SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVERNMENT HAMIDIA ARTS AND COMMERCE COLLEGE

GOVT. HAMIDIA ARTS AND COMMERCE COLLEGE BHOPAL, BUDHWARA
HATHIKHANA, BHOPAL, MADHYA PRADESH PIN 462001
462001
www.govhamidiacollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Education has enormous puissance on the young minds and can play a significant role by moulding them into complete individuals. Government Hamidia Arts and Commerce College, Bhopal has been marching towards excellence by incessantly striving to provide a quality learning experience leading to new insights, fresh approaches, exploration and dynamic attitude.

Starting its majestic sojourn in 1946, it has been perpetually endeavoring to ignite, enlighten and broaden young minds. The grand edifice, lush green campus and the placid lake near-by offer a pristine back drop for teaching- learning. The distinctive feature of this abode of learning is its tremendous diverseness and vitality. The students have cornucopia of talents. They have not only excelled in academics but have made a distinct mark in the sphere of sports, social service and altruism. They have been the ambassadors of unity and harmony and have spearheaded a number of social and environmental campaigns. The institute has distinguished itself by a unique amalgamation of cultural values, professionalism, community engagement, humanism and social responsibility. The college has a well maintained campus spread over 29012.24 square meters of land.

The institute envisages to achieve academic excellence by offering high quality education. It is entirely committed to attain its mission to foster holistic development by enhancing cognitive abilities, nurturing professional growth and inculcating environmental, moral and social concern.

The institute has been given prestigious status of the lead college. The institute takes great pride in its alumni who have excelled in their respective fields. Some of the notable luminaries of this institute are-

Dr. Shankar Dayal Sharma, former President of India, Shri Shivraj Singh Chouhan, Chief Minister of Madhya Pradesh; Shri Aziz Qureshi,   former Governor Uttarakhand; Shri O.N. Shrivastava, former Governor of Manipur; Smt. Najma Heptullah, former Chairperson Rajya Sabha and Justice Faiz-auddin. The college is affiliated to Barkatullah University, Bhopal under section 2(f) and 12(B). It was accredited by NAAC at B+ in the year 2004 and was awarded 2.90 credits in the year 2014.

Vision

The vision of Govt. Hamidia Arts and Commerce College, Bhopal is to be recognized as a catalyst in providing quality education. We aspire to achieve academic excellence by offering quality education which aims at holistic development of the students by enhancing cognitive abilities, nurturing professional growth, inculcating spirit of service, augmenting intellectual curiosity, promoting ethical values and equipping the students with key 21st century skills. The college aims to foster all round excellence in the students through scholastic, cultural, altruistic, literary and nation building activities. The vision of our college is to incorporate skills and values thereby preparing the students for more meaningful and satisfying lives.

Mission

Government Hamidia Arts and Commerce College, Bhopal has been assiduously striving to achieve academic

excellence by offering high quality education with equity and inclusion. The institute endeavours to achieve academic excellence through –

Imparting high quality education to equip the students with knowledge and skills in their chosen streams.

Ensuring academic excellence by fostering research, innovation and entrepreneurial attitude in the students.

Enhancing analysis based learning and nurturing creativity by expanding the learning spectrum.

Providing the students, a plethora of opportunities for holistic grooming. The institute zealously pursues the mission of creating well- rounded, multiskilled and socially responsible global citizens through practices and activities such as- Yoga and meditation, environment awareness activities, extension activities, civic awareness drives.

Inculcating values and patriotism in the students by weaving a sense of national consciousness into the learning environment.

Strengthening national integration by celebrating pluralism through a number of cultural and outreach activities.

Identifying hidden talents of the students and offering them opportunities to excel and realize their full potential.

Facilitating an ethos for moulding the students into future leaders, entrepreneurs and above all good human beings.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Our institute is the oldest and most prestigious college of Bhopal. One of the greatest strengths of the institute is the immense diversity of talents and inclusiveness.Our college has been able to attract students from all echelons of society.
- The alumni who have made a distinct mark in national and international spheres significantly contribute to their alma mater in myriad ways.
- The institute has taken some trail blazing outreach initiatives. The college excels in altruism, extension activities and nation building endeavors.
- The college has experienced, highly qualified, assiduous and dedicated faculty members. Most of them have Ph.D. and are Research guides.They are members in Board of Studies of Barkatullah University and other universities.More than 50% teaching faculty is resource person and subject expert at state and national level.
- Responsive, effective and efficient administration is also one of the greatest strengths of the institute.
- The N.S.S. unit of our institute has won a number of accolades and awards. The accomplishments and achievements of N.S.S. are outstanding.
- The institute has a lush green campus endowed with rich flora and fauna. RUSA fund of Rs. 2 crores has been utilized for new construction, renovation and supporting infrastructure.
- Participation of students in the decision making process is ensured. They are made members in various

committees.

Institutional Weakness

- Approach road is narrow as the building is situated in a densely populated locality. One of the problems often faced by the students and faculty members is the traffic jam due to narrow approach road at the entrance.
- The students from all parts of the state come to this college to pursue their aspirations. Accommodation (Hostel) facility is not available for them.
- Transportation facility is inadequate.
- Information Technology resources are not sufficient.
- The college does not have adequate number of MOUs. The institute has been working in this direction.
- Paucity of funds sometimes hinders taking up of research activities and green initiatives.

Institutional Opportunity

- The college has tremendous potential to become a Research Hub. The students can be oriented for Research. The college can be developed into a vibrant Research and Innovation Center.
- The college has immense scope for promoting skill development and self employment. The college can become an Enabling Hub and can empower youth.
- The college has the potential to be a center for augmenting innovation and creativity. The Drawing and Painting Department has made a distinct mark in academic and co-curricular activities.
- The college can become center for Yoga and Sports training The students have made significant achievements in national and international sports events.
- The students of our college have made great contribution in outreach activities. The NSS Unit of the college can be further strengthened.

Institutional Challenge

Students are coming from diverse backgrounds. Most of them are from less privileged class and rural areas. Bringing them into the mainstream is a major challenge.

One of the challenges we have is to ensure more placements of the students in reputed institutions.

Financially weak students remain dependent on government aid. Institutional support has to be increased by introducing more freeships.

Lack of good communication skills is a major hurdle in getting better placements for students.

Better performance of the students in competitive exams has to be ensured.

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1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college offers B.A., B.Com. Plain, B.Com. (Honours), B.Com. Computer Application, B.B.A. and BCA at the undergraduate level, M.A. in 11 subjects as well as M.Com. The college is also a Research Center for Ph.D. As per the directives of the Department of Higher Education, M.P. Govt., Annual pattern of exam for U.G. level and Semester system for P.G. level is being followed. The various academic and co-curricular activities of the institute are conducted in accordance with the Academic Calendar issued by the Department of Higher Education, at the commencement of the academic session. The Academic Calendar comprises of Admission Schedule, Teaching, Examination and Continuous Comprehensive Evaluation (CCE) details. The Academic Calendar also indicates the annual working days, co-curricular and Sports activities. It is displayed on the college Notice Board as well as College Website. A meticulous weekly planner is prepared by the faculty members and various teaching modes are applied for effective teaching learning. As the institute is affiliated to Barkatullah University, Bhopal the syllabus is framed and updated by the University.

Many faculty members from the institute are members in the Central Board of studies , Barkatullah University, Bhopal who present their views on the updatation of syllabus, inclusion of relevant topics and other issues related to exams and evaluation. During the last five years, 04 Add on courses/certificate programmes have been introduced by the institute.

There are contents in the syllabus being followed by the college which inculcate awareness regarding gender, human values and environment. These topics are covered in syllabi of U.G. and P.G. Classes. Project work/internship is an integral part of the syllabus of final year classes. Workshops, Lectures, Seminars, Webinars and other activities like collage making, slogan writing, group activities to inculcate awareness regarding the issues of gender sensitivity, environment and human values are regularly held. Feedback from students, teachers, employers and alumni is obtained on a regular basis and is analyzed with the aim to provide a gratifying learning experience to the students. The process of Continuous Internal Assessment is transparent, systematic, comprehensive and guidance oriented.

