

कार्यालय प्राचार्य
शासकीय हमीदिया कला एवं वाणिज्य महाविद्यालय, भोपाल म.प्र.



Website :<http://www.ghcbpl.org>, Ph./Fax No. 0755-2660447,2660081 Email – heghaaccbho@mp.gov.in

क्रमांक //१५०..... / शा.ह.म. / 19

भोपाल, दिनांक 25.01.2019

To,

**The Director
National Assessment and Accreditation Council,
P.O.BOX No. 1075
Nagarbhavi, Bangalore-560072**

Sub:- Submission of Annual Quality Assurance Report (AQAR) For the year 2017-18 regarding .

Ref. Track Id: MPCOGN 11099

Sir,

I am pleased submit the Annual Quality Assurance Report (AQAR) For the year 2017-18.The AQAR has been uploaded on the College website on 25 Jan 2019.

With Best Wishes

Yours Sincerely

(Dr.P.K.Jain)

**Principal,
Govt. Hemidia Arts and
Commerce College, BHOPAL**

Encl: Annual Quality Assurance Report (AQAR) 2017-18

**The Annual Quality Assurance Report (AQAR) of the IQAC
(2017-2018)**

Part – A

AQAR for the year (for example 2013-14)

2017-18

1.Details of the Institution

1.1 Name of the Institution

Govt. Hamidia Arts & Commerce College, Bhopal

1.2 Address Line 1

Hathikhana Road, Budhwara

Address Line 2

City/Town

Bhopal

State

Madhya Pradesh

Pin Code

462001

Institution e-mail address

heghaacbho@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.Pradeep K. Sharma

Mobile:

91-8839211303

IQAC e-mail address:

naachamidia@gmail.com

1.3 NAAC Track ID(For ex. MHC0GN 18879)

OR

MPCOGN11099

1.4 NAAC Executive Committee No. &Date:

(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)

EC (SC) 04/RAR/03 dated 10-12-2014

1.5 Website address:

http://mphighereducation.nic.in/ghcbpl

Web-link of the AQAR:

http://www.ghcbpl.org/news_file/1548416911AQAR%20Hamidia%202017-18.pdf
httpwww.mphighereducation.nic.inInstitutePortalPublicAQARReports.aspxDT=MQ==&InstId=MjQ0

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 (30/06/2016)
- ii. AQAR (27/07/2018)
- 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 GC 2(f) UGC 12B
 Grant-in-aid +Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI(PhysEdu)
 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 No. International National State Institution Level

(ii) Themes

Workshop - Spoken English- by the department of English
Communication Skills workshop for UG and PG students

2.14 **Significant Activities and contributions made by IQAC**

- AQAR (Session 2016-17) prepared and mailed to NAAC.
- Online examination (CCE) conducted by the department of Hindi at both UG and PG level.
- IQAC made great efforts to promote computer Awareness in the campus.
- The faculty at college was encouraged to use innovative methods of teaching and learning in order to inculcate interests of students.
- IQAC asked the Career and Counselling Cell to promote awareness through training and lectures in order to facilitate the students and prepare them for employment.
- Yoga and meditation drive was followed round the session.
- The teachers regularly interacted with the students solving their problems.
- Syllabus and content was recorded via digital recorder, and mailed to the students directly to assist them for better preparation for examination.
- The departments (Commerce, Hindi, English, Urdu) prepared the question bank
- The students were given guidance for competitive examinations.

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
To decide the best practises for the session 2017-18	IQAC after its meeting decided to take-up computer awareness and innovative methods of teaching and learning and research development and orientation for best practices.
IQAC decided to adopt innovation in CCE by conducting Online examination and thus make students IT oriented	Online examination (CCE) conducted by the department of Hindi at both UG and PG level. This created awareness in students for computer.
At the beginning of the session, IQAC took concrete steps to encourage faculty to use innovative methods of teaching and Learning	The faculty at college was encouraged to use innovative methods of teaching and Learning, in order to inculcate interests of students. The teachers conducted classes in smart classrooms.
Career & Placement Cell was motivated to conduct more placement drives and trainings for students.	The Career and placement cell conducted number of trainings for the students in order to prepare them for better job opportunities. Industrial visit were planned for the students to give them a firsthand experience.
To assist students via net and computer assistance	Syllabus and content was recorded via digital recorder, and mailed to the students directly to assist them for better preparation for examination.
To encourage students for more participation in sports.	Many students participated and won laurels for college. List attached.
IQAC encouraged social awareness drives in the college campus.	Lectures were given to students on issues related to social awareness like gender sensitization, value related norms etc.
Efforts for total green campus were initiated.	<i>Van mahotsava</i> was celebrated on Independence day. NSS volunteers made efforts to keep the campus clean and green, the campus was made polythene free zone. Special drive for <i>swachhta abhiyan</i> were conducted.

* 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

1. 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	-	-	-	-
AdvancedDiploma	-	-	-	-
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
	74	07	09	57	01

2.2 No. of permanent faculty with Ph.D. 55

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
		09	-	-	-	-				

2.4 No. of Guest and Visiting faculty and Temporary faculty 18 - -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	45	112	37
Presented papers	42	106	35
Resource Persons	-	17	-

• **Papers presented in regional, national and international seminars/ conferences**

S.No.	Name of the faculty	Regional/ State	National	International
1.	Dr. Sharda Singh	02	02	-
2.	Dr. Vikas Jaoolkar	03	06	01
3.	Dr. Vinita S Chawdhry	03	03	02
4.	Dr. Saroj Srivastava	-	04	01
5.	Dr. Ajay Ghosh	00	03	02
6.	Mrs. Vandana Pandey	02	02	01
7.	Dr. Rachna Misra	02	05	-
8.	Dr. J S Dubey	00	03	02
9.	Dr. Farzana Gazaal	00	04	02
10.	Dr. Anisa Khatoon	00	06	02
11.	Dr. V K Katare	01	01	00
12.	Dr. Geeta Gupta	01	02	00
14.	Dr. Usha Sharma	00	04	02
15.	Dr. Dharmendra Pare	02	02	03
16.	Dr. H R Raidas	03	03	00
17.	Dr. J N Tripathi	00	05	02
18.	Dr. Sameena Sayeedi	01	05	02
19.	Dr. Alok Bhawsar	01	03	01
20.	Dr. Rekha Dhiman	01	03	01
21.	Dr. Pushplata Chouksey	01	02	02
22.	Dr. Pradeep Kumar Sharma	01	02	01
23.	Dr. JK Parmar	01	01	01
24.	Dr. Pramod Verma	01	01	00
25.	Dr. SK Kumbhare	01	01	00
26.	Dr. RS Narwariya	01	02	01
27.	Dr. Neerja Bhardwaj	00	03	02
28.	Dr. Prabha Bhatt	06	03	02

29.	Dr. Firoza Bee Khan	00	03	02
30.	Dr. Sanvita Kanwar	00	03	01
31.	Dr. SS Kapse	01	02	01
32.	Dr. Vandana Surana	00	02	01
33.	Dr. Sunita Korav	01	02	00
34.	Dr. Sudhir Sharma	00	03	00
35.	Dr. Sharda Garg	01	04	01
36.	Dr. Mamta Ekka	00	06	03

