



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	GOVERNMENT HAMIDIA ARTS AND COMMERCE COLLEGE
Name of the head of the Institution	Dr. P.K. Jain
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07552660447
Mobile no.	9826321640
Registered Email	heghaacbho@mp.gov.in
Alternate Email	naachamidia@gmail.com
Address	Hathikhana Road Budhwara
City/Town	Bhopal
State/UT	Madhya Pradesh
Pincode	462001

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Men			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Pradeep Kumar Sharma			
Phone no/Alternate Phone no.		07552660447			
Mobile no.		9425445183			
Registered Email		heghaacbho@mp.gov.in			
Alternate Email		naachamidia@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.mphighereducation.nic.in/Portal/Handlers/AOAR_ReportByID.ashx?ID=35">http://www.mphighereducation.nic.in/Portal/Handlers/AOAR_ReportByID.ashx?ID=35</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://www.mphighereducation.nic.in/InstitutePortal/Public/Event_Details.aspx?id=MTMOMw%3d%3d&amp;InstId=MjQ0">http://www.mphighereducation.nic.in/InstitutePortal/Public/Event_Details.aspx?id=MTMOMw%3d%3d&amp;InstId=MjQ0</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B+	2.90	2014	10-Dec-2014	09-Dec-2019
<b>6. Date of Establishment of IQAC</b>			08-Sep-2011		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by	Date & Duration		Number of participants/ beneficiaries		

IQAC		
Meetings of IQAC from Time to time	06-Jul-2018 1	9
Meetings of IQAC from Time to time	11-Dec-2018 1	7
Meetings of IQAC from Time to time	24-Jan-2019 2	16
Meetings of IQAC from Time to time	14-Mar-2019 2	16
Meetings of IQAC from Time to time	30-May-2019 1	10
Meetings of IQAC from Time to time	20-Jun-2019 1	19
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**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Rusa	New Construction, Renovation	Directorate of Rusa	2019 60	1700000
World Bank	New Construction and renovation	Directorate of world bank	2019 30	200000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

Teaching Learning : In order to introduce innovative methods, many departments conducted online CCE and other nonconservative methods. Training : • In the year 201819, career oriented training programme was organized by the institution this programme was sponsored by national education foundation and the State University of America. 25 students from Govt. Hamidia College were provided placement letters by Larson and Toubro. • COMMIT Training Programme under department of Personnel and Training, Govt. of India Ministry was conducted under which Principal, Teaching Staff and Non Teaching Staff were given training in order to spread awareness for computer and soft skills. Publication : • Enews letter Darpan was published in this session. • The institution published the college journal with ISSN Number 23954574 Antarsankay Shodh Patrika • Annual magazine Pratibha was published this year Infrastructure Equipment • Possession of multipurpose hall is done: the hall is used for various activities after essential upgrading. • Block pavement tiles work was finally finished in front of the Multipurpose hall. • Important and necessary equipments were purchased under RUSA in the department of Geography, Psychology, Drawing and Painting Sports. • The Book Bank has been established in the library. Extension Activities : • Efforts in the direction of green initiatives were adopted, the use of polythene was totally banned in the campus, Swachata Abhiyan was actively driven under the leadership of NSS volunteers. • The college authorities interacted with Arushi an organization working for the Divyang students regarding the facility of photocopy machine. The process is in pipeline. • In order to inculcate feeling of brotherhood and community feeling, students from NSS went to the state of Manipur and Nagaland where they represented Madhya Pradesh. Hamidia College hosted the arrangements (visit, food lodging) for the student group from Manipur and Nagaland when they in turn visited Madhya Pradesh. • The MOU was signed with Urja Vikas Nigam for the establishment of solar energy system.

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### 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
The multipurpose hall of the college is under construction.Paver Blocks to be fitted in the campus of A Block, Multipurpose Hall, and Abhivyakti Block The possession of the hall will be furnished with the latest amenities.	The possession of the multipurpose is accomplished in this session and now the hall is used for administrative, academic and cultural activities. The task of paver block is accomplished.
With the aid of National Education Foundation and State University of America the college will organize job oriented training and career development programmes.	The college organized training and career development programme with the collaboration of university of America. 60 students participated in the programme and 25 students were selected in various companies.
Publication of e- News letter. An interdisciplinary Journal with ISSN/ISBN number has to be published.	The e-news letter 'Hamidiya Darpan' was published in 2018-19. 'Antar Sankay Shodh Patrika' was published with ISSN no. 2395-4574 in the month of January 2019
To enhance the academic quality of students, CCE should be taken in non	The department of Commerce and Hindi took CCE online. The students became