Teaching-learning and Evaluation

The institute has been incessantly striving to accomplish its mission of achieving academic excellence by offering high quality education. During the last five years, 12 programmes are being offered at P.G. level and 06 at U.G. level. B.Com. Honours programme has been introduced from 2018-19. There has been a consistent rise in the number of students admitted. The college strictly adheres to the rules, regulations and guidelines issued by the Higher Education Department, Madhya Pradesh. The admissions are done at the level of Higher Education Department and the seat allotment is also done by the department. The students from diverse backgrounds take admission in the college to pursue their dreams and ambitions.

The college is marching ahead in the quest for excellence with the dedicated team of 85 full times faculty members. Most of them have Ph.D. degree and 33 are recognized research guides. The average pass percentage of the last five years is 91 percent. It is worth mentioning that in the University Merit List declared in the year 2019, first three positions in Sanskrit, first position in Urdu, first two positions in Political Science and all five positions in Fine Arts were occupied by our college.   The institute offers the students every possible opportunity of learning within and outside the classroom. Creativity, positivity and vibrancy have been integrated in the ethos of our college. A glimpse of this creativity, resilience and High Adversity Quotient of

our students was seen during testing Covid times. The students of our college initiated Awareness drives, Blood donations camps and distributed food packets to the less privileged. It is indeed gratifying to behold their enthusiastic and vibrant response to the needs of the society. The college organizes a string of activities like debates, field trips, quiz, role play, poster presentation, group work, slogan-writing, workshops, industrial visits, exposure visits, and participation in career fairs to enhance learning and nurture creativity.

E content materials are provided to supplement classroom teaching. Expert lectures, webinars, trainings are regularly held which go a long way in broadening the learning spectrum of the students.

Research, Innovations and Extension

The college also organizes a number of community services activities. The outreach activities of our college have been phenomenal. The college has initiated and organized activities like- Cleanliness drives, environmental awareness campaigns, health checkup camps, plantation, literacy campaigns, voter awareness campaigns, AIDS awareness, tobacco harms awareness, digital literacy, financial literacy program and various other activities. The villages Hinauti Sadak and Bhoyi pura have been adopted by the N.S.S. Unit .

A number of initiatives have been taken to build a robust innovation ecosystem in the institute. The faculty members of the college have been significantly contributing to research in myriad spheres. A number of books and research papers have been published by the faculty in the research journals in the last five years. They have participated, presented papers, chaired the sessions and have been resource persons in a number of seminars, workshops and symposiums at national and international level. A number of books have been published by the faculty members in the last five years. The college is the research center for PhD. 33 faculty members of our college are Ph.D. guides. Pre Ph.D. Vivas are held regularly which go a long way in promoting research culture in the institute. More than hundred PhDs were awarded under the guidance of the faculty members in the last five years. Inter faculty research journal is being regularly published by the college.

A seminar on Contemporary Research in Commerce and Management was organized by the Department of Commerce in September 2019. Lectures of eminent experts are regularly held. Seminars, workshops, webinars and discourses are organized to keep the students updated with the latest trends and nurture creative thinking. Short term trainings on skill development are held in the wake of changing dimensions of education globally. The college in collaboration with RCVP Noronha Academy conducted the COMMIT Training for their teaching and non-teaching staff. Industrial visits are organized regularly by Swami Vivekananda Career Guidance Cell to promote vestibule learning. The teachers regularly participate in Faculty Development Programmes. 02 MOUs have been signed and a number of MOUs are on the on anvil.

Infrastructure and Learning Resources

The college has well maintained campus spread over 29012.24 square meters of land. The Administrative Block of the college is in the center of the campus. The Principal's chamber is in the A Block.

There are 25 classrooms out of which O5 are smart classrooms and a Virtual Classroom which has ICT facility for presentation, animation and graphics for detailed explanation of lectures.

There are four well-functioning labs, furnished with latest equipments. These are Computer Lab, Geography Lab, Psychology Lab and two labs of Fine Arts.

The college has a Multipurpose Hall, Seminar Hall and a Conference Hall. The Multipurpose Hall (Swarna Jayanti Sabhagar) is being used for seminars, Yoga, Indoor games and a plethora of literary and cultural activities.

There are adequate number of washrooms for boys, girls and staff. The washrooms are always spic and span. The college has a rich library having around 127935 books for the students. The library has sufficient learning resources, both physical and e-resources like membership of N-LIST which facilitates access to more than 6000 e-journals and above one lakh e-books. Library is partially automated and complete automation process is in progress.

The college has 14 Teaching Departments. Each department has a departmental library and a computer system with internet.

The college also has a Network Resource Centre (NRC) to facilitate optimum use of information technology in teaching learning. As the college is totally committed to its aim of the holistic development of the students, we have adequate facilities to ensure and promote active participation of the students in sports activities. We have facilities for outdoor games such as play ground for Basket Ball, Volley Ball, Kabaddi, Karate and Ball Badminton. We also have facilities for indoor games such as Table Tennis, Carrom, Chess, Judo and Badminton. The college also has a Canteen, Sick room, IQAC room, Virtual classroom, N.S.S. room, N.C.C. room, Swami Vivekananda Career Guidance Cell and Placement Cell. There are facilities like ramps and washrooms for differently abled. Drinking water facility is available. There is enough parking space for two wheelers and four wheelers available in the institute.

Student Support and Progression

Institute has consistently been involved in Student Support and progression activities be it via various scholarships granted by the Institution on behalf of the government like Post Matric Scholarship, Awas Yojna, Vikramaditya Nishulk Shiksha Yojna for poor students and Mukhya Mantri Medhavi Vidyarthi Yojna. Dr. O.N. Shrivastava Pratibha Samman Meritorious Scholarship in Commerce and Arts is given as a freeship to further support and motivate students excelling in studies. Apart from financial support, various capacity building and skill enhancement initiatives have also been undertaken by the institute for the holistic development of students be it soft skills, language and communication skills, life skills and ICT/Computing skills. The Institution has also been actively involved in providing Competitive and Career Guidance but it still has a long way to go in this direction. The beneficiaries of these programs have consistently been increasing. The institution is relentlessly making efforts in this direction to ensure increased placements and success in examinations.

The institution also has a well-organized and coordinated mechanism to timely redress student grievances including sexual harassment and ragging cases. Committees are reconstituted at the start of every session and carefully monitor and act as per policy guidelines.The policy of Zero tolerance towards ragging has been adopted by the college. Students' representation and engagements in various administrative bodies like IQAC, Anti Ragging Cell, NSS, Amalgamated Funds (AF) etc. is also being ensured. Student union elections are held as per Department of Higher Education advisories and guidelines to imbibe democratic and participative decision-making process besides inculcating responsible behavior amongst students.

The Institute also has an impressive list of alumni who are significantly contributing in various ways towards the progress and development of the institute. The Alumni association has been registered recently which is a

significant milestone in this direction. We have a close network of connectivity with our Alumni spread all across and holding eminent positions since the year 1946 (our establishment year). They have been providing all possible help as and when required and are made an integral part of our policy and decision-making process by their membership in Internal Quality Assessment Cell (IQAC).

Governance, Leadership and Management

For day-to-day functioning the college takes guidance from its vision, which aims at universal access to quality education, with full utilization of human potential. It endeavours to make teaching and learning relevant in present scenario. Principal is the highest authority to take decisions, who is guided by the orders issued by the Dept of Higher Education MP. The college has a well-defined organizational structure, with decentralized powers conferred to Head of the Departments and convenors of various functioning committees. The Anti-Ragging and Discipline committee follows Zero tolerance policy on ragging. In financial matters, the Principal is assisted by Drawing & Disbursing Officer, who also ensures regular audit of accounts. The college follows govt guideline on e-governance for admissions, examinations, finance and accounts. As regards the welfare measures for faculty and staff, the college follows government rules for various types of leaves, provident fund, pay advance etc.