Publications in national/ international journals

S.No.	Name of the faculty	Name of the journal	Title of the paper	ISSN/ ISBN number/Impact factor
1.	Dr. Aprajita Sharma	IEC 2018	Teaching Language through literature <i>Sahitya Me Rashtra Bodh</i> Role of Shobha De in Reviving...	
2.	Dr. S.S. Kapse	International Journal	Vertman Main Aarthik or Samajik...	978935267
3.	Dr. Alok Bhawsar	Ananta	Madhya Pradesh Ki Aadiwasi.....	978938624619
4.	Dr. Neerja Bhardwaj	Araseaded	Conservation of Drinking Water	978-93-5267-869
5.	Dr. Prabha Bhatt	Janparishad	Diversification in Agriculture	2278-8413
		Janparishad	Present Status and....	2278-8413
6.	Dr. Vandana Surana	EFA HPSC 2016	Clean Water & Sanitation	9789352656738
7.	Dr. Deepshika Shekhar	Inter Disciplinary Research Journal GHAACCBhopal	Personification and Mechanisation...	2395-4574
8.	Dr. J.S. Dubey	Vedic Traditions for Education and Learning	The Vedic Concept of God	9780996228350
		Darshanik Tramasik Vol.2 Year 63	Swami Narayan Sampadaya	09748849
9.	Dr. Vikas Jaulkar	Naveen Shodh Sansar	Tagor's Heroines.....	2320-8767
			Glimpses of India Value.....	2320-6101
10.	Dr. Meeta Verma	Araseaded	Irony of Displaced	9789-5267
11.	Dr. Mamta Ekka	IJIRT	Woman as victim	2454-308X
12.	Dr. Rashmi Rakheja	Inter Disciplinary Research Journal GHAACCBhopal	Personification and Mechanisation...	2395-4574
13.	Dr. Arpana Gaur	New Main International.....	Revelation of Satire...	2348-1390
14.	Dr. R.P. Shakya		Niti Shastra....	
15.	Dr. Kamla Gupta	Highbrow	Transpacific Partnership.....	2350-1154
16.	Dr. Dipti Biswas	Conference Proceeding Janparishad	Gehrata Paryawarn Sankat.....	9789352678693
17.	Dr. Vandana Surana	Conference	Impact of Aircraft	9789352678693

		Proceeding Janparishad	Fuel	
18.	Dr. Sanvita Kanwar	Araseaded	Start-up India	9789-5267
19.	Dr. Firoza Bee Khan	Conference Proceeding Janparishad	ok;q iznq"k.k leL;k vkSj lek/kku	9789352678693
20.	Dr. Pushplata Chauksey	IJA	Transition to IFRS...	09721479

Details on research publications

	International	National	Others
Peer Review Journals	01	10	-
Non-Peer Review Journals	-	40	-
e-Journals	07	28	-
Conference proceedings	-	12	-

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

- Many Innovative measures were adopted by the faculty: Audio visual aids were used by the faculty
- Use of PowerPoint, workshops and sessions on soft skill development and industrial visit and online quiz are also conducted.

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)

Online CCE Conducted

2.9 No. of faculty members involved in curriculum
Restructuring/revision/syllabus development

13 (BOS)

-

As member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise

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

Title of the programme	Total No. of Student Appeared	Pass	Pass %
B.Com	1441	1378	95.62
B.Com (CA)	155	148	95.48
BCA	158	149	94.38
BBA	59	52	88.14
BA	892	839	94.05
MA	321	309	96.26
M.Com	210	202	96.19

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

- IQAC drafted the policies for teaching and learning processes by syllabus planning, monitoring the syllabus completion and taking the faculty feedback from the student
- Regular meetings with faculty members monthly review of students attendance and performance

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	01
HRD programmers'	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	06
Summer / Winter schools, Workshops, etc.	07
Others	06

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	01	00	00
Technical Staff	03	01	00	00

Details of Staff (Non Teaching Staff)

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Hostel Manager	01	00	-	-
Head Clerk	01	01	-	-
Accountant	01	01	-	-
Grade 2	01	01	-	-
Grade 3	04	04	-	-
Asst. Librarian	01	00	01	-
Lab Technician	02	02	-	-
Gardener	04	-	02	-
Book Lifter	01	02	-	-
Boatman	01	01	-	-
Lab Attendant	01	00	01	-
Jamadar	01	00	01	-
Bhratya	12	11	01	01
Chaukidar	04	04	-	-
Sweeper	04	02	02	-
Farrash	04	02	00	02

Criterion – III

3. Research, Consultancy and Extension

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

- Promotion of Research activities among the staff and students by allowing them to participate in national level competition
- The pre PhD Submission presentations are monitored as per the guidance of UGC for research
- Student and research scholars are encouraged to ask questions and critically evaluate the presenters
- Faculty members are encouraged to write the research papers

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	-	03		
Outlay in Rs. Lakhs	-	-	6,10,000.00	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	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 grantsanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
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	-	-	-	-
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
DPE DBT Scheme/funds

3.9 For colleges Autonomy DBT Star S

INSPIRE CE Any Other (fy)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution

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

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

3.13 No. of collaborations International al er

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: Nil

From funding agency From Management of University/College

Total

Breakup of Janbhagidari Utilization Fund for the current session:

S.No.	Details	Amount
1	PWD	1996000.00
2	Security	-
3	Printers	-
4	Salary Through Janbhagidari	2073669.00
5	Others	2531317.00
	Total	6600786.00

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
	-	-	-	-	-	-

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

28
38

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

19

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

JRF 06 SRF -- Project Fellows -- Any other --

3.21 No. of students Participated in NSS events:

University level 83 State level 68
National level 12 International level 0

3.22 No. of students participated in NCC events:

University level 22 State level 12
National level 06 International level Nil

3.23 No. of Awards won in NSS:

University level 04 State level 01
National level 01 International level 0

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 45 College forum
NCC/NSS 08 Any other

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

Details of Activities- Institutional Social Responsibility	No. Of Students
Orientation Programme for newly enrolled students	Approx. 150 Students
Competitions - academic and curricular were organized round the session; for E.g. Essay, Debate. Quiz etc.	175
NSS day, AIDS week, Voter Awareness week, SWEEP, Annual Sports Day	150
Visit to old orphanage	20
Visit to interact with Jail inmates	20
Community services to create awareness in students	150
Clean & Green Drive in Hamidia by making the campus polythene free.	170
Lectures on gender sensitization- though Hamidia is a boys college, yet special	12

care was taken by college to train the young minds of boys to be sensitive to gender issues, sexual harassment, etc.	
SwachhhAbhiyan taken up by the central govt. was actively adopted by Hamidia at district level too	250

Extension Activities by Career and Placement Cell:

S.N	Date	Topic	Subject experts	Students Benefited											
				SC		ST		OBC		GEN		Total			
				M	F	M	F	M	F	M	F	M	F		
1	16-07-17	Career Guidance And Placement cell class and awareness lecture	Dr. Sharda Garg	-	-	-	-	-	-	-	-	-	-	22	-
2	07-07-17	English Reporting (Zero Class)	Faculty	-	-	-	-	-	-	-	-	-	-	20	-
3	09-07-17	Career Guidance (Zero Class)	Faculty	-	-	-	-	-	-	-	-	-	-	20	-
4	12-07-17	Lecture on Career Guidance	Incharge	-	-	-	-	-	-	-	-	-	-	40	-
5	12-07-16	English Report Writing	Faculty	5	0	1	0	11		04				21	
6	19-07-17	Registration of New Admitted Students and Information given by Senior Students	Salman,Danish,Rajkumar,Shankar Rawat,	5	-	1	-	24		41				70	
	23-07-17	Communication Skills	Faculty	6		2		12		06				26	-
7	24-07-17	Career Guidance	Counsellor From District Employment office	6		2		13		06				27	
8	28-07-17	Motivational Lecture	Faculty	06		2		12		05				25	-
	04-08-17 05-08-17	Information About Competitive Exams-Banking ,MP PSC, NDA	Faculty	4	-	1		13		16	-			34	-
9	08-08-17 09-08-17	Information About Competitive Exams-Banking ,MP PSC, NDA	Faculty	4	-	1	-	13	-	16	-			34	-
10	11-08-17	Placement Sell Related Information	Faculty	2	-	1	-	15	-	8	-			26	-
11	18-08-17	Need Of Express Or Development	Faculty	3	-	2	-	18	-	10	-			33	-
12	23-08-17	Role Of Body Language in Communication	Faculty	2	-	1	-	14	-	9	-			25	-
13	26-08-17	Mobile Repairing Training Commerce	Faculty	3	-	2	-	65	-	30	-			70	-
14	28-08-17	Role Of Geography In UPSC, PSC, Exam	Faculty	2	-	1	-	15	-	30	-			70	-
15	30-08-17	Basic Language Skill	Faculty	4	-	2	-	12	-	11	-			29	-
16	06-09-17	Importance Of cleanliness	Danish Khan & Others	4	0	3	0	20	0	15	0	4	2	42	0
17	11-09-17	How to Preparation Competitive Exams	Neeraj Mishra	7	0	3	0	20	0	12	0	4	2	42	0
18	15-09-17	How to Preparation For Interview	Dr. J.N.Tripathi	0	0	1	0	9	0	10	0	2	0	20	0

19	16-09-17	Use Of Express Lecture	Dr.Sharda Garg TPO	2	0	1	0	7	0	15	0	25	0
20	18-09-17	Mobile Repairing Training Feed Back	Dr.Sharda Garg TPO	14	0	1	0	7	0	15	0	25	0
21	19-09-17	End Of the Training (Mobile Repairing)	Dr. Rathi Principal	6	0	2	0	27	0	25	0	60	0
22	21-09-17	Cyber Crime Lecture	Sociologist Dept.(Dr. Sharda Garg).TPO	6	0	2	0	12	0	17	0	37	0
23	06-10-17	Peoples Administration & Competitive Exams	Dr. Santi Shrivastava	01	0	03	0	08	0	08	0	20	0
24	10-10-17	Preparation Of MP Patwari Exam	Dr.Sharda Garg	1	0	02	0	05	0	06	0	15	0
25	11-10-17	How to Make Your Presentation Effective	Dr.Deepshikha Shekhar	01	0	02	0	12	0	07	0	22	0
26	13-10-17	Sanskrit Education & Employment	Dr. J.N.Tripathi	01	0	02	0	12	0	07	0	22	0
27	23-10-17	Goal Setting And Confidence Building	Dr.Sumangala Pateriya	02	0	03	0	14	0	09	0	28	0
28	25-10-17	Motivation Through Meditaion	Dr.Sumangala Pateriya	02	0	03	0	12	0	09	0	26	0
29	26-10-17	Exhibition of Hast Shilp	Salman, Shubham, Danish	02	0	03	0	12	0	09	0	26	0
30	03-11-17	Cyber Crime	Dr.Nahid Siddique	10	0	03	0	15	0	16	0	36	0
31	10-11-17	How To Preparation Of Interview	Dr.Shanti Shrivastav	05	0	03	0	15	0	10	0	33	0
32	15-11-17	Workshop Of G.S.T	Anita Rai Mo.9406929025	01	0	02	0	20	0	17	0	40	
33	22-11-17	Express Development	Dr.Sharda Garg TPO	03	0	02	0	10	0	10	0	25	
34	27-11-17	Effective Communication	Dr.Deepshika Shekhar	02	0	02	0	15	0	10	0	29	
35	01-01-18	Career Option After Gradation	Meena Tiwari SAM College	01	0	02	0	25	0	10	0	38	0
36	10-01-18	Effective Career Planning	Dr. Shanti Shrivastava	01	0	01	0	14	0	10	0	26	0
37	17-01- 2018	Communication Skills	Dr.Sumangla Pateria Hamidia College	02	0	03	0	23	0	11	0	39	0
38	24-01-18	Letter Writing Officer and Personal	Dr.Deep Shikha Shekhar	01	0	01	0	20	0	10	0	32	0
39	16-02-18	Lecturers on Communication Skill(Letter And Application Writing)	Dr.Deep Shikha Shekhar	05	0	03	0	15	0	15	0	38	0
40	19-02-18	G.S.T & Telly Workshop	Dr. Vipul Shrivastava 97554209565 I.G.T. Institute	05	0	02	0	30	0	23	0	60	0
41	20-02-18	Career Guideline Session on	Shabina Khan	05	0	02	0	13	0	10	0	30	0

		Digitalization												
42	22-02-18	Financial Education Workshop	Viverk Verma F.E.T. M 9993258895	08	0	01	0	31	0	20	0	60	0	
43	24-02-18	Lectures on Leadership Quality And Positive Behaviour	Dr. Shanti Shrivastava	06	0	02	0	15	0	20	0	43		
44	12-03-18	Industrial Visit 1.HEG Ltd. Mandideep Bhopal. 2.Devika Herbal Product Private Ltd. 3.Pioniar Pollution Control & Air System Private Ltd Mandideep Bhopal	Abhishek Yadav 9981106110 Sandep Sharma 9981151488 Yogesh Kharab Devika Herbal Manager 942538759	10	0	05	0	25	0	22	0	62	0	
15	23-03-18	Campaign Become a Lecture Shape the Future	Dr. Yashmin Gani Khan Director School Of Education 9869964649	05	0	04	0	20	0	15	0	44	0	
45	27-03-18	Aviation a hospitality sector Fledge Institute	Barmali 9713809433	05	0	04	0	20	0	15	0	44	0	

Extension Activities by NSS

S.No.	Title	Activity	
1	NSS Camp	7 days camp Acharpura Eentkhedi 23-01-2018 to 29-01-2018	Health Drive Cleanliness Drive Personal Hygiene 80 NSS Volunteer assisted in digging ditches and levelling ground and awareness drive.
2	Anubhuti Camp	4 days camp- Development experience and realization Camp- Gaon Chalian Hum Village-Piprani, Vankhedi Hoshangabad	50 NSS Volunteers in Collaboration with SFD
3	Gandhi Shivir	3 Days camp tribal village Chedka, Sohagpur, Sharamdan	25 Students 500 Plants and Seeds distributed
4	Plantation Drive 02-07-2018	20 different species of sapling planted	100 students participated
5	75 th Anniversary of 'Quit India' movement	Bhoipura-adopted village Rally organized Oath swearing	200 volunteers Cleanliness drive
6	District Level Voter Awareness programme 25-01- 18	150 forms filled by youth Essay, Slogan, debate, poster competition organized	22 Institutes /colleges participated 240 NSS Volunteers
7	District level finance Literacy programme	16 NSS organization participated in Poster, Slogan, Group Discussion and Essay Competition.	128 NSS Volunteers Winners of competition rewarded
8	Blood Donation Camp 14-06-17	World Blood Donation Day with Red Ribbon Club was organize	33 Students participated and donated blood

NSS-NCC

- NSS activities have been divided in two major groups. These are regular NSS activities and special camping programme.
- Regular NSS Activity: Under this, students undertake various programmes in the adopted villages, college and slums during weekends or after college hours
- Special Camping Programme: Under this, camps of 10 days duration are organised in adopted villages or urban slums during vacations with some specific projects by involving local communities. NSS volunteers are expected to participate in these camps. Volunteers undertake various activities in adopted villages and slums for community service.
- Orientation of NSS volunteers: To get the NSS volunteers acquainted with the basics of NSS programmes, 15-20 hours are allocated for their orientation through lectures, discussions, field visits and audio-visuals etc.
- Campus Work: The NSS volunteers are to be involved in the projects undertaken for the benefit of the institution and students concerned. Such projects include development of play grounds, laying of gardens, tree plantation in the premises, awareness programmes on drug-abuse, AIDS, population education, necessity of voting, etc. The remaining time is utilized for community service on the projects in adopted villages separately or in teamwork with others in this field.