traditional ways with modern techniques.	computer friendly and their academic quality was enhanced.
To construct three more smart classrooms in the college	The proposal is sent for approval to the department H.E.
For the benefit of the students a free Book Bank has to be established with the help of college staff.	The book bank scheme in the library was initiated in the year 2013-14. In the beginning of the session the teachers donated books to the library for the benefit of students.
To ensure the participation of the students at National and International level in Sports.	The students brought great laurels, by getting gold, silver and bronze medals in Karate, shooting and others.
With the aid of RUSA essential equipments for the department of Geography, Psychology and Sports have to be purchased.	Task accomplished
To install a modern sound system and stage focus light in the multipurpose hall after its possession. The first floor hall of the Online Counselling Centre has to be converted into a Mini Conference /Seminar Hall.	Proposal Sent
With the aid of MP Urja Vikas Nigam, solar panels have to be installed in college.	The installation of solar panels with the aid of MP Urja Vikas Nigam, is under progress.
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<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	13-Mar-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Hamidia college has more than 42 committees for efficient and smooth running of college. Some of the important committees are Admission committee, Examination and form forwarding, AntiRagging, Counselling and Placement Committee, Literary,

Cultural and sports committee, Internal Account Audit Committee and women Protection cell in order to make right decisions for the growth of right decisions for the growth of the institution. .Parent Teacher Association, Research Development Committe, Mukhyamantri Medhavi Yojna, Planning board, UGC Committee, Alumni, are some other important Committees. The entire information of the employees is online. The admission of the students and their entire details are maintained online. The website of the college gives information regarding vision and mission of the institution, faculty teaching and non teaching, infrastructure, results, etc.The entire information about all the departments, scholarships, various other schemes like Gaon ki Beti, Pratibha kiran, Vikramaditya is uploaded online.The information system is vertical thus the conduction of work is smooth.The income tax of all the employees of the institution is maintained and calculated by the Income tax committee which comprises of Professors from the dept. of Commerce. The Grievance Redressal Committee looks into the problems and issues of the employees.and students. RUSA and World Bank scheme is conducted online. The issues regarding Pay fixation and salary is maintained online. CAS is updated on and off. MIS of college enhance the quality of decision making, helps to develop team work and increase productivity thus facilitating the growth of the institution.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Central Board of Studies of the university finalizes the syllabus. The college is affiliated with Barkatullah University, Bhopal. The syllabus is finalized according to the norms approved for teaching and learning by Department of Higher Education, Government of MP and UGC. The committee adheres to finalize the syllabi of different subjects as per the schedule. The teaching faculty strictly follows the academic calendar released by the Department of the Higher Education. The students are taught both in the traditional classroom and smart classrooms. Our faculty delivers lectures in virtual classes which are relayed all over the college of Madhya Pradesh. The CCE for internal

assessment is done by traditional as well as modern methods. The college generally adopted methodologies for e.g. surprise test, assignments, questions and answer sessions, online CCE etc.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Honors Letter No A-31/HE	01/07/2018
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Final Year Internship	261
BCom	Final Year Internship	380
MA	Final Year Internship	182
MCom	Final Year Internship	103
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