The college has an Internal audit Committee that ensures financial transparency, the issues regarding budget, income and expenditure. It tallies the fee received from students. The IQAC consistently strives to institutionalize quality assurance strategy and processes every level of functioning of the College by enhancing the effectiveness of Teacher attributes and focusing on multidimensional development of students

The teaching faculty is encouraged to participate in workshops, seminars, and conferences in other organizations to upgrade their knowledge and skills, with financial support from the college. The college takes initiatives towards resource mobilisation and generation of funds from various sources for campus and infrastructure development and scholarships. These include non-govt bodies like *Janbhagidari* and O.N. Srivastava Scholarship. Role of IQAC is notable in upgrading of college infrastructure.

IQAC takes initiatives towards sustenance and quality enhancement. As per the guidelines of NAAC, more ICT measures have been incorporated in teaching and learning process. Faculty empowerment strategies include Induction programmes, Performance Appraisal and Feedback. IQAC is involved in planning, auditing performance, examining strategic issues and in maintaining quality parameters.

Institutional Values and Best Practices

Govt Hamidia Arts & Commerce College takes pride in its core values, which is integrity with the highest standards in academic, professional, and ethical spheres. Gender equality and women empowerment are among its top agenda. Gender related activities to sensitize students in the campus are conducted. Equal and respectful treatment towards fellow women staff members and students, their safety and security are ensured as per provisions of the Sexual Harassment of Women at Workplace. Students and Faculty are given counselling and sensitized through special lectures on workplace etiquette, ethics, respect, and tolerance towards the opposite sex.

On the environment front, the institution first adopted polythene-free practices; with installation of a 5 KV functioning solar system thus reducing its carbon footprint. Measures are taken to segregate different types of

waste generated in the campus; e-waste is stored separately for disposal. The no-plastic oath taken by students goes a long way in maintaining entire surroundings clean. Hamidia has adopted three nearby villages for spreading awareness on cleanliness and hygiene. Students interact with villagers, distribute pamphlets, write slogans, and play *Nukkad Natak*. With respect and sensitivity towards differently abled persons, separate washroom and ramps are provided. The spirit of national integrity is instilled among students by celebrating national festivals and anniversaries of eminent personalities. 'Book of Ethics' and Code of Conduct is uploaded on website.

Two best practices of the college – Yoga & Meditation and Holistic Development – help students maintain balance between mind and body. Students have excelled in several sports and won laurels for the institution at International, National, and State level. Hamidia has a been part of cultural exchange programme with north-eastern states. Distinctiveness of the college is Social Responsibility and Commitment. The students campaigned to help flood victims of Kerala and carried out several awareness drives in Bhopal city and nearby villages, like need of social distancing and sanitization, free food distribution during COVID lockdown, Digital India initiative, disaster management, voters' awareness, etc.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT HAMIDIA ARTS AND COMMERCE COLLEGE
Address	Govt. Hamidia Arts and Commerce College Bhopal, Budhwara Hathikhana, Bhopal, Madhya Pradesh Pin 462001
City	Bhopal
State	Madhya Pradesh
Pin	462001
Website	www.govhamidiacollege.com

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Anil Shivani	0755-2660447	9425080163	0755-2660447	heghaaccbho@mp.gov.in
IQAC / CIQA coordinator	Pradeep Kumar Sharma	0755-2660081	9425445183	0755-	drpradeepsharma65@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Men
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-07-1946

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Madhya Pradesh	Barkatullah University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	15-07-2013	View Document
12B of UGC	15-07-2013	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Govt. Hamidia Arts and Commerce College Bhopal, Budhwara Hathikhana, Bhopal, Madhya Pradesh Pin 462001	Urban	7.169	18210.9

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	XII	English,Hindi	800	585
UG	BCom,Commerce	36	XII	English,Hindi	105	100
UG	BCA,Commerce	36	XII	English,Hindi	80	34
UG	BBA,Commerce	36	XII	English,Hindi	60	42
UG	BCom,Commerce	36	XII	English,Hindi	60	0
UG	BA,Arts	36	XII	English,Hindi	15	2
UG	BA,Arts	36	XII	English,Hindi	15	2
UG	BA,Arts	36	XII	English,Hindi	15	1
UG	BA,Arts	36	XII	English,Hindi	15	1
UG	BA,Arts	36	XII	English,Hindi	85	82
UG	BA,Arts	36	XII	English,Hindi	25	24

UG	BA,Arts	36	XII	English,Hindi	15	4
UG	BA,Arts	36	XII	English,Hindi	15	8
UG	BA,Arts	36	XII	English,Hindi	15	1
UG	BA,Arts	36	XII	English,Hindi	25	23
UG	BA,Arts	36	XII	English,Hindi	35	33
UG	BA,Arts	36	XII	English,Hindi	15	1
UG	BA,Arts	36	XII	English,Hindi	15	4
UG	BA,Arts	36	XII	English,Hindi	15	8
UG	BA,Arts	36	XII	English,Hindi	15	2
UG	BA,Arts	36	XII	English,Hindi	25	25
UG	BA,Arts	36	XII	English,Hindi	15	2
UG	BA,Arts	36	XII	English,Hindi	15	8
UG	BA,Arts	36	XII	English,Hindi	100	90
UG	BA,Arts	36	XII	English,Hindi	15	3
UG	BA,Arts	36	XII	English,Hindi	15	6
UG	BA,Arts	36	XII	English,Hindi	15	11
UG	BA,Arts	36	XII	English,Hindi	15	1
UG	BA,Arts	36	XII	English,Hindi	40	36

UG	BA,Arts	36	XII	English,Hindi	15	1
UG	BA,Arts	36	XII	English,Hindi	40	38
UG	BA,Arts	36	XII	English,Hindi	20	20
UG	BA,Arts	36	XII	English,Hindi	15	1
UG	BA,Arts	36	XII	English,Hindi	15	14
UG	BA,Arts	36	XII	English,Hindi	15	3
UG	BA,Arts	36	XII	English,Hindi	20	19
UG	BA,Arts	36	XII	English,Hindi	25	22
UG	BA,Arts	36	XII	English,Hindi	15	1
PG	MCom,Commerce	24	UG	English,Hindi	300	143
PG	MA,Arts	24	UG	English,Hindi	80	71
PG	MA,Arts	24	UG	English,Hindi	60	36
PG	MA,Arts	24	UG	English,Hindi	60	54
PG	MA,Arts	24	UG	Hindi,Urdu	40	10
PG	MA,Arts	24	UG	English,Hindi	80	78
PG	MA,Arts	24	UG	Hindi	70	60
PG	MA,Arts	24	UG	English,Hindi	40	23
PG	MA,Arts	24	UG	English	70	64
PG	MA,Arts	24	UG	Hindi,Sanskrit	50	30

PG	MA,Arts	24	UG	English,Hindi	60	23
PG	MA,Arts	24	UG	English,Hindi	40	18
Doctoral (Ph.D)	PhD or DPhil,Commerce	72	PG	English,Hindi	48	15
Doctoral (Ph.D)	PhD or DPhil,Arts	72	PG	English	48	15
Doctoral (Ph.D)	PhD or DPhil,Arts	72	PG	English,Hindi	6	0
Doctoral (Ph.D)	PhD or DPhil,Arts	72	PG	English,Hindi	24	12
Doctoral (Ph.D)	PhD or DPhil,Arts	72	PG	Urdu	8	4
Doctoral (Ph.D)	PhD or DPhil,Arts	72	PG	Hindi	16	8
Doctoral (Ph.D)	PhD or DPhil,Arts	72	PG	English,Hindi	24	14
Doctoral (Ph.D)	PhD or DPhil,Arts	72	PG	Hindi,Sanskrit	16	2
Doctoral (Ph.D)	PhD or DPhil,Arts	72	PG	English,Hindi	6	1
Doctoral (Ph.D)	PhD or DPhil,Arts	72	PG	English,Hindi	16	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				53				7				9
Recruited	24	29	0	53	0	7	0	7	3	6	0	9
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				36
Recruited	34	2	0	36
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				3
Recruited	3	0	0	3
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	3	1	0	0	0	0	0	0	0	4
Ph.D.	21	28	0	0	7	0	1	2	0	59
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	4	0	6