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 in Mtrs.	29012.24	-	-	-
Class rooms	31	-	-	-
Laboratories	3	-	-	-
Seminar Halls	1	-	-	-
No. of important equipments purchased (1-0 lakh) during the current year.	(Table Below)	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
OTHERS- Newly Purchased During the Session				
-	-	-	-	-

4.2 Computerization of administration and library

Undergoing

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13842	1794282	1777	318682	15619	2112964
Reference Books	1125	562828	-	-	1125	562828
e-Books	-	-	-	-	-	-
Journals	23	21000	-	-	23	21000
e-Journals - Sole Software	-	5000	-	-	-	5000
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	Computers, Internet, Reference Book Journals					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	105	24	47	06	01	01	13	-
Added	-	-	-	-	-	-	-	-
Total	105	24	47	06	01	01	13	-

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

- The college provides free wi-fi facility in the campus.
- Training sessions were organized by career and placement cell for the students in order to make students computer friendly and prepare them for job opportunities
- The NRC centre provides space to the staff and students to work on computers and use browsing centre.
- The teachers are given training on E-governance and networking from time to time

4.6 Amount spent on maintenance in lakhs :

i)	ICT	-
ii)	Campus Infrastructure and facilities (RUSA)	417920
iii)	Equipments	0
iv)	Others	-
Total :		417920

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC together with staff and students builds a caring and supportive campus for students
- The teachers inculcate the qualities of healthy leadership amongst the students
- The IQAC has sent a proposal for more computers for the benefit of the students in NRC centre
- The department of Psychology and the Physical Education takes extra efforts to make students aware of moral and ethical values
- The career and placement cell organizes trainings to equip the students with employable and life skills so that they have better career options
- IQAC encourages the students to celebrate the days of national importance
- Verbal and written communication skills were emphasised round the year
- Net facility is provided to the students in the NRC Centre
- Zero classes in the form of orientation for new admission is organized in which the students are given information about academic, curricular, sports, co-curricular activities
- Students are given better exposure by industry visits there by enhancing entrepreneurship skills among the students
- The teachers act as counsellors to the students by guiding them about the various schemes of the government, especially to the students belonging to the backward classes
- Grievance Redressal Cell is constituted to solve the grievances of the students through feedback.
- National Service Scheme [NSS] encourages the students to take part in community development activities thus involving the students in community associations making them aware of society and its concerns.
- College offers students a variety of opportunities to play different sports. Students participate in Inter-collegiate, Inter-district, National sports. The winners in such sport meets are rewarded.
- The IQAC monitors the display of notices for the students benefit especially related to scholarship, examination etc.
- The students in college celebratedays of National importance like Independence Day, Republic Day, *Gandhi Jayanti*, Teachers day, World Environment Day, etc. They are motivated by special visits and talks by eminent personalities from the society so as to inculcate moral and ethical values in them. The lectures promote solidarity and patriotic spirit. Students practise '*Samuhik Surya Namaskar*' or *Vivekanand Jayanti* is celebrated every year.
- Students are allotted different responsibilities in organizing various events and activities such as cultural programmes, competitions, seminars, team building and organizational skills.
- **NRC** has been setup for the benefit of staff and students. The students use net facility to fill forms for competitive examinations, read content for academic gains, get material for the various competitions, etc.
- There are four **laboratories**(Deptt. of Psychology, Drawing and Painting, Geography and Commerce Computer Lab) which are upgraded from time to time by the funds from UGC and State Government.
- The **virtual classis** a high-tech video conferencing classroom that facilitates education, teaching and learning through distance mode. The students from all over Bhopal attend classes in this hall for which the time table is displayed on the website of the Dept. of Higher Education. The students have shown great interest in these classes.
- Two classrooms have been upgraded as **smart classrooms** thus making the campus more tech-oriented. It has been developed as multipurpose teaching learning place. The college thus provides true collaborative learning with a wide screen interactive whiteboard and projector thus making teaching and learning highly interesting and interactive.
- IT Services are provided to students.
- Financial assistance in the forms of scholarship is given to the students

- The Grievance Redressal Cell endeavour to address genuine problems and complaints of students whatever be the nature of the problem. Students are encouraged to use the suggestion box placed in the campus to express constructive suggestions and grievances.
- Anti ragging committee is vigilant round the year and the names of committee members are displayed on the board in the campus
- Women harassment cell is alert and vigilant in the campus to deal with issues related to women

5.2 Efforts made by the institution for tracking the progression

- The principal of the college conducts various meetings with the HOD's of the department and the convenors of the committees
- The teachers through PTA and also through face to face interaction with the students keep a check on the students
- The feedback is taken from the student to know about their suggestions and experiences.
- The Library and its resource is provided to the teaching and non- teaching staff and students and research scholars.
- The suggestions put in the Suggestion-box also helps the faculty to improve their performance thus helping them to improve.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3061	651	38	-

(b) No. of students outside the state

10

(c) No. of international students

Nil

Men	No	%
	-	-

Women	No	%
	-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1117	627	145	1301	5	3190	1160	801	183	1568	0	3712

Demand ratio 100% Dropout: 16%

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

- On personal basis the teachers give guidance to the students to prepare them for competitive examination
- Special classes were conducted even by the career and placement cell to guide the students on general knowledge, history, political science, geography, English etc.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

175

NET

SET/SLET GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

5.6 Details of student counselling and career guidance

- Career and placement cell has conducted career guidance sessions for the benefit of students
- Every year career fair is organized thus giving exposure and opportunities for employment
- Career Fair is organised every year in order to make efforts for job opportunities.
- The placement cell forms a liaison with industries so that consultancy may be provided regarding job related opportunities
- Guest lectures are organised to motivate students for industrial skills.
- The Career and Placement Cell invited many Companies, organized Career Fair and Campus Drives, total **04** students were placed.
- Bhoypura Village- about a kilometre from the college campus was adopted by the students of NSS. Activities were engaged to spread awareness of hygiene, health and cleanliness drive.
- Motivational Lectures were organised by the Swami Vivekanand Career and Placement Cell to motivate students and inculcate values.
- Strengths and limitations of students were discussed to equip them for their career.
- Career Oriented Guidance was provided, mock sessions were conducted.
- Importance of Yoga and Positive Attitude was emphasized.
- Students actively participated in many extension activities, like AIDS awareness, Systematic Voters Education and Electoral participation.