**Feedback Obtained**

IQAC cell conducted annual feedback of students, teachers, employees, alumni, parents and research scholars and collected inputs from all stakeholders. Efforts are made so that flexibility, anonymity, confidentiality and transparency is maintained. The anonymous option was given to encourage honest responses. Teaching Faculty-The form had 13 criteria for reviewing standard of teaching learning research basic amenities, library modern methods of teaching, work ethics and evaluation of CCE. 59.8 of the teachers ranked facilities as A grade, 27.6 gave B Grade, 4.48 gave C Grade and 1.53 grade D. Action Taken Training for IT to teaching, nonteaching was conducted in the month of February COMMIT (Comprehensive Online Modified Module for Induction Training) training by the GOI. Students - Students are asked to respond on the performance of respective subject teachers. There were 10 criteria in the feedback form. Main criteria are: Professors Are the faculty able to explain course content? Ability and sincerity of teacher Availability of teacher for interaction Connecting course content with current scenario Assessment of internal evaluation Opportunities for literary and cultural events 52 students ranked teachers at A (Very Good), for teaching, 37.25 ranked them at B (Good), 8.75 ranked at grade C, (satisfactory), and 2 gave D, i.e. (unsatisfactory). Action Taken Regarding availability of teachers, IQAC suggested HODs of all departments to fix time for UG and PG students to interact with students and solve their issues. Connecting course content with current events - IQAC conducted meeting with teachers who are Convenors and Members Board of Studies. IQAC informed them about the feedback of students. Teachers played an important role in reviewing syllabus which is at par with the syllabus for competitive exams. Parents/Guardians There were 11 criteria given in Feedback form regarding satisfactory amenities, use of modern technology, social compatibility, teaching and learning etc. Action Taken Facilities given to students to be improved IQAC conveyed the feedback to the In charge Library to be upgraded Employees The criteria selected are satisfaction regarding work and work distribution Basic amenities behaviour of colleagues and senior officers Encouragement given by higher authorities Situation of promotion Opinion regarding extension of retirement age All employees were happy with their work. Some were not happy with promotion policy of MP state govt. They ranked D in this criteria. Approximately, at all parameters A grade was given by 81, B grade by 6, C grade by 4 and D Grade by 9. Action Taken Facilities, perquisites to be maintained Delayed promotions Facilities Distribution of work IQAC conveyed it the Principal, Modern methods of technology to be provided to class III Action Taken Alumni-Focussing on standard of teaching and learning, standard of NCC and other activities, employment opportunities, solving problems of students, opinion regarding infrastructure of the institution, academic excellence, towards alumni, integrating student opinion and holding meetings with them. Action Taken Suggestion to be seriously documented Constant reminder for the meeting to be conducted All activities and progress of college should be intimated to them

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

**2.1.1 – Demand Ratio during the year**

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Plain	650	673	624
BCom	Plain,	945	919	885



	Computer, Honours			
BCA	Commerce	80	35	33
BBA	Commerce	60	45	44
MA	All Subject	560	403	324
MCom	Commerce	300	152	142
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3535	769	71	71	71

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
71	28	3	3	2	5

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Under the Parent Teacher Association, there is no recognised mentoring scheme in college but almost all the teachers play the role of a mentor for the students. They are approachable and available for the students whenever they meet them. They act as observers, listeners and problem solvers. They help the students to improve their social skills, boost their self esteem, help in career exploration, support in academic activities and build community feeling in them. Extra classes and guidance for weak students. Efforts to improve communication skills of students. Information to students for job orientation. Inspire students to step out from comfort zone. Make students aware about the challenges they will face when they step out from college. To assist and guide the students to achieve their goals. To motivate students for better performance and better presentations. To improve professional knowledge and skills of students. To sensitize students for the problems in college and prepare them to handle it.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4304	71	1:80

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
75	71	4	0	66

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from
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	state level, national level, international level		Government or recognized bodies
2019	Dr. P.K. Jain	Principal(in- charge)	Recognition Award Received from NSS, Madhya Pradesh Dt. 28012019
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BA	C028	Year	01/06/2019	30/12/2019
BCom	C032	Year	01/12/2018	25/04/2019
BCA	C030	Year	01/06/2019	30/12/2019
BBA	C029	Year	01/06/2019	30/12/2019
MA	C006	Semester	01/12/2018	06/05/2019
MCom	C031	Semester	01/12/2018	06/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The department of Higher Education initiated the semester system from the session 200607 at UG and PG level. Hamidia College conducts the CCE for internal evaluation by various methods. The college has taken efforts to improve the performance of students, measures to clarify doubts, taking extra classes for weak students, the teacher monitors and encourages slow learners, old question papers are solved, quiz, group discussion, seminars etc. are taken up, the teachers try to find the interest of students, and help them to prepare for competitive examination. Online CCE is conducted by the faculty in order to equip the students with computer skills. The department of Commerce conducted CCE by innovative methods, students prepared instant videos on the topics provided. The department of Hindi conducted online CCE at UG PG level. In many departments the teachers have made whatsapp group so that information regarding exam and academics can be given regularly. The performance is monitored by the head of the departments and faculty members. The college encourages the students to participate in all competitions. The progress of the students is communicated to the parents in the parent teacher meeting. Home assignment is given in which the students become computer friendly, they browse various learning recourses. Thus, this results in improvement in performance, better writing skills, and better academic excellence.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar is issued by the department of higher education M.P. every year. The institution follows the schedule strictly regarding admission online and offline, CCE internal examination, practical, project work, academic activities, cultural activities like youth fest, annual function, sports competition, preparation before examination etc. The college followed all the activities as per the calendar. However the annual examination could not be conducted as per schedule due to elections, they were delayed for over a month.