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	4	12	0	16

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	3918	0	0	0	3918
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	1093	0	0	0	1093
	Female	68	0	0	0	68
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	33	7	0	0	40
	Female	31	0	0	0	31
	Others	0	0	0	0	0

24-11-2021 12:00:06

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	1107	1008	787	620
	Female	10	14	7	8
	Others	0	0	0	0
ST	Male	310	229	189	143
	Female	5	3	4	4
	Others	0	0	0	0
OBC	Male	1927	1788	1548	1322
	Female	41	19	20	10
	Others	0	0	0	0
General	Male	1419	1240	1163	1134
	Female	20	13	19	18
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		4839	4314	3737	3259

24-11-2021 12:00:07

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
440	440	413	413	413

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
28	28	27	27	27

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4839	4314	3737	3259	2534

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1820	1424	1281	1281	1271

24-11-2021 12:00:09

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1222	1170	918	717	594

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
85	85	85	81	71

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
75	75	75	75	75

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 27

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
90.28	119.88	124.83	125.72	82.21

4.3

Number of Computers

Response: 133

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college is making concerted efforts to ensure effective curriculum delivery in order to achieve excellence in teaching learning. A well formulated mechanism has been adopted by the college which is in accordance with the directives of the Department of Higher Education, M.P. Govt. Monthly Teaching Plan is prepared by each teacher in congruence with the syllabus of the allotted class. As the college is affiliated to Barkatullah University, Bhopal, the syllabus is designed by the University. To ensure effective delivery of course curriculum, the teaching methods adopted are traditional methods, on line classes, Power Point Presentation and collaborative learning. The overall involvement of the student is ensured by the teacher throughout the lecture. Elaborate lecture plan is scrupulously devised by the teacher stating the objective and topics covered. The teaching plans are displayed on the notice board in advance.

Effective and meticulous teaching is ensured by regular maintenance of attendance register and Teaching Diary by the teacher which are duly signed by the Head of the Department and the Principal at the end of every month. A coalesce of traditional and non- traditional methods is used for teaching. The teaching planners are prepared by the faculty members after detailed apportionment of the syllabus among all the faculties of a particular department. The students are permitted to fill examination forms and avail scholarships on the basis of their attendance. In case of leave taken by the teacher the class is assigned to some other faculty so that the curriculum does not lag behind. Department of Higher Education (M.P. Govt.) conducts virtual classes for the students. The college motivates them to attend these classes which augments their learning. Departmental Time Table is made according to the time slot provided in the main Time Table which is strictly followed by all the teachers. The completion of the course curriculum within the scheduled time frame is ensured by all the faculty members. The various teaching departments strive for effective curriculum delivery through innovative and student centric methods. In the commencement of the session an assessment of the students' aptitude and expectations relating to the course is made. A meticulous plan is devised accordingly based on the teaching calendar; comprehensive enough to cover the available time frame, yet sufficiently flexible to allow changes. All the decisions regarding curriculum delivery are taken after consultation and deliberations among faculties in departmental meetings. Faculty members take utmost care to ensure timely completion of entire syllabus. As we have diverse variety of students, we adopt multi-pronged strategy in curriculum delivery for providing equitable, inclusive and quality education. There is also a provision for Remedial Classes to help the weak students.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Academic Calendar is a strong foundation of academic activities. As per the directives of the Department of Higher Education, M.P. Govt., Annual Pattern of exam for U.G. level and Semester System for P.G. level have been implemented. A Comprehensive Academic Calendar is issued by the Department of Higher Education at the commencement of the academic session. The academic calendar also indicates the annual working days, co-curricular activities, youth festival and sports activities. The various academic activities are conducted in accordance with the Academic Calendar which mainly comprises Admission schedule, Teaching, Examination and Continuous Comprehensive Evaluation details. The Academic calendar is displayed on college website and notice boards so that the students can plan accordingly. Admission Process is conducted on line as per the guidelines and schedule given by the Higher Education Department. Examinations are conducted as per the Time Table of the Barkatullah University, Bhopal.

Continuous Internal Evaluation is an integral part of teaching learning process. CIE has a well structured mechanism which is transparent, systematic, comprehensive and guidance oriented. The faculty members evaluate the performance of their students in accordance with the course objectives. The Concerted and concurrent innovative initiatives are taken at every level to engender creativity in the students as envisioned in the mission statement. Some of the modes used for the assessment of the students to broaden the horizon of their learning are-

1. Group Discussion
2. Class Room Teaching
3. Poster/Chart making
4. Assignment
5. Question Bank (prepared by the students)
6. Class Test
7. Quiz
8. Surprise Test
9. Presentation by the students

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

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

Response: 0

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

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 4

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	0	0

File Description	Document
List of Add on /Certificate programs	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)
Link for Additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0.97

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
116	37	60	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Our College is a Government College, affiliated to Barkatullah University. Hence, there are some limitations in introducing relevant topics in the curriculum. However, there are contents in the syllabus of Barkatullah University integrating issues relevant to gender, human values and environment. All the Under Graduate Courses have compulsory paper Foundation Course- 'Moral Values and Language'. This Course goes a long way in making the students acquainted with Indian culture and human values. Foundation Course II year includes Environmental Studies which inculcates awareness regarding environmental issues.

The topic "Role of women in the Indian National Movement" has been included in B.A. III, Paper- History of India from 1858 AD to 1950 AD. In the Paper, History of India from 1740-1857AD, Role of Women in

Freedom Struggle is included.

B.A. I Sociology, Paper- Indian Society discusses gender inequality at length. B.A. II Sociology, Paper Social Processes and change enumerates various special laws relating to women's safety.

B.A. I Sociology, Paper- Rural, Urban and Tribal Society contains myriad issues related to Indian women.

B.A. I, Geography, Paper- Introduction to geography and human geography includes significant perspectives of the relationship between humans and environment. In the paper- Environment and Resource analysis the interdependence of resource and environment is analyzed and it deals with issues like biodiversity and sustainable development.

In M.A. III Semester History- Paper, "Women in Indian History", the position of women in reform movement has been analyzed.

The Department of Sociology organized seminars, group discussions and lectures on relevant issues. The Activity club of the department organized a seminar on the topic corruption versus courtesy on 26-02-15. A discourse on Environmental Awareness was held on 27.11.17 .

In English Literature, the compositions of sapient literary luminaries like Tagore and Sri Aurobindo acquaint the students with India's rich cultural heritage. The profound works of J.L. Krishnamurty and S. Radhakrishnan beautifully portray moral, social and human values. The works of women writers –Virginia Woolf, Kamala Das, Shashi Deshpandey foster gender sensitivity and raise ideas and concerns regarding double standards, restrictions, challenges and equality. Poetic compositions of Wordsworth, Shelley, Keats and Blake passionately urge to return to nature.