5.7 Details of campus placement

S.no.	Name of the activity	Name of the Resource Person/agency	Date & Duration
1.	Money Maker Company	Indore	2 days
2.	L&T Construction	New Delhi	July 2018

Placement Details

S.no.	No. of Students Selected	List of employers/companies	Salary Package
1.	03	State University of USA	2,00,000/- pa
2.	50	Self Employed by D&P	5000 to 20000 PM

5.8 Details of gender sensitization programmes

- Women's day was celebrated on 8th March 2018 for women staff of the campus. Girls Students also participated in this program.
- Women Grievance Redressal Cell has been constituted in the College to look into the complaints related to any sexual discrimination or harassment of women in the campus.
- The "Zero Tolerance" was adopted by the college, thus not a single case was reported.
- Fine Arts Department organized an activity on "Change in the perspective of social thought in order to make the girls aware of their problems and Grievance
- Meetings were organized for lady professors and girls in order to make them aware of the latest rules for protecting their right by Women's Grievance Redressal Cell
- Students are enlightened about the importance of being fair and just with their female counterparts.

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

SPORTS

• Participation

S.no	Name of the event	Division Level	State Level	University/ National Level	International Level
1	Short Gun	-	Yes	Training	-
2	Judo	Yes	Yes	Yes	-
3	Hand ball	-	-	Yes	-
4	Chess	Yes	Yes	Yes	-
5	Kabaddi	Yes	Yes	Yes	-
6	Athletics	Yes	Yes	Yes	-
7	Cross country	Yes	-	-	-
8	Volley Ball	Yes	-	-	-
9	Wrestling	Yes	Yes	Yes	-
10	Swimming	Yes	Yes	Yes	-
11	Basket Ball	Yes	Yes	Yes	-

• Awards and Achievements

Name of the student	Class	Sport	Award/Achievement
Ankit Borde		Fencing	National Level, Bronze Medal, Delhi
Yash Pradhan		Judo	National Level
Deepak Chanduvanshi		Kabaddi	National Level
Saurabh Pande		Wrestling	National Level
Ayush Pande		Basketball	National Level
Rajat Sharma		Handball	National Level
Sandip Sen		Long jump	Gold medal, State level
Rahul Jaunpuri		Relay Race(100/400mt)	Gold medal, State level
Pankaj Raj		Relay Race(100/200/400mt)	Gold medal, State level
Narendra Ahirwar		400/200 mt	Silver medal, State level
Narendra Ahirwar		Relay Race100/400	Gold medal, State level
Akash Patil		Boxing	Silver medal, State level
Gopal Rai		Shot put	Gold Medal, Bhopal Division
Saurabh Sisodia		Wrestling	Gold Medal, Bhopal Division
Rahul Jaunpuri		Athletics	04 Gold medals, Bhopal Division
Pankaj Raj		Athletics	03 Gold medals, Bhopal Division
Sandip Sen		Athletics	02 Gold medals, Bhopal Division
Narendra Ahirwar		Athletics	02 Gold medals, Bhopal Division
Ashish Chaurasia		Athletics	02 Gold medals, Bhopal Division
Deepak Chanduvanshi		Kabaddi	01 Gold medal, Bhopal Division
Ashish Bhallavi		Kabaddi	01 Gold medal, Bhopal Division
Yashraj Rajpoot		Kabaddi	01 Gold medal, Bhopal Division
Balwant Gurjar		Boxing	01 Gold medal, Bhopal Division

Akash Batham		Swimming	01 Gold medal, Bhopal Division
Prateek Batham		Swimming	01 Gold medal, Bhopal Division
Vikas Tyagi		Adventure	Participation

This table highlights the most significant academic and non-academic achievements of students over the past year. This includes major academic awards and scholarships received by the students, in sports and other extracurricular activities. This table focuses, in particular, on top achievers and describes how resources provided by the college helped these students succeed.

ACADEMIC

• Merit

S.no	Name of the award/ medal/ meritorious scholarship	Name of the recipient	Class	Area of achievement
1	<i>PratibhaSamman</i> O.N. Shrivastava (Meritorious) Scholarship	Danish Khan Anuj Patel	B.A. B.Com	Academics Sports, Co-curricular, Cultural, NSS-NCC

• Research scholarship/ award

S.no	Name of the scholarship award/	Name of the recipient	Class	Area of research
1	JRF (UGC)	AlokDubey	Ph.D	Philosophy
2	JRF (UGC)	AsmitaChoudhary	Ph.D	Drawing & Painting
3	JRF (UGC) Minority	Ankita Jain	Ph.D	Drawing & Painting

CULTURAL

• Participation

SN.	Name of the event	District Level	State Level	University	National Level
1	Collage	Yes	-	-	-
2	Spot Painting	Yes	Yes	Yes	Yes
3	Rangoli	Yes	Yes	Yes	Yes
4	Clay Modelling	Yes	Yes	Yes	-
5	Poster	Yes	-	-	-
6	Cartooning	Yes	-	-	-

Medal and Awards (Sports) won by the students in the session 2016-17

S.No.	Title	Activity	Student Benefited
1.	National Level	Fencing, Judo, Kabaddi, Wrestling, Handball, Basketball	06
2.	State Level	Athletics Boxing, Fencing	06
3.	University Level	Athletics Boxing, Fencing , Fencing, Judo, Kabaddi, Wrestling, Handball, Basketball	42

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	No Provision
Financial support from government	1697	12146585.00
Financial support from other sources	02	7500.00
Number of students who received International/National recognitions	Nil	Nil

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: Not a Single complaint was lodged by any student.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To achieve excellence in education by integrating high quality innovative teaching and learning. Preparing graduates and post graduates with skills necessary for a successful career and providing an effective, supporting and learning environment to promote professional development. To create a pool of responsible, cultured and enlightened citizens and to inculcate the notion of equality and morality among the students.

Mission:

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. To engage the students in extracurricular activities like NCC/NSS literary programmes, cultural activities, art exhibitions etc. for their all round development of personality. The college aims to enhance the commitment of the faculty, the staff and the students besides sustaining a supportive climate within the college campus.

Goals:

- To provide leadership and inspiration for learning in order to develop the leaders in the field of education by supporting quality research and development activities.
- To impart quality and value based education.
- To create and foster career opportunities.
- To engage the students in extracurricular activities, literary programmes, cultural activities, art Exhibitions, etc. for the all round development of personality.
- To help prepare outstanding educators through service and patriotism.

Objectives:

- To encourage students to realize the importance of reaching personal and professional goals through self-motivation, individual growth and the pursuit of excellence.
- To foster academic and skills training for success.
- To help in the development of a higher moral character through tradition and values.
- To promote academic excellence in teaching, learning and research.
- To let the students discover their talents through co-curricular activities, sports and cultural events.
- To help in the development of skills needed to keep up with modern technology in a professional's world.

6.2 Does the Institution has a management Information System

Govt Hamidia College generates a healthy environment by involving staff members in academic, administrative, research and co-curricular activities. The students, teaching and non teaching faculty are given important information via SMS, phone, e-mail and whatsapp groups

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

6.3.1 Curriculum Development

The Institution is affiliated to Barkatullah University, Bhopal, therefore the curriculum is designed at the university level.

The syllabus is enhanced by the practical approach for example:- Audio and video methods to enhance the subject content of the syllabus, etc. web browsing is encouraged for Post Graduate students to have a broader vision of their subjects.