The annual exams, second and fourth semester exams are still going on. The results are still awaited. Hamidia is the lead college of Bhopal, therefore it has the responsibility to see that academic calendar is followed by other colleges.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[http://www.mphighereducation.nic.in/InstitutePortal/Public/Event\\_Details.aspx?id=MTM0NO==&InstId=MjQ0](http://www.mphighereducation.nic.in/InstitutePortal/Public/Event_Details.aspx?id=MTM0NO==&InstId=MjQ0)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C028	BA	Plain	187	175	93
C029	BBA	Commerce	11	9	81
C030	BCA	Commerce	41	38	92
C032	BCom	Commerce	462	440	95
C004	MA	D&P	18	18	100
C005	MA	Economics	22	20	90
C006	MA	English	3	3	100
C318	MA	Geography	6	6	100
C008	MA	Hindi	21	20	99
C009	MA	History	16	14	87
C018	MA	Political Sci	22	18	82
C020	MA	Psy	8	5	62
C022	MA	Sanskrit	8	8	100
C026	MA	Sociology	11	11	100
C031	MCom	Commerce	103	103	99

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[http://www.mphighereducation.nic.in/InstitutePortal/Public/Event\\_Details.aspx?id=MTM00A==&InstId=MjQ0](http://www.mphighereducation.nic.in/InstitutePortal/Public/Event_Details.aspx?id=MTM00A==&InstId=MjQ0)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	04	0

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

Name of the Department	Number of PhD's Awarded
Commerce	2
Sanskrit	1
Political Science	1
English	5
Philosophy	1
Hindi	1
Drawing Painting	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Political Science	3	0
National	Philosophy	4	0
National	Commerce	2	0
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Urdu	1
Philosophy	1

Commerce	1
Drawing and Painting	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	15	40	5	1
Resource persons	0	6	3	0
Attended/Seminars/Workshops	24	44	10	18
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Induction Programme	NSS Volunteers	2	160
Visit to old age home	NSS Volunteers	2	102
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Industrial Visit	Swami Vivekanand Career Guidance Cell	Indus. Visit (Mandideep) Nahar Spin Mill, Nahar Poly Film	4	50
Aids Awareness	NSS Unit	Awareness for Aid and HIV (1st Dec. 2018)	3	92
Voter Awareness	NSS Unit	District Level voter Awareness Programme 17.01.2018	2	98
Career Development and Motivational	NEF and NSDC	Career Development	1	60
NSS	NSS Unit level	Special Camp Organized Vill. Kodia, Ratibad Bhopal	2	80
NSS	Ministry of Youth affair and sports, GOI	RDC Camp, New Delhi	2	18
NSS	Ministry of Youth affair and sports, GOI	National Integration Camp, Ranchi, Jharkhand	2	2
NSS	Ministry of Youth affair and sports, GOI	NIC	2	19
NSS	State Unit Cell M.P.	State Camp (Sailan Ratlam)	3	19
NSS District Youth Parliament	Ministry of Youth Affair and Sports New Delhi	District Youth Parliament 2019	1	84
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Manipur student exchange programme	1	Department of Higher Education	15
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the	Name of the	Duration From	Duration To	Participant
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	linkage	partnering institution/ industry /research lab with contact details		
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**No Data Entered/Not Applicable !!!**

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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**No Data Entered/Not Applicable !!!**

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1777.72	2388.98

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
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**No Data Entered/Not Applicable !!!**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	104981	14664774	1777	318682	106758	14983456
Reference Books	16206	2366351	0	0	16206	2366351
Journals	19	21000	0	0	19	21000
Others (specify)	28	10868	24	29600	52	40468

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Alpana Trivedi	Swayam	Ecology Eco System Climate of India	01/04/2019
Dr. Vinita Singh Chawdhary	Sway.com	Aristotle Jane Austen	01/08/2019
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	105	24	47	6	1	1	13	0	0
Added	0	0	0	0	0	0	0	0	0
Total	105	24	47	6	1	1	13	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
----------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Virtual Classes relayed all over Madhya Pradesh	<a href="https://www.youtube.com/channel/UCPS1yJDeulAKFTD10-i_L8A">https://www.youtube.com/channel/UCPS1yJDeulAKFTD10-i_L8A</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6	5.25	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college makes sure best allocation and utilization of the available financial resources for safeguarding and maintenance of diverse facilities by holding standard meetings of various committees and using the funding received. The institute maintains the record of laboratories, the head of the departments of Geography, Fine Arts, Psychology and Commerce supervises the departments, monitors the work of lab technicians. The HODs oversees the record and maintenance work of the department. There is a committee for library (as the post of the librarian is vacant) to see the requirement of the books, journals, ordering of new books, maintaining the record of library etc. More than 12000 books are uploaded on the computer in the SOUL software for the benefit of



keeping record. The library provides the facility of 8 computers and 1 photocopier for the benefit of students. The library is very sensitive for the differently abled students, there is the facility of wheelchair, Suggestion box is kept inside the reading room to take the students feedback. register is maintained in the reading room of the library. The Physical education officer maintains the sports equipment, the sport room and the up gradation of the gym. The maintenance and cleanliness of the classrooms is maintained regularly.