The socially relevant issues relating to gender, human values and professional ethics have been integrated into the larger framework of the syllabus through a series of activities which ensure to keep theses significant and crucial discourses in the heart of curriculum delivery. As raising environmental awareness in the students is of paramount significance, a Green Club has been constituted in the college which has been constantly striving to heighten concern regarding environmental issues. A number of activities like planting saplings, slogan writing, poster making, essay writing and discourses on environmental issues, waste management, water conservation and cleanliness are regularly organized by the club. The Cultural Club of the college has been organizing multifarious activities like creative writing debates, elocution,

drama, dance, group song, painting , poetry writing and group discussions to promote national integration and restoration of cultural values.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.07

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
11	14	13	15	12

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<u>View Document</u>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<u>View Document</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<u>View Document</u>
Any additional information	<u>View Document</u>

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 6.51

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 315

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 68.38

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2285	2079	1718	1690	1473

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2932	2847	2562	2562	2542

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 90.74

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1618	1528	1172	1156	963

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

Slow learners and advanced learners are identified by the various teaching departments of the college. The identification is done through academic performance of the previous year, personal interaction, Question-Answer Session, Quiz, interviewing and marks in C.C.E.. The endeavors made for the enhancement of the intellectual capability of slow learners are special lectures, doubt-solving sessions, individual guidance and use of ICT tools. All Departments offer remedial classes to help overcome learning difficulties in regular class. Remedial classes are scheduled after regular classes. The students who are identified as advanced learners are given opportunities to excel by ensuring their participation in National, University and District level Competitions. They are also given special trainings to augment their skills. Brain storming, text book reading, debates, discourses; group-discussions have proved to be significant milestones in enhancing cognitive abilities and enriching the intellectual curiosity of both slow and advanced learners.

Activities organized for slow learners:

1. Special attention is paid on slow learners in the class so that they are not left out. Individual guidance and counseling by the faculty in the class goes a long way in boosting confidence and improving the performance in exams.
2. Motivational lectures, expert talks, discourses are arranged throughout the session.
3. Books, notes, questions papers of previous years are provided. They are given tips on answer writing in exams.
4. Doubt solving sessions are organized by the various departments.
5. Remedial Classes are regularly conducted in the college for weak students. Difficult topics are identified and taken up in these classes. There is a special time slot allotted for remedial classes in the time table. The faculty members go an extra mile to ensure that the weak students grasp and comprehend the topic taken up in these classes. A separate committee has been constituted to monitor the teaching learning in the class. The feedback is taken from the students time to time and required changes are made.

Activities undertaken for advanced learners:

The college takes every possible measure to enhance the talent of the advanced learners:

1. The advanced learners are motivated to participate in various literary, academic, cultural and co-curricular activities held in the college.
2. They are given notes and provided links on web for extra study material.
3. They are encouraged to go beyond the syllabus and explore more on the subject.
4. They are given guidance to excel in their respective spheres.

The result of the endeavours made for the advanced learners is reflected in the scintillating performance of the students in the University exams.

It is worth mentioning that in the university merit list declared in the year 2019, first three positions in Sanskrit, first position in Urdu, first two positions in Political Science and all five positions in Fine Arts were occupied by our college. The brilliant performance of the students speaks volumes of the collaborated efforts of teachers and students.

File Description	Document
Upload any additional information	View Document

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

Response: 57:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The progress, quality and standard of a college vastly depends on the student centric methods adopted by the institute. With the paradigm shift in higher education, it is imperative to place learners at the heart of learning process. The department of Hindi practices the techniques of personality development to broaden the horizon of learning and to enhance intellectual capabilities of the students. Group Discussions and Poster making are done to cultivate interest in the subject. Alumni experience sharing, Audio-Visual Aids, Mobile-Apps are used by the department of Sanskrit to impart knowledge, augment learning and helping the students explore career prospects in this sphere. The Department of Sociology collects relevant and useful information through reference books, magazines and newspaper cuttings. Besides this, the Department uses ICT tools, Remedial Classes and Virtual Classes to enhance the quality and relevance of learning and strengthen inclusion. The department of Psychology organizes lecture series and endeavors to elevate the intellectual standard of the students through group-discussions, counseling and use of audio-visual aids. The department of English organizes a string of activities like group discussions, workshops, Quiz, Debate, Computer assisted learning and student class presentations to enhance learning.

The Department of History strives to make learning more engaging through question-answer sessions, critical analysis and interpretation, charts, maps and excursion. The Department of Philosophy adopts verbal, non verbal and reasoning techniques. Keeping in view, preparation for competitive exams the

Department of Political Science uses techniques to augment skills in answer writing, prepares charts and collects newspaper cuttings with the students. The departments of Commerce and Economics deliver information regarding various employment oriented schemes through techniques like Quizzes, Lecture series, Training for specific requirements, Industrial Visits etc.

The institute offers the students every possible opportunity of learning within and outside the classroom. Creativity, positivity have been integrated in the ethos of our college. A glimpse of this creativity, resilience and High Adversity Quotient of our students was seen during testing Covid times. The students initiated awareness drives, blood donations camps and distributed food packets to the less privileged. One of our Fine Arts students sketched exquisite live portrait sketches of doctors, nurses when she was herself admitted for treatment in the hospital. It is indeed euphoric to behold the broadening of their experiences towards innovative creativity and vibrant responses to the needs of the society. The college organizes a string of activities like debates, field trips, quiz, role play, poster presentation, group work, slogan-writing, workshops, industrial exposure visits, and participation in career fairs visits to enhance learning and nurture creativity.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Information and Communication Technology has an enormous scope to support, enhance and optimize active learning. It is a robust and dynamic tool which can immensely help the teacher to augment learner motivation and engagement. The various Departments of the college have been assiduously using diverse set of ICT tools to communicate, create and disseminate knowledge. Their endeavour is to make learning more effective through Power Point Presentations, individualized instructions, accessing online resources and fostering student interaction, departmental blogs, graphs, e-notes, online C.C.E., drawing and graphics programmes. The college has smart classrooms, Network resource centre and virtual class.

E content materials are made available to the students to supplement class room teaching. Zoom, Google Meet and networking sites are meticulously used for online teaching. Expert lectures and webinars are held regularly. The college has a vibrant culture of engendering creativity; hence emphasis is given to update and diversify teaching methodologies.

The Departments of English and Hindi have been dexterously using ICT tools to enhance communication skills in the students. The Network Resource Centre enables the students to access the best study material and allures them to study more. It has been immensely instrumental in broadening the learning spectrum of the students.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 97:1

2.3.3.1 Number of mentors

Response: 50

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 108.53

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 83.77

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
72	71	70	69	59

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 9.94

2.4.3.1 **Total experience of full-time teachers**

Response: 845

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Evaluation is an integral part of teaching-learning process and is of paramount significance in achieving learning outcomes as it plays key role in measuring educative effectiveness. The Department of Sanskrit conducts Internal Evaluation through short, long and Objective type of Questions, Individual Presentations, Group Discussions and Direct interaction with students. The Department of History adopts a variety of measures to ensure rigour of the internal assessment process which include written exams (objective and long questions), group discussion, presentation, class room teaching and assignment.

The Department of Psychology conducts internal assessment through assignments, content analysis, and presentation. E-quiz, group discussion, multiple choice questions, assignments, class-room teachings are adopted by various departments for through and meticulous assessment of the students.

File Description	Document
Link for additional information	<u>View Document</u>

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

Response:

Govt. Hamidia College is affiliated to Barkatullah University. College exams are conducted by the University. The grievances and queries of the students regarding exams are forwarded by the Principal to the concerned Examination Controller for redressal. Examination related grievances are redressed on the basis of the records maintained in the Examination Control Room. The non-teaching staff from the office have also been assigned the responsibility to contact the University and present the maintained records to facilitate and ensure speedy redressal of the grievances.

2.6 Student Performance and Learning Outcomes

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

Response:

The college has been consistently striving to achieve intended learning outcomes through conerted efforts at every level. The vision, mission, objectives, have been clearly displayed on the college website and the notice board in the various Departments so that the students can make informed decisions regarding their career goals.