The Chairpersons and members of the Board of Studies give their suggestions for the development of the curriculum.

6.3.2 Teaching and Learning

- The teaching faculty engages the classes as per the time table. In order to enhance teaching and learning the college adheres to the circulars posted by the department of higher education
- The teaching faculty delivers lectures in both conventional as well as in modern smart classrooms
- The teachers take extra efforts for both extraordinary students and weak students
- Teachers give lectures in virtual classes, and these lectures are uploaded on the Youtube
- Interaction of students with Industry, Resource Persons, Subject Experts, etc. helps students to be more equipped in the present scenario.
- Lectures from subject experts, renowned Alumni and visiting faculty enhance the curriculum moving it beyond the boundaries of the syllabi.
- The feedback taken from the students and stake holders make an impact on the teaching-learning methodology of the subject teacher.
- Use of ICT
- Subject material shared with the students.

6.3.3 Examination and Evaluation

- As the institution is affiliated to Barkatullah University, Bhopal, all matters relating to examination and evaluation are conducted by the university
- The college is the examination centre for all the students both for regular as well as private
- The CCE is conducted by college as per the academic calendar of the session
- CCE was conducted online by the department of Hindi thus making the students more computer friendly and ICT enabled
- Special efforts are made by the teachers to improve the performance of students in the university examination and the competitive exams
- SMS is sent to the students and their wards whose attendance is less than 75%

6.3.4 Research and Development

- The Institution promotes research climate in the campus.
- Since research is the backbone of academics, Govt. Hamidia Arts & Commerce College comprises a diverse, research centre which enables to facilitate research-related activities as
- The faculty members are motivated to register as research guides for PhD
- Students are encouraged to be research oriented.
- The research guides motivate the students to write research papers as per the norms.
- Students and staff regularly attend the pre P.hd submission presentations in the campus.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Institution has adopted many strategies to improve and enhance the benefits given to students for library-

- The purchase of new books and journals
 - E journals are provided
 - Job oriented options are given
 - Recommendation of the committee to write off books
 - Reading room is created for UG, PG and PhD Students
 - Display of new arrivals of magazines and journals
 - General knowledge awareness
 - Research support and assistance is given by the library continuously by giving exposure to students to make them more research oriented; pre PhD submission presentations are conducted round the year
 - Many precious manuscripts are available
 - Magazine, newspapers, reference books are provided. There are 53 books for competition for the benefit of students. Four magazines "*PratiyogitaDarpan*" "*Cricket Samrat*" "*India To-day*" & "*Outlook*" are subscribed. There are 9 Newspapers (02 National and 07 Local Daily)
- SC & ST students of the college are provided with books, dictionary and stationery worth Rs. 1500/- which is sponsored by MP Hindi Granth Academy Bhopal. The books are on General Studies, English Grammar, Hindi Grammar, Hindi to English Dictionary & English to Hindi Dictionary. The students and staff are duly informed regarding the arrival of new books added in the library through display
 - **The Library Staff collects the feedback from the students every semester.**
 - The library provides questions papers of the previous examination to the students.
 - Provides Book Bank Scheme to help the students from economically weaker sections
 - *Thought for the day* is displayed on the board of the library.

Library also offers Special Facilities to the Differently abled persons:-

- Ramp at the entrance of the library.
- The physically challenged students are assisted in selecting books.
- Information regarding the arrival of new books is displayed on the board.

6.3.6 Human Resource Management

- IQAC encourages the teaching staff and students to participate in seminars, conferences, workshops and to present papers.
- The teaching staffs are invited as Resource Persons, Subject Experts, nationally and internationally.
- The teaching staff actively participate in all the activities of various committees in the college
- The faculty of the college are members of national and international academic bodies thus giving their input in all fields.

6.3.7 Faculty and Staff recruitment

NA

6.3.8 Industry Interaction / Collaboration

- The institution invited many companies in order to give job opportunity to students
- Experts from industries address the students-guiding them to polish their communication skills, technical skills etc.
- Training was given to students to write their CV in a professional manner
- Experts from management, trained the students in Verbal and Non verbal skills to enhance their personality.

6.3.9 Admission of Students

- The College follows the policy of the department of higher education for admission
- The faculty at the college guides the students to select subject combination
- The college conducts both online and manual admissions

6.4 Welfare Schemes for

Teaching Staff	Medical Insurance Gratuity Loan Facilities, Grievance Redressal Cell
Non Teaching Staff	Medical Insurance Gratuity Loan Facilities, Grievance Redressal Cell
Students	Scholarship, Grievance Redressal Cell

6.5 Total corpus fund generated

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	<input checked="" type="checkbox"/>	Additional Director, Education	<input checked="" type="checkbox"/>	HOD, Principal
Administrative	<input checked="" type="checkbox"/>	CA Audit, AGMP Gwalior	<input checked="" type="checkbox"/>	Internal Audit Committee of College

6.8 Does the University/ Autonomous College declare 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?

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

6.11 Activities and support from the Alumni Association

- The Alumni Association of Hamidia is a prestigious body. They foster a spirit of loyalty and welfare to the organization. They are the Alma maters in the community; they are an important link with the old and fresh students.
- The Alumni members give guidance and counselling to the students, they have a great ability and enthusiasm to motivate students. They provide ample opportunities to the fresher's by being both active and effective.
- Two meetings were held in the present session. The senior members played a great role in giving suggestions on the pivotal matters.

Alumni Profile

S.no.	Name of Alumni	Employment status	Name of the organisation
1	Dr. Shankar Dayal Sharma	Former President	Republic of India
2	ShriShivraj Singh Chouhan	Chief Minister	Madhya Pradesh
3	Shri O.N. Shrivastava	Ex-Governor	Manipur
4	Shri A.A. Qureshi	Ex-Governor	Uttarakhand
5	Mrs. NazmaHeptullah	Governor	Manipur
6	ShriBabulalGour	Ex-Chief Minister	Madhya Pradesh
7	Shri Deepak Joshi	MoS School Edu.	Madhya Pradesh
8	ShriKailash Narayan Sarang	Ex-MP	LokSabha
9	ShriAlokSanjar	MP	LokSabha
10	Mrs. MadhuGargawa	Ex-Mayor	Bhopal
11	ShriDeepchandYadav	Ex-Mayor	Bhopal
12	Shri Manoj Shrivastava (IAS)	PS	Govt. of MP
13	AjeetaBajpaiPandey (IAS)	Rtd.	Govt. of MP
14	Lajja Shankar Hardeniya	Journalist	Madhya Pradesh
15	Late Ramesh Chandra Agrawal	Chief DainikBhaskar	Madhya Pradesh
16	Mrs. SarojiniSaxena	Justice	M.P. High Court
17	ShriSukhdevPance	Ex-MLA	Madhya Pradesh
18	Shri Ashok Jain Bhabha	Ex-Chairman	BDA Bhopal
19	Shri Devi Sharan (IAS)	Commissioner	Govt. of MP
20	ShriMadan Mohan Joshi	Director	JLN Cancer Hospital Bhopal

6.12 Activities and support from the Parent – Teacher Association

- Meetings were conducted with the parents, and their suggestions were invited for improvement in teaching and learning, infrastructure and better job opportunities
- Suggestions and complaints regarding cleanliness of the campus were emphasised
- The students and parents mentioned in their feedback forms that the classrooms should be cleaned before the commencements of classes

6.13 Development programmes for support staff

- Personality development programme
- Road-Safety Awareness Programme
- Health checkups for non teaching staff were augmented by the NSS students.
- Financial help is given by the teaching staff to the support staff as and when necessary

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

- Plantation, use of energy efficient LED tube fittings
- Regular cleanliness drive, NSS Activities, Garbage Management and free Polythene Zone were the key activities round the session.
- The Campus inherits a large number of medicinal plants and trees. Proper seating places have been made available for students and staff.
- The dead leaves and branches are properly cut and the waste is managed. Huge pits are constructed to dump the dead leaves; the manure produced is used in the gardens.
- Smoking and Tobacco was strictly prohibited in the campus.
- Eco-awareness drives were taken up by the campus development committee and the NSS students.
- The students and staff were motivated to reuse paper.