[http://www.mphighereducation.nic.in/InstitutePortal/Public/Event\\_Details.aspx?id=MTM0Ng==&InstId=MjQ0](http://www.mphighereducation.nic.in/InstitutePortal/Public/Event_Details.aspx?id=MTM0Ng==&InstId=MjQ0)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Postmatric Scholarship, JRF Medhavi Yojna etc.	1391	8090418
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	Nil	0	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga Meditation	19/03/2019	185	Divya Jyoti Yog Unnati Kalyan Samiti, College Level Programme MP
Personal Counselling, motivational and career oriented lecture	17/01/2019	100	Prof. John Methew Faculty from Psy Dept.
Personality development Training	22/09/2018	70	Nalanda Institute of Comp. and Vocational Training (NIVT) NSDC (Partner)
Tally	14/09/2018	74	Nalanda Institute of Comp. and Vocational Training (NIVT) NSDC (Partner)
Organic Farming and Vermicompost	19/09/2018	71	Nalanda Institute of Comp. and Vocational Training (NIVT) NSDC (Partner)
Computer	18/01/2019	35	Sudhir k

orientation			Chaturvedi, AVS
Workshop Cyber Security	12/03/2019	77	Aappin Technology Lab Linstc
Preparation for Competitive Exam MPPSC	27/03/2019	286	Sudhir k Chaturvedi, AVS

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Planning	31	55	2	0
2019	Career Oriented Lectures	58	50	0	0
2018	Preparation for competitive exam (Jagjeet Kaur Career Counsellor)	35	35	0	0
2018	Unic Academy Indore- For Civil Services	30	30	0	0
2018	Guidance for Competitive Exam Civil Services	48	48	0	0
2018	Career drive by Nishant Shukla, Atul Sharma	90	90	0	0

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of	Number of	Number of	Name of	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
LNT Construction Mumbai Career College Bhopal	5	2		0	0
<a href="#">View File</a>					

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	4304	UG to PG	Arts and Commerce	Govt. Hamidia Arts and Commerce college (Host College)	Post Graduate
No file uploaded.					

#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Chess	District Level	200
Kabaddi	District Level	150
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	National Shooting C hampionship/ Bronze Medal	National	1	0	0	Aditya Vis hwakarma
2018	National Fencing Ch ampionship / Rudrapur Uttarakhan d, Silver	National	1	0	0	Ankit Borde

	medal					
2018	All India National Karate Championship/ Gold Medal	National	1	0	0	Rudrapratap
2018	All India Inter University karate/ MDU Rohtak, Bronze Medal	National	1	0	0	Rudrapratap
2018	All India Inter university Rope Skipping/ KIIT Bhubneshwar, Orissa, Fourth Position	National	1	0	0	Abhishek Singh
2018	Swachch Bharat Summer Internship first Prize, State level, Rs 50,000.00 certificate MHRD, ND	National	1	0	0	Ankur Gupta and Group
2018	Swachch Bharat Summer Internship first Prize, State level, Rs 50,000.00 certificate MHRD, ND	National	1	0	0	Ankur Gupta and Group
2018	MPNSS State level Prize for NSS Officer Rs 11000.00, Certificate	National	1	0	0	Shubham Chauhan, Atul Singh Rajawat

2018	National Youth Parliament Rs 10.000, and Certificate	National	1	0	0	Shubham Chauhan
2018	9th National Voters day award ceremony Rs 2000 and certificate	National	1	0	0	Shubham Chauhan
<a href="#">View File</a>						

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

Since last year the department of higher education, Madhya Pradesh did not conduct the elections of Students Union, therefore the selection of class representatives is not done. Despite the fact the volunteers of NSS and other departments are actively involved in literary and cultural activities round the session. The youth fest and annual function is organized in which the students participate in all competitions and win laurels at national and international level. The students also participate in sports activities thus claiming a unique identity for the institution everywhere.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

102

5.4.3 – Alumni contribution during the year (in Rupees) :