Introduction programmes, orientation programmes, SWOC analysis lectures are organized at the commencement of each sessions so that the students can map the course outcome. The course outcome and specific course outcomes are shared with the students in classroom discussions and expert lectures. These course outcomes and specific programme outcomes have been meticulously prepared by the various departments after deliberate and detailed discussions with the faculty members and other experts in the related field. The college makes incessant endeavors in enhancing pedagogical methods to augment the attainment of outcomes through teaching learning in the class. The faculty members are encouraged to attend workshops, seminars, conferences and FDPs to keep them updated and better equipped to achieve intended learning outcomes. The emphasis is being given to focus on the course outcome with simultaneously nurturing the values of a responsible Indian citizen as envisioned in our mission statement. faculty members are in the Board of Studies which given the college an added advantage of having a more lucid perspective of learning and course outcomes. The Alumni Meets are organized regularly. They share their experiences and valuable insights. These Meets certainlty help the students in being better prepared for the professional world.

The interaction with former students regarding the skills required in a particular sphere and the challenges go a long way in giving the students a concrete and clear picture of the programme outcome, thereby helping them to plan their careers in a better way. The college also organizes expert lectures on SWOC analysis and capability enhancement through career guidance and placement cell which help the students to achieve expected course outcomes.

File Description	Document
Past link for Additional information	**View Document**

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

Response:

Govt. Hamidia Arts and Commerce College has been incessantly striving to elevate the students to a higher level of knowledge, competence and creativity. The course outcomes, programme outcomes and specific programme outcomes are constantly measured by assessment and evaluation done by the faculty members of the concerned department. There is a committee which regularly monitors the attainment of course outcomes and gives guidelines to the concerned departments. Student feedback is also obtained and shared with the faculty members. The assessment of course outcomes is done on the basis of internal continuous assessment. Several methodologies are adopted by the faculty members for continuous internal assessment which are as follows:

(i) Written assignments   (ii) Class tests   (iii) Quiz (iv) Project   (v) Lab work (vi) Internship

The above mentioned assessment methodologies help the faculty members assess the students on continuous basis and keep a tab on the attainment of course outcomes and programme outcomes. Individual as well as group assignments are given to assess course outcomes and programme outcomes. Students are also encouraged to give classpresentations and participate in group discussions.

University exams are held at the end of each semester/year to evaluate the academic attainments of course outcomes. The performance of the students in university exams is regularly assessed in the departmental meetings. Effective measures are taken to improve the academic standards through innovative pedagogical approach. On completion of their courses some students opt for higher studies where as some pursue their professional aspirations and goals. There is also a robust system of student tracking, which helps in assessing course outcomes.

A gamut of activities is organized by Swami Vivekananda Career Guidance Cell to offer students every possible opportunity to explore career options. As an abode of learning and holistic grooming, we measure the attainment of course outcomes and programme outcomes not only on the basis of academic performance of the students but also in terms of having skills and values which make them stand head and shoulders above the rest. Their performance at university, state and national level competitions indicate the attainment of course outcomes.

2.6.3 Average pass percentage of Students during last five years

Response: 91.89

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1190	1125	895	540	553

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1222	1170	918	717	594

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document](#)
Paste link for the annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response: 2.94

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 7.2

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	7.20	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)

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

Response: 36.47

3.1.2.1 **Number of teachers recognized as research guides**

Response: 31

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 1.43

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1	0

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
14	14	14	14	14

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The Institution has built a robust innovation ecosystem for innovation and transfer of knowledge through the activities of various committees.

- The college organizes seminars, workshops, educational interactive sessions, lectures from eminent scholars on recent and relevant topics to keep the students updated with the latest trends and motivate the students for self-employment. Expert lectures by UPSC chairman Shri DP Agarwal, lecture on GST by CA Mr. Ankur Jain were delivered. 18 students of the college have qualified NET Exam, 01 SLET and 01 has cleared CAT exam.
- The college encourages faculty to publish their papers in journals notified by UGC and journals of national and international repute.
- Interdisciplinary journal "*Antarsankay shodhpartika*" publishes research papers of faculty of the institute as well as of other local colleges; faculty of other colleges are members of the editorial board.
- 90 hours job oriented training was given by State University New York under MOU, with the Department of Technical Education. Self-employment training in collaboration with National Education Foundation (NEF) and National Skill Development Council (NSDC), Micro small & Medium Scale enterprises (MSME).
- Industrial visits are organized by Swami Vivekananda Career Guidance Cell to promote Vestibule learning.
- Induction programme, Remedial Coaching Classes and training on Personality Development and Communication skills are organized for the transfer of knowledge to the students.

- Virtual classes are conducted from the setcom at RCVP Naronha Academy of Administration. More than 10 faculty are engaging classes from the institute.
- Career fairs are organized annually which help in giving exposure to employment opportunities. Dainik Bhaskar Group organized a competition on career options at the college.
- Our Institute in collaboration with RCVP Noronha Academy of Administration conducted the COMMIT (Comprehensive Online Modified Modules of Induction Training) training for their teaching and non-teaching staff.
- The college is a Research Centre for 10 disciplines, 146 Pre Ph.D. Viva's were held in the college. More than 100 Ph.D.'s are awarded during the last 5 years.
- Teachers of the college frequently use ICT enabled tools and resources in classes. The students are familiar with technology based learning methods. The platform of Google & Zoom were used which were later used for webinars.
- The 64th conference of All India Philosophy Association was organized in RCVP Naronha Academy of Administrative from 19-21 October 2019 which was inaugurated by the Honorable Governor. 128 Papers were read and the students of Drawing & Painting Department sketched the caricatures related to the papers read in the conference.
- Under *"Ek Bharat Shreshta Bharat"* programme a group of 16 members visited Manipur and Nagaland. During their visit the students learned about the culture, food, music, language etc. The members were invited by Honorable Governor of Manipur Dr. Nazma Heptullah who is an alumnus of Hamidia College. She presented books on the culture of Manipur State.

File Description	Document
Upload any additional information	[View Document]

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

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during last 5 years	[View Document]

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2.19

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 68

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 31

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.15

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	3	2	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
9	25	23	20	53

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

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

Response:

Govt. Hamidia Arts and Commerce College organizes a number of extension activities to sensitize the students towards community needs. The student of the college actively participate in the multifarious activities organized in the field of social service which leads to the overall development of the students. Through the NSS unit the college effectively carries out various extension activities which are as follows:

- Adoption of the viz *'HinautiSarak'* and 'Bhoyipura' and 7 day residential camp in the village to make the villagers aware of cleanliness, hygiene, their voting rights and duties.
- Health awareness programs/checkups.
- Swachchta Drive/Environmental Awareness Drive.
- Awareness Drives through Nukkad Nataks.
- AIDS awareness programs.
- Financial literacy and Digital Banking program in collaboration with SBI Bank to make the students familiar with the functioning of the bank.
- Voter awareness campaign (SVEEP).
- Industrial Visits to NAHAR Spinning Mills, Devika Herbals, Ramani Group, EICHER Tractors etc. to enhance the enterperennial skills of the students.
- Visit to Manav Sanghralaya (under "Ek Bharat Shreshta Bharat Scheme") to acquaint the students with the Tribes of India and Tribal Art. A special lecture on the cultural heritage of Manipur state was organized.
- Under "Ek Bharat Shreshta Bharat Scheme" a group of 16 members visited to, Manipur where the students learned about the culture, traditions, tourism and language of Manipur.
- Plantation program
- Blood Donation Camp
- Anti-Tobacco Rally
- Lecture on Road Safety Rules.
- Participation of the students in Republic Day Parade in New Delhi.
- Decalaration of the college campus as Plastic Free Zone.

These outreach and extension activities have not only sensitized the students towards social issues but also helped them to receive appreciation and award in the field of cleanliness from Shri Shivraj Singh Chouhan, Chief Minister of M.P. They also received award for SVEEP program.