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.

- Computerized fee system
- Financial transactions are made online
- All payments regarding admission are cashless
- Online CCE was conducted by the department of Hindi & English
- The use of ICT tools were increased for teaching and learning
- Virtual Classes were organized and conducted by the teachers
- Nineteen Pre-Phd submission presentations held
- In lieu of social responsibility, the department of sociology organized many activities to create awareness amongst students
- Extracurricular/and extension activities were organized round the year
- Subject experts, renowned scholars, visiting professors of national and international standard delivered lectures in the campus
- Student training and counselling was regularly augmented by Career and Placement Cell
- A workshop was organized by the department of English on Communication Skills and its relevance in the present time.

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

- Participation of students at national and international level in sports, and cultural activities
- Maintenance of the auditorium. The possession of the auditorium is still in pipe line
- The work of paving block opposite A block is complete
- B.Com Honours course started in the present session.
- The proposal for Commerce Lab is submitted
- The proposal for more smart classes is sent to higher education department
- NSS oriented activities like Matdata Jagrukta, Blood Donation and financial literacy programmes were initiated

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

- Computer Awareness
- Research Orientation

Computer awareness-

The teaching, non teaching staff and students are made aware of computer. Computer with the internet is the most powerful device for the student to learn new skills. The teachers were encouraged to engage classes in smart classrooms thus using the audio visual aid. The lectures were more interesting for the students. The retention of knowledge was far better. Many members of the faculty were engaged in giving lectures in virtual classes thus benefiting not only the students of college but also all colleges of Madhya Pradesh. The career and placement cell conducted training on computer thus facilitating the students to be better equipped in computer skills. The department of Hindi and English conducted Online CCE at UG/PG Level. Many departments created online question bank for the students. The department of English created blogs and whatsapp groups for using Internet for better updation of knowledge. The lectures delivered by the faculty in virtual classes are uploaded on Youtube for the benefit of students. The computer awareness has become a common source of exchanging thought and information. Teachers encourage assignment submission through emails. Computer knowledge provides internet research proficiency so that the students can be more efficient.

➤ **Research Orientation-** Research helps students in better understanding. Govt. Hamidia College is the research center for 13 subjects. There are 28 research guides in the college with 38 students registered in the present session. In this session, 19 Pre-Phd submission presentations were given. The post graduate students are encouraged to be more research oriented by attending pre PhD submission presentations in the campus. The students not only attend the presentation but also critically question the candidates thus learning the art of critical evaluation. The presentations are made on PowerPoint followed by healthy discussion and suggestions for the thesis. This participation of students has helped them for better understanding of the subject and also widening the vision. It has helped to develop their individual point of view.

7.4 Contribution to environmental awareness / protection

- Govt. Hamidia College has a rich campus with numerous trees. The teachers along with the students take special efforts for environmental awareness and protection.
- NSS Activities are organized by the NSS students and officers that contribute to environmental Protection.
- The world environment day was celebrated by the NSS students in the campus
- The students in the college are motivated to avoid sound pollution.
- Plantation, *Swachata Abhiyan*, *Shramdan* etc. are carried out regularly.
- Every effort is being taken to ensure that the campus is polythene free Zone.
- Tree guards are made available to protect the small trees.
- Two small gardens are maintained in the campus; the manure prepared in the college itself is used in these gardens.
- The competitions organized in the college are based on topics that create awareness in students for environmental Protection.

7.5 Whether environmental audit was conducted? Yes No

The Municipal Corporation of Madhya Pradesh takes responsibility for cleanliness of the government campuses. However, under *Swachchhata Mission* the college has been maintained regularly, with the efforts of NSS Students.

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

Strength-

- Classes for UPSC/MPPSC/Railways/Bank Exams etc. are conducted for the students
- The college has Post Graduation in 13 Subjects
- Hamidia College is a recognized Research Centre. The college has highly qualified faculty, who are subject experts, chairman and member of the Board of Studies, as well as PhD guides.
- The NSS Students have won great awards; they are the role models for the volunteers of Bhopal. They have made great contribution to the society by their constructive service towards environmental protection, health awareness, community development.

Weakness-

- Job oriented courses are only traditional and conventional, thus less attraction for students
- Remote location of the college
- There are no major projects taken in this session
- Paucity of funds from Government.

Opportunities-

- Job oriented vocational courses may be proposed
- Better Job placement drives
- Proposal for language laboratory.
- Publication of research journals in every department
- More collaboration with industries

Challenges-

- Communication Skill of students
- Possession of Auditorium
- Shortage of Class rooms due to the closure of C-Block
- Ground for Sports and Canteen Facility for Students
- More Employable strategies for global competition

8. Plans of institutions for Next Year

Meeting

Today on 06-07-2018 a meeting of IQAC was organized in which the following members were present.

- (1) Dr. Pradeep Sharma
- (2) Dr. Vinita Singh Chaudhary
- (3) Dr. Mridula Nigam
- (4) Dr. Farzana Ghazal
- (5) Dr. Nivedita Mukerjee
- (6) Dr. Harbhajan Khanooja
- (7) Dr. Vandana Pandey
- (8) Dr. J.K. Parmar
- (9) Dr. Pramod Verma

In the session 2018-19 a meeting of IQAC was held to set the goals. After discussion the following goals were laid down:

- 1) The multipurpose hall of the college is under construction. Soon after the possession the hall will be furnished with the latest amenities.
- 2) To ensure the participation of the students at National and International level in Sports.
- 3) With the aid of National Education Foundation and State University of America the college will organize job oriented training and career development programmes.
- 4) Publication of News letter
- 5) Under career guidance scheme the MOU regarding the placement of students should be signed.
- 6) An interdisciplinary Journal with ISSN/ISBN number has to be published.
- 7) To enhance the academic quality of students, CCE should be taken in non traditional ways with modern techniques.
- 8) A cultural environment has to be created with the help of NSS students by making tours to different states which will thereby promote inter-state peace.
- 9) Annual Magazine of the college has to be published.
- 10) Paver Blocks to be fitted in the campus of A Block, Multipurpose Hall, and Abhivyakti Block.
- 11) To construct three more smart classrooms in the college.
- 12) For the benefit of the students a multifunctional photocopy machine to be installed in the college.
- 13) Printer facility to be provided in the Online Counselling Centre.
- 14) With the aid of RUSA essential equipments for the department of Geography, Psychology and Sports have to be purchased.
- 15) To install a modern sound system and stage focus light in the multipurpose hall after its possession.
- 16) The first floor hall of the Online Counselling Centre has to be converted into a Mini Conference/Seminar Hall.
- 17) Keeping in view the requirement of the college a portable projector has to be purchased.
- 18) With the aid of MP Urja Vikas Nigam, solar panels have to be installed in college.
- 19) For the benefit of the students a free Book Bank has to be established with the help of college staff.
- 20) To start the process of Vermicompost in the college campus.