200000

5.4.4 – Meetings/activities organized by Alumni Association :

One meeting was held in the month of November 2018 with the alumni

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The decentralized governance model is obvious in each field in deciding and implementing the studentcentric programmes and activities. Regular meetings are conducted amongst the Principal, teaching and nonteaching faculty and students. The HODs of all the departments also hold meetings at the beginning of the academic session. All the important matters and the plan of action for the session is chalked out in these meeting. The IQAC organizes a meeting with the HODs, conveners of committees, stakeholders Alumni, Parents, Students, Industry Persona etc.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	In Hamidia College, many professors are Chairman and member Board of Studies at Barkatullah University, Bhopal. On basis of the feedback received from the students they bring about the changes and modifications in the curriculum. Innovations are introduced by the teachers. The syllabi of different subjects is completed within time.
Teaching and Learning	Most of the teachers use modern audiovideo methods of teaching. There are two smart class rooms and one virtual class room which are used for UG and PG lectures.
Examination and Evaluation	The college follows the Academic Calendar, The CCE is conducted by both traditional and modern methods, The college adopted methodologies for example surprises, assignment, question and answer session, online CCE, etc.
Research and Development	Hamidia is the Ph.D research centre for 12 subjects, there are 27 research guides in college. Pre Ph.D submission is organised in all the departments, this year 36 presentations were organised. The college is also the centre for research course work. The college publishes its own research journal Antar Sankay Shodh Patrika.
Library, ICT and Physical Infrastructure / Instrumentation	Hamidia possesses a big library there are more than 125000 books, 13 news papers (01 Urdu, 10 Hindi, 02 English), 19 Journals and ejournals. every year SC, ST and OBC students are given books worth Rs 1500/ and Stationery worth Rs 500/. • 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).The virtual class is a hightech video conferencing classroom that facilitates education, teaching and learning through distance mode. Two

	classrooms have been upgraded as smart classrooms thus making the campus more techoriented. It has been developed as multipurpose teaching learning place.
Human Resource Management	The institution manages the human resource with a strategic approach. At the beginning of the session, the head of the institution forms various committees for the smooth functioning of the college. The teaching and nonteaching faculty works accordingly with their convenors and team members.
Industry Interaction / Collaboration	The Career and Placement Cell interacts with the neighbouring industries thus bringing opportunities for the students, organizing training in order to broaden the placement of students. Career fair is organised in which many companies are invited, the students are taken for industrial visit to Mandideep.
Admission of Students	The students admissions is done online. In the current session more than 2000 students took admission.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The CCE of many departments is conducted online (Department of Hindi Commerce), syllabus and course content of UG PG classes is uploaded on the web by department of Hindi, whatsapps groups are formed in order to give important information to the students.
Administration	The work of office is done online, most of the office staff is computer friendly, the training of COMMIT is given to accountant, lab technician, grade class3 employee and peon. The entire information sent to the department of HE, Vidhansabha, AD office is sent online.
Finance and Accounts	There is system of cashless fee, the salary bills and other finances is done online.
Student Admission and Support	Online admission is done at UG PG level. For student support the college has an NRC centre which has the facility of 5 computer with internet.
Examination	Hamidia is affiliated to Barkatullah University, the examinations are conducted in traditional way, however the Internal Examination is conducted online.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<b>No file uploaded.</b>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Commit (Comprehensive Online Modified Module for Induction Training)	COMMIT	15/02/2019	02/03/2019	56	4

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course	1	27/08/2018	17/09/2018	21
Climate Change Training by EPCO	1	08/10/2018	14/10/2018	6
Faculty Development Programme in Entrepreneurship by NSTEDB	3	14/01/2019	28/01/2019	15
COMMIT, 12 Generic and 3 domain specific Emodule training	56	15/02/2019	02/03/2019	17
Book writing work shop, MP H.E. Department	2	13/08/2018	25/08/2018	13



Inscript keyboard workshop, department Hindi	20	26/03/2019	26/03/2019	1
<a href="#">View File</a>				

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
5	5	10

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>Government Hamidia Arts and Commerce College conducts financial audit by chartered accounted every year. The college has a core committee that checks the DFC of the college and the fee collected is dispensed in various sections as per the government rules of procurement. In every alternate year the government and nongovernment expenditure is also audited by the officer of Accountant General. This comes under external audit.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Janbhagidari/O.N. Shrivastva Pratibha Samman	8148449	Salary for Guest Faculty/Scholarship to Meritorious Students for PG
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

11000000
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>Hamidia college has a Parent Teacher Committee in order to create a common platform for parents and teachers. The committee organises one meeting with the parents in every semester. They invite suggestions so that improvement in academics may be initiated, and implemented and sustained. The PTA also guides for improvement in campus and infrastructure through their feedback. They also</p>
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help in maintaining and monitoring classes, study tours and industry visit.