During the COVID-19 pandemic, the volunteers of NSS along with police administration created awareness among the people to wear mask, maintain social distancing, use sanitizers and wash hands frequently as preventive measures from getting infected. Student in collaboration with Seva Bharti distributed food packets and Ration to the economically backward people. 6 students during the COVID-19 period donated blood plasma at Bansal Hospital to save the life of COVID patients.

These activities imbibed leadership, self-confidence, community relationship thus adding a multi dimension to personality. One of the bright students of college Shubham Chouhan is designated as the Brand Ambassador of 'Swachhata Abhiyan'

File Description	Document
Upload any additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 3

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 77

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry,**

community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
10	15	19	16	17

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 35.55

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

2019-20	2018-19	2017-18	2016-17	2015-16
498	1147	1894	980	1524

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 52

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	22	16	7	2

File Description	Document
e-copies of related Document	
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	
Any additional information	

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 2

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	
Any additional information	

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The College has sufficient infrastructure to facilitate quality learning experience to the students. The classrooms are well ventilated and equipped with furniture, lights and fans to provide a gratifying experience to the learners. There are 25 class rooms,out of which 05 are smart classrooms. The classes are also being held in the departments as well as corridors since C Block has been dismantled. We have well equipped 04 Labs, 02 Seminar halls with ICT facility, reading room, Girls common room, Boys common room and sick room with first aid facility.

The Library has adequate number of learning resources: physical and e-resources like membership of N-List which facilitates access to more than 6000 journals and above one lakh-books. The library has 127935 books available for students. The college has taken membership of Indian Economic Association and subscribes magazines and newspapers to keep the students updated with recent trends. Reading corner for students has been provided where they can take down notes from reference books. Photo copy facility for the students is also available. They can also take the printouts of the relevant study material.

The college is endowed with lush green campus. The campus is LAN enabled with 24/7 internet facility. The college regularly updates the infrastructure and learning resources to keep pace with the changing requirements. During the last five years physical infrastructure of the college has seen a significant expansion and updation through the construction of on-line counseling center, Seminar Hall and Multipurpose Hall. Abhivyakti Block, Computer Lab, the washrooms, as well as the canteen have been renovated. A pathway connecting all the blocks has been constructed. The smart classes and Seminar Halls have ICT facility for presentation, animation and graphics for detailed explanation of the lectures. Computer Lab has been updated.

Geography Lab and Psychology Lab. have been enriched with latest equipments to enhance learning. The college provides ICT support and technical equipment to encourage effective, efficient and engrossing methods of learning. Some of them are Smart Boards, latest Softwares, Computer systems, white boards, e-journals, LAN facility, 02 Digital Boards and mini projector.

File Description	Document
Upload any additional information	[View Document](#)

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),

gymnasium, yoga centre etc.

Response:

The College aims at the holistic development of the students as envisioned in the mission statement. We have been incessantly striving for the enrichment of physical, cognitive and social abilities in myriad ways.

The college provides the students opportunities for artistic expression through cultural club. There is abundance of talent in the students. The club provides platform for those talents to blossom and flourish. It aims to promote a dynamic cultural milieu that is preserved and honed through a gamut of activities like music, dance, drama, painting, rangoli etc. The students have performed exceptionally well in vocal and instrumental music (Tabla) and won accolades at District, University and State level. Festivals such as Independence day, Republic day, Teachers day are enthusiastically celebrated. Youth Festival is held every year. Birth anniversaries of great patriots, scholars and leading luminaries are celebrated. By bringing students together through such activities the club promotes cohesion, fosters synergy, celebrates pluralism and elevates civic pride.

As games and sports play a significant role in the enhancement of these qualities we have sufficient facilities to ensure active participation of the students in sports activities. The college facilitates all sports equipments, sports kits, T.A. & D.A. to the players participating in the various sports events. The students participating in Inter-University Sports Tournaments are provided tracksuits from the college. We have facilities for outdoor games such as sports ground, Basket-Ball, Volley Ball, Kabaddi, Karate and Ball Badminton. We also have facilities for indoor games such as Table Tennis, Carrom, Chess and Judo. The college also has a modern sixteen station multi gym with motorized Tread mill, elliptical trainer, dumble, Bike etc. The college also has a Yoga Centre for regular yoga practice. Yoga training was organized this year for the students and faculty members. Yoga Day was celebrated with great enthusiasm. We are taking every step to develop and disseminate Yoga in true spirit. The college has adequate facilities for Yoga and Meditation- a spacious hall, Yoga mats, Trained Yoga instructors. Workshops, training are held time and again to create an eco-system to upgrade and update the students.

The co-curricular activities have been the forte of our students. We have adequate facilities for such activities. There is a spacious Auditorium and Seminar Halls where the students can showcase their talents. The Multipurpose Hall was inaugurated in 2019 which is a great asset. This Hall is being used for activities like Seminars, Yoga, Indoor Games, Group Discussions and plethora of literary and cultural activities. These facilities have gone a long way in creating a cultural ethos as a result of which our performance has been scintillating in Spot Painting, Poster and Collage making, Rangoli, Music and various literary activities.

File Description	Document
Upload any additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 11.11

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 19.22

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
54.40	20.58	19.96	3.21	0.11

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The college library has been making consistent progress in terms of books, periodicals, journals and e-resources. It has also been making concerted endeavors to facilitate better services to the students. The library presently uses SOUL software (version 2.0), installed on 16th August 2019 and has broadband connectivity of 100 MBPS. The library is partially automated and the full automation process is in

progress. The N-list membership is an added asset as it gives students access to 6000+ e-journals and 100000 e-books on various subjects. College provides e-learning environment to students and research scholars. A Separate Competitive Exam Corner offers books and magazines related to various competitive exams and helps them to prepare better for these exams. The library has executed various strategic plans to provide quality learning experience to the students. SC/ST students can avail the facility of getting free text books and reference books costing around Rs. 1500/- along with stationary items of Rs. 500/- The college being the research center has an added advantage as pre Ph.D. Viva's are regularly held. The interested students can attend this Viva presentation. This facilitation of open Viva Voce fosters an effective research environment and helps the students to understand various issues and seek opportunities in myriad research spheres.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

    1.e-journals
    2.e-ShodhSindhu
    3.Shodhganga Membership
    4.e-books
    5.Databases
    6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 14.82

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
14.6	21.26	17.48	13.23	7.54

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 1.93

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

Response: 95

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has well defined mechanism for updating Information Technology infrastructure to meet current technical requirements. A provision is made in the Annual Budget for maintenance and upkeep of Information Technology infrastructure. We have a Lease Line dedicated for the college with LAN facility in the entire campus. Earlier we had Bandwidth 100 MBPS. Network Resource Centre (NRC) has been set up to facilitate optimum use of information technology. The main objective of the NRC is to create awareness and give exposure to both teaching faculty and the students about the uses of Information Technology. The centre facilitates the use of multimedia for academic pursuits. The NRC opens from 12:00 to 2:00 on all working days. The certificate course 'Libre office', spoken tutorial developed by the students of IIT Mumbai was run by the NRC in the session 2017-18. The Lingua Skill Test conducted by Cambridge University UK was held in the NRC in the session 2019-20. In the time of the pandemic, online classes and webinars are being conducted in the NRC. There is a virtual class in the college to facilitate online content delivery amongst the students. It is worth mentioning that there are only 02 such centers in

the whole of Bhopal District.

File Description	Document
Upload any additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 36:1

File Description	Document
Upload any additional information	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 0.89

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.49	0.41	0.82	0.91	0.89

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

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

Response:

The college has a structured mechanism to ensure the maintenance of physical, academic and support facilities. There are sufficient number of class rooms for routine classes and Seminar Halls for cultural, literary and co-curricular activities. We have a clean and green campus endowed with rich flora and fauna which provides a pristine backdrop for effective learning experience. There is a system in place for maintaining the cleanliness of the campus as a result of which the college has won many awards for cleanliness mission and set a benchmark in this sphere. The class rooms and washrooms are also always spic and span. There are separate washrooms in every block with adequate facility for female faculty members and girl students.