Academic Calendar 2017-18
(Issued by the Department of Higher Education Madhya Pradesh)

अकादमिक कैलेंडर सत्र 2017-18
(सेमेस्टर कक्षाओं के लिए प्रभावशील)

अकादमिक कार्य	तृतीय/पंचम सेमेस्टर	चतुर्थ/षष्ठ सेमेस्टर
आरंभिक कक्षाएं/शून्य कक्षाएं/स्वाट विश्लेषण	01 जुलाई से 08 जुलाई 2017 (07 कार्य दिवस)	26 दिसम्बर 2017 (01 कार्य दिवस)
शैक्षणिक एवं सतत समग्र मूल्यांकन कार्य	10 जुलाई से 02 नवम्बर, 2017 (93 कार्य दिवस)	27 दिसम्बर 2017 से 18 अप्रैल 2018 (92 कार्य दिवस)
सी.सी. ई. कार्य	सितम्बर तृतीय सप्ताह	मार्च द्वितीय सप्ताह
प्रायोगिक परीक्षाएँ (स्नातक एवं स्नातकोत्तर कक्षाएं)	23 अक्टूबर से 09 नवम्बर 2017 के मध्य	02 अप्रैल से 18 अप्रैल 2018 के मध्य
परीक्षा पूर्व तैयारी अवकाश	02 नवम्बर से 09 नवम्बर 2017 (कुल 07 कार्य दिवस)	19 अप्रैल से 21 अप्रैल 2018 (कुल 03 दिवस)
सेमेस्टर एवं एटीकेटी परीक्षा	10 नवम्बर से 14 दिसम्बर 2017	23 अप्रैल से 26 मई 2018
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2017 तक	15 जून 2018 तक
सेमेस्टर अंतराल (ब्रेक) विद्यार्थियों के लिए	15 दिसम्बर से 23 दिसम्बर 2017 (09 दिवस)	28 मई से 30 जून 2018 (34 दिवस)
सेमेस्टर अंतराल (ब्रेक) शिक्षकों के लिए	15 दिसम्बर से 23 दिसम्बर 2017 (09 दिवस)	28 मई से 15 जून 2018 (19 दिवस)

अकादमिक सत्र

अगस्त / दिसम्बर 2017

तृतीय/पंचम सेमेस्टर – कार्य दिवसों की गणना सत्र 2017-18

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जुलाई 2017	31	5 रविवार	26
2	अगस्त 2017	31	4 रविवार + 2 अवकाश	25
3	सितम्बर 2017	30	4 रविवार + 2 अवकाश	24
4	अक्टूबर 2017	31	5 रविवार + 3 अवकाश	23
5	नवम्बर 2017	30	4 रविवार + 1 अवकाश	25
6	दिसम्बर 2017	31	5 रविवार + 2 अवकाश	24
	कुल दिवस	184	184-37	147

चतुर्थ/षष्ठम सेमेस्टर – कार्य दिवसों की गणना सत्र 2017-18

क्रमांक	माह	दिवस	अवकाश	दिवस
1	जनवरी 2018	31	4 रविवार + 1 अवकाश	26
2	फरवरी 2018	28	4 रविवार + 2 अवकाश	22
3	मार्च 2018	31	4 रविवार + 2 अवकाश	25
4	अप्रैल 2018	30	5 रविवार + 4 अवकाश	21
5	मई 2018	31	4 रविवार + 1 अवकाश	26
6	जून 2018	30	4 रविवार + 1 अवकाश	25
	कुल दिवस	181	181-36	145

सत्र 2017-18 का प्रस्तावित अकादमिक कैलेंडर

(वार्षिक पद्धति)

स. क्र.	विवरण	तिथि
1	प्रवेश प्रारंभ	25.05.2017
2	शिक्षण कार्य प्रारंभ	01.07.2017
3	स्थानांतरण प्रकरणों को छोड़कर अन्य सभी प्रवेश बन्द	30.07.2017
4	संकाय परिवर्तन	08.08.2017 तक
(II) छात्रसंघ गठन/सांस्कृतिक, साहित्यिक, खेलकूद एवं अन्य महाविद्यालयीन गतिविधियाँ		
1	छात्रसंघ गठन	अगस्त/सितम्बर 2017
2	विश्वविद्यालयीन/महाविद्यालयीन/जिला/संभाग/राज्य स्तरीय प्रतिस्पर्धाएं	ये सभी गतिविधियां माह अक्टूबर 2017 तक पूर्ण कर ली जाएं।
3	एन.सी.सी./एन.एस.एस. इत्यादि गतिविधियाँ	
4	वार्षिक स्नेह सम्मेलन/वार्षिक पत्रिका का प्रकाशन एवं विमोचन	फरवरी द्वितीय सप्ताह 2018(अधिकतम 4 दिवस)
(III) आंतरिक मूल्यांकन/वार्षिक परीक्षाएँ		
1	तिमाही आंतरिक मूल्यांकन	सितम्बर अंतिम सप्ताह 2017
2	छैमाही आंतरिक मूल्यांकन	दिसम्बर अंतिम सप्ताह 2017
3	सैद्धान्तिक परीक्षा कार्यक्रम की विस्तृत घोषणा	15 फरवरी 2018
4	सभी स्नातक कक्षाओं की प्रायोगिक परीक्षाओं की तिथि	05 मार्च से 21 मार्च 2018
5	परीक्षा पूर्व तैयारी अवकाश	22 मार्च से 29 मार्च 2018
6	वार्षिक परीक्षा प्रारंभ	30 मार्च से 15 मई 2018
7	सभी परीक्षा परिणाम घोषित होने की तिथि	15 जून 2018
(IV) अवकाश		
1	दीपावली (पाँच दिवस)	17.10.2017 से 21.10.2017
2	शीतकालीन अवकाश	15.12.2017 से 23.12.2017 (कुल 08 कार्य दिवस)
3	ग्रीष्म अवकाश	28.05.2018 से 15.06.2018 (कुल 17 कार्य दिवस)

P. S. S.
S. S. S.

Annexure-II



कार्यालय प्राचार्य

शासकीय हमीदिया कला एवं वाणिज्य महाविद्यालय, भोपाल म.प्र.



Website : <http://www.ghcbpl.org>, Ph./Fax No. 0755-2660447,2660081 Email – heghaacbho@mp.gov.in

UG-VI & PG-IV Sem Exam Appear and Passed Student

S.N	VERIFIED Course	Subject Combinations	Exam Form	Passed Student
1	B. A.		187	175
2	B. B. A.		11	9
3	B. C. A.		41	38
4	B. Com		462	440
5	M. A.	Drawing & Painting	18	18
6	M. A.	Economics	22	20
7	M. A.	English	3	3
8	M. A.	Geography	6	6
9	M. A.	Hindi	21	20
10	M. A.	History	16	14
11	M. A.	Political Science	22	18
12	M. A.	Psychology	8	5
13	M. A.	Sanskrit	8	8
14	M. A.	Sociology	11	11
15	M. A.	Urdu	5	5
16	M. Com.	Commerce	95	83
Total			936	873