6.5.3 – Development programmes for support staff (at least three)

There are many schemes from the Department of Higher Education for support staff. They are given the facility of medical reimbursement, leave on medical ground, facility to withdraw part saving from their GPF account. Hamidia college organized a technical training of COMMIT in which the support staff participated and accomplished in two weeks. The support staff is provided with uniform and woollen clothes. There is 2 quota for admission of the wards of employees.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. As per the recommendation of NAAC, infrastructure for class rooms and labs in strengthened. 2. The automation for library is in progress. 3. One Laboratory with the facility of 50 computers is established in the department of commerce.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	The college organized training and career development programme with the collaboration of university of America.	14/07/2018	18/06/2018	14/07/2018	60

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women mentoring	16/07/2018	20/07/2018	35	8
Equal Distribution of Work	02/07/2018	30/04/2019	50	7

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Green Audit is under progress

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	30
Ramp/Rails	Yes	4
Scribes for examination	Yes	8
Rest Rooms	Yes	70

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	2	2	22/08/2018	10	Swachh Bharat, Summer Internship	Distributed Material and Things of Basic Amenities	25
2019	4	4	15/04/2019	2	Prachar Prasar Swachh Bharat	Wash Hands Plantation Drive Telly Nukkad Natak	165

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
All special days and Birthdays of great personalities celebrated round the year	25/07/2018	30/04/2019	125

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

- Polythene free campus
- Attempts to lessen sound pollution
- Online admission
- Online CCE
- Save paper drive Paper is used on both sides
- Plantation drive

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(A) Yoga and Meditation (B) Computer Awareness 1. (A) Title YOGA AND MEDITATION 2. The context that required the initiation of the practice (100 to 120 words) In the present scenario, there are many challenges before the youngsters. The stress and pressure is not related to examination and education alone, but is also related to their career. Usually the students who take admission in or college belong to lower income group. Majority of these students have to cater to the finances for college education on their own, and in the regard they often face pressure physically and mentally. Yoga and meditation makes the students physically strong and flexible, and meditation helps in focusing better and improves concentration and mental ability. It gives the right direction to the student energy. Therefore, the institution has selected yoga and meditation as the best practice it is relevant and important not only for physical fitness of teaching, non teaching staff and students but also for their mental fitness. 3. Objective of the practice (50 to 60 words) To help the students develop their mental and physical health To identify students to become experts in yoga. As per the norms of the governments yoga is important and mandatory. It is essential for personality development. 4. The practice (250 to 300 words) Yoga and meditation was practiced round the session (2018 to 2019). Yoga camp was organized for the students, teaching and non teaching staff. The yoga camp for organized in the month of \_\_\_\_\_ in which 35 students, 30 staff members and 12 non teaching staff participated. The following yoga activities sukshma yoga, sthool yoga, nari shodhan, pranayam, training for meditation. The participants of yoga and meditation camp were awarded certificate from the institution. From the month of July two days of camp at weekend will be organized in which attempt will we made to solve the problem of students. 5. Obstacles faced if any and strategies adopted to overcome them (150 to 200 words) An open and well aerated space is required where students staff (teaching and non teaching) can practice yoga in a healthy environment. 6. Impact of the practice (100 to 120 words) The player needs special practice in order to possess flexible body and to have stamina yoga and meditation benefitted the students to be healthy. The students who had complaints of breathing, especially kabbaddi players who have to hold their breath for 30 seconds found pranayam very useful. 7. Resources required Open space, Yoga mats, AudioVideo System (CD Software), Carpets, Water facility, Yoga expert cum trainer, Equipment related to yoga, mattowel, yoga dress etc. 8. About the Institution i. Name of the Institution Government Hamidia Arts and Commerce College Bhopal ii. Year of Accreditation 2014 iii. Address Hathikhana Road, Budhwara Bhopal 462001 iii. Grade awarded by NAAC B iv. Email heghaaccbho@mp.gov.in, naachamidia@gmail.com. v. Contact Person for further details Dr. Pradeep Sharma vi. Website www.ghcbpl.org 1. (B) Title COMPUTER AWARENESS 2. The context that required the initiation of the practice (100 to 120 words) Computer awareness is very essential for the teachers and the students. It is of great importance from the examination point of view. In the current global scenario the use of computer and internet cannot be done away with. Our institution has made special efforts to provide computer skills to the students and teachers. The NRC Centre provide computer with internet facility to the students. 3. Objective of the practice (50 to 60 words) To make students computer literate. To equip the students and staff with the latest skills of computer to face the challenges. 4. The practice (250 to 300 words) Special time is allotted for commerce and arts students to use the NRC lab. The students from commerce department practice in their computer lab also. Career and placement cell organized computer training for the students. Hamidia college organized COMMIT training for the faculty for two weeks 15/02/2019 to 02/03/2019. 37 Professors from Hamidia college and 19 professors from other colleges and four participants from non teaching staff also participated. 5. Obstacles faced if any and strategies adopted to overcome them (150 to 200 words) The internet facility was not continuous therefore the training of COMMIT was organized at the academy. 6. Impact of the practice (100 to 120