A Campus Committee has been appointed which regularly moniters the cleanliness of the campus and takes initiatives like plantation, cleanliness drives and other activities for the beautification of the campus. Separate dustbins have been installed in the campus to dispose of biodegradable and plastic waste.

The smooth and effective functioning of the library is ensured by the library committee led by the Principal. The college has been incessantly striving for the upgradation and extension of facilities to provide an intellectual milieu conducive to teaching-learning. Stock verification of the books is done every year as per the norms by the verification committee appointed by the principal. Library also seeks recommendations from various Departments to purchase books and journals to keep the library updated. The dusting and cleaning of the books is done on regular basis. The Library also has a display board where important information regarding new arrivals in books & journals and upcoming events are shared.

The college has a set and organized mechanism for regular updating and maintenance of Information Technology Infrastructure. The college has 133 computers out of which 65 are exclusively for the students. These 65 computers are with access internet facility. Network Resource Centre has been set up to facilitate optimum use of information technology in teaching learning. The NRC opens from 12.00 noon to 2 pm on all working days and record is scrupulously maintained on daily basis. A committee has been constituted by the Principal with the objective to help the students to have an access to multimedia for academic

pursuits. The steps like installation of antivirus, periodically formatting of computers, maintenance of hardware, updation of software are regularly taken to ensure smooth functioning of the facilities.

The college is leaving no stone unturned in promoting sports and games. An environment for sports and games is facilitated to the students by providing sufficient support system so as to ensure the perceived idea to become a reality. There is a separate administrative room for sports. The sport officer takes every possible measure to strengthen and enrich sports a activities in the campus. The student are trained for different sporting events as a result of which our students have won accolades at various sports events at state and national levels.

The cultural committee has been set up to promote cultural activities in the college. There is a Multipurpose Hall to facilitate practice sessions for different cultural activities such as Music, Dance, Drama etc. As it as of paramount significance to heighten environmental awareness, a Green Club has been constituted to inculcate and promote knowledge and concern regarding clean and green environment. A number of Green initatives are adopted in the college to inculcate environmentally responsible behavior in the students. Green audit is conducted on regular basis. The focus has been on green energy and renewable resources. A Solar Plant has been installed in the campus.

There is building maintenance committee to ensure the cleanliness of the building and washrooms. Canteen committee has been set up to regularly monitor the quality of the services provided. As it is imperative to ensure proper hygiene and sanitation the concerned committees regularly inspect the campus and take required decisions and appropriate actions.

File Description	Document
Upload any additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 41.64

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2196	1820	1812	1144	939

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.06

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	2

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 9.86

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
324	595	432	446	90

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.46

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
7	3	2	4	4

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 68.58

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 838

File Description	Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 80

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
17	5	4	0	3

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
17	5	4	0	3

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 127

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

2019-20	2018-19	2017-18	2016-17	2015-16
32	18	41	22	14

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The institution has consistently facilitated student's representation and engagement in various administrative, co-curricular and extra-curricular activities following duly established government norms and processes. Being a Government college, the formation of various bodies and representation of students on it is as per instructions of the Department of Higher Education, Madhya Pradesh. In accordance, students are actively represented as members and participants on various academic and administrative bodies.

In the last five years, elections were conducted for formation of Students Council as per Government orders in the session 2017-18 with the aim of fostering democratic values and leadership qualities amongst students. The council formation also aimed at making students realize their efficacy in contributing towards activities for the betterment of students, college and society at large. As per instructions of the Dept. of Higher Education, Madhya Pradesh, elections were held on 23/10/2017 for the post of President, Vice-President, Joint- Secretary and Secretary apart from 10 class representatives. It was ensured, as per Government norms that the Complaint Redressal Cell formed for fair elections also comprised of two students nominated on the panel. As per Government instruction Rupees 95 is collected from each students on admission to the college for students council activities. Even in the sessions election were not conducted this money was constructively used for various student welfare activities such as library up gradation, Yuva Utsav and cultural programs like Annual day celebrations, awareness drives etc.

Students are also actively represented in the Internal Quality Assurance Cell (IQAC) and Anti Ragging bodies with a student representative made active member in the IQAC and four students made members in

the Anti-Ragging body. It has also been ensured that two student representatives are associated as members in the Amalgamated Fund (AF) used for various activities pursued for college improvement. Students are also engaged in various Cultural and Sports, NSS & NCC activities. Volunteers of NSS and other departments are also actively engaged in social, literary and cultural activities throughout the session. Students are actively involved in organizing and conducting as well as participating and winning laurels in various activities.

It can be summed up, that the college closely associates students with decision making and support services to inculcate responsibility, purpose and a sense of duty amongst them. The process of blending student's views with policy making enhances participatory growth of students and the institution in the long run.

File Description	Document
Upload any additional information	[View Document]()

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 34.2

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
40	47	37	19	28

File Description	Document
Report of the event	[View Document]()
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document]()

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of

the institution through financial and/or other support services

Response:

Though the college has formally registered its alumni association on 22nd January 2021 with a society registration number 01/01/01/37394/21, the college has an impressive list of alumni and has been closely associated with them over the years. The college has a network of connectivity with its former students who have passed out and has96 members enrolled in its association. In accordance, a hugely successful alumni meet was organized on 10/01/2020 which witnessed alumni's from Hamidia's 1946 (Ist Batch) in attendance. New registration drives and feedback forms were distributed at this event. 68 alumni joined and committed themselves towards future endeavors undertaken by the college.

Prior to these events, alumni committee of the college in a meet on 02/01/2020 decided to initiate a mass drive to reconnect with alumni spread all across the country via social media platforms. Since the year 2017 alumni meets are being organized and the college has been taking steps towards formalizing this equation between past and present generations of Hamidia. Also attempts are being made to institutionalize and channel these resources for welfare and benefit of present and future Hamidians.

Outstanding alumni of the college, be it in the field of politics, business, literature, law, journalism, sports, culture, arts etc. attempts are being made to use their knowledge and expertise for lectures, guidance, policy making, financial assistance, other contributions and support services for welfare and development of the college and students. In accordance a meritorious scholarship has been sponsored in the name of former alumni Shri O.N. Shrivastava (1946-48 Batch) ex-IAS officer who went on to become Governor of the States of Manipur and Nagaland. Another noteworthy contribution has been a donation of rupees 2 lakhs worth generator purchased for the college by Shri. Ramesh Agrawal(late owner Dainik Bhaskar Group) alumni for college and contributions like wheelchairs for specially abled students have further strengthened the bond.

Alumni's have also closely been associated with the policy making process of the college as such an alumni is represented as an integral member in the Internal Quality Assessment Cell (IQAC) and their valuable suggestions and advises for the betterment of the college have been enforced as and when they have been made. Alumni's of the college have also been regularly registering their presence during various activities being held in the college from time to time. Their feedbacks have been taken and valuable suggestions have been found to be immensely useful in contributing to the development and progress of the college.

To sum up, alumni's have been actively interacting and contributing towards the institution and its students. The institution intends to take this cooperative equation further for the betterment of the institution in the long run.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION

An acclaimed centre of learning having universal access to quality education, that utilizes full human potential in order to develop an equitable and responsible society working towards nation building.

MISSION

To achieve academic excellence by offering high quality education, through integration of intellectual curiosity and ethical values to equip the students for the challenges of the 21st century.

The college targets multifarious activities to build strong,responsible and just environment, where the teaching faculty and students collaborate for knowledge and skill enhancement, incorporation of quality parameters in every endeavour and strive for attaining excellence.

The students are exposed to best standards both in the classroom environment and to real life situations. Regular interaction with the people of eminence, attachment with grassroot level social organisations and their hands-on experience in mitigation of difficulties of citizens in distress,help