of talent. They have recruited 52 students of our college after short listing 509 students.

### 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	✓	CA Audit, AGMP Gwalior Accountant General, 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  NA  No  NA

For PG Programmes      Yes  NA  No  NA

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.
- The Alumni Association felicitated 05 students of the 1946 batch i.e. the first batch of the institution.
- 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.
- The parents are informed about the various activities like Literary and Cultural Activities, NCC, NSS, related camps and drives, job opportunities and placement through Swami Vivekananad Career Guidance Cell, Welfare schemes for the students etc.
- The parents in the meetings suggested more virtual classes for post graduate students.
- The Parents suggested initiating transportation for the students residing in far flung areas.

6.13 Development programmes for support staff

- Health check-up for non teaching staff was organized by the social activity club.
- The staff club of college contributed in giving financial aid to the support staff whenever required.

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

- 'Swachhta Abhiyan', the sanitation drive was initiated.
- *Van Mahotsav* is celebrated in which the teaching and non-teaching staff and the students actively participate.
- Lectures were organised to make the student and staff aware about energy conservation
- The NSS committee with the support of the students took great efforts to make the campus polythene free.

## 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 08 members of the staff which was relayed in many colleges of Madhya Pradesh.
- The study material and course content was uploaded on the website and the departmental blog for the benefit of students.
- The Continuous Comprehensive Evaluation test in the college was conducted in examination like conditions. More than 90% of the students appeared in the test.

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

- Special Coaching Classes for the students preparing for competitive exams like UPSC, PSC, Bank, Insurance, Railways and the like were started. About 90 regular students of the college registered for these classes
- The teachers engaged their classes in the smart classrooms with Power Pont Presentations
- Virtual Classes were engaged by 08 members of the faculty for UG 1<sup>st</sup> & 2<sup>nd</sup> Year and also for PG 1<sup>st</sup> Year.
- Clean and Green environment
- Lectures were given to the students on Communication Skills.
- 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
- 'Utthistha Jagrath' Classes

7.4 Contribution to environmental awareness / protection

- Sincere efforts were made to make campus polythene free
- 'Swachhta Abhiyan' Launched by the Prime Minister of the Country was earnestly implemented
- 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.

7.5 Whether environmental audit was conducted?

Yes  No

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

Under RUSA Scheme Rs. 2.00 Crores have been allotted to the college for infrastructural and technological development and up gradation.

**Strength**

1. *'Utthistha Jagrath'* Classes for students preparing for competitive examinations.
2. Highly qualified and research oriented faculty.
3. Yoga and meditation practiced on continuous basis.
4. Virtual Classes Center

**Weakness :**

1. Lack of self-finance job oriented courses.
2. Remote location of the college.

**Opportunities:**

1. Vocational courses
2. Languages Lab
3. Up-gradation of more classrooms as smart classroom
4. Better job placement
5. Free transportation.

**Threats :**

1. Communication skills of the students.
2. Lack of auditorium.

### 8. Plans of institution for next year

- To augment 'Utthistha Jagrath' Classes for the benefit of the students preparing for competitive examinations.
- To continue with the development work of the adopted village
- To increase footfalls in the library
- 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
- Proposals for value aided courses
- To expand infrastructure facilities

Name Dr. P.K. Jain



Signature of the **Coordinator, IQAC**  
Govt. Hamidia Arts and  
Commerce College, Bhopal (M. P.)

Name Dr. P.K. Jain (I/c Principal)



**PRINCIPAL**  
Signature of the **Chairperson, IQAC**  
Commerce College, Bhopal (M. P.)

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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

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-प्रस्तावित अकादमिक कैलेंडर सत्र 2015-16

(समस्त कक्षाओं के लिए प्रभावशील)

अकादमिक कार्य	प्रथम/तृतीय/पंचम सेमेस्टर	द्वितीय/चतुर्थ/षष्ठ सेमेस्टर
आरंभिक कक्षाएं/शून्य कक्षाएं/स्वाट विश्लेषण	01 जुलाई से 11 जुलाई 2015 (10 कार्य दिवस)	-
शैक्षणिक एवं सतत् समग्र मूल्यांकन कार्य	13 जुलाई से 7 नवम्बर, 2015 (93 कार्य दिवस)	01 जनवरी से 23 अप्रैल 2016 (90 कार्य दिवस)
सी.सी. ई. कार्य	सितम्बर द्वितीय सप्ताह	मार्च द्वितीय सप्ताह
परीक्षा पूर्व तैयारी अवकाश	14 नवम्बर से 16 नवम्बर 2015 (कुल 03 दिवस)	24 अप्रैल से 26 अप्रैल 2016 (कुल 03 दिवस)
प्रायोगिक परीक्षाएँ (स्नातक एवं स्नातकोत्तर कक्षाएँ)	15 अक्टूबर से 05 नवम्बर 2015 के मध्य (03 कार्य दिवस)	25 मार्च से 11 अप्रैल 2016 के मध्य (03 कार्य दिवस)
सेमेस्टर एवं एटीकेटी परीक्षा	17 नवम्बर से 21 दिसम्बर 2015	27 अप्रैल से 26 मई 2016
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2015 तक	15 जून 2016 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	22 दिसम्बर से 31 दिसम्बर 2015 (10दिवस)	27 मई से 30 जून 2016 (35दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए *	22 दिसम्बर से 31 दिसम्बर 2015 (10दिवस) *	27 मई से 15 जून 2016 (20 दिवस) *