words) Computer awareness made a grade impact on the students and faculty. It helped them to use technology in class room, for lectures. It made learning very effective. It helped them to get easy access to research tools. It also enhanced their communication skills. Online CCE could be conducted. 7. Resources required Computer laboratory with more computers, Internet Facility, Latest software for communication. 8. About the Institution i. Name of the Institution Government Hamidia Arts and Commerce College Bhopal ii. Year of Accreditation 2014 iii. Address Hathikhana Road, Budhwara Bhopal 462001 iv. Grade awarded by NAAC B v. Email heghaaccbho@mp.gov.in, naachamidia@gmail.com vi. Contact Person for further details Dr. Pradeep Sharma vii. Website <http://www.mphighereducation.nic.in/ghcbpl>

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://www.mphighereducation.nic.in/InstitutePortal/Public/Event\\_Details.aspx?id=MTM0Nw==&InstId=MjQ0](http://www.mphighereducation.nic.in/InstitutePortal/Public/Event_Details.aspx?id=MTM0Nw==&InstId=MjQ0)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Research is one area which is distinctive to Hamidia College. There are more than 27 research guides in college. The college is centre for research in 12 subjects. Pre PhD submission is organised in all the departments which is attended by the students, research scholars and the teaching staff. In this session 36 presentations were conducted by research scholars. Hamidia college was the centre for research work for philosophy for the last two years. Many teachers are resource persons to give lectures and presentations to research scholars in the PhD course work programme. The college publishes its own research journal ANTAR SANKAY SHODH PATRIKA.

Provide the weblink of the institution

<http://www.mphighereducation.nic.in/ghcbpl>

### 8.Future Plans of Actions for Next Academic Year

- On the basis of the recommendation of the members and Chairman, Board of Studies from faculty and on the analysis done on the feedback received from the students, changes and modifications in the curriculum were suggested at par with global challenges.
- New diploma courses to be initiated on the basis of feedback from alumni and students.
- The lectures and presentation of subject experts and invited faculty to be uploaded on the website of the institution.
- The proposal of upgrading department of Drawing and Fine Arts the Department of Excellence is in pipeline.
- Upgradation of the Multipurpose Hall, modern sound system and electricity in order to use it as a seminar hall.
- Three more smart classes to be constructed under RUSA.
- C block to be dismantled, a new modern library to be established, and classrooms equipped with modern audio or video system to be setup.
- With the support of World Bank 15 more class rooms to be upgraded as smart classrooms.
- More computer awareness programmes to be organized for teaching and nonteaching staff.
- Constant health checkup drives, blood bank camp and activities related to general wellbeing of institution to be initiated.
- National seminars, workshop and conferences to be organized at college level.
- Yoga and meditation camps to be organized frequently for teaching and nonteaching staff and students.
- Attempts will be made to minimize carbon footprint, the college will continue to be a polythene free zone.
- Youth club will organized to spread awareness prohibition and drug abuse.
- Under community development and social responsibility drive, the slum area Hinoti Sadak will be adopted where women empowerment, cleanliness, digital literacy, etc. will be taken up.
- Under the capacity building programme, the teaching staff and Post Graduate Students

will be given exposure for research and innovative methods for research papers. • A Research Club will be established to train students to write the research papers as per the norms of UGC. • The social and academic audit will be initiated the green audit will also be done. • MOUs with industries and companies will be signed under Career and Placement Programme. • Special efforts will be taken for disabled disabled friendly rooms and entertainment rooms will be setup. • More awareness programmes in order to sensitize students toward gender will be conducted the students will respect every one, irrespective of gender. • Human values will be focused so that it instils empathy amongst the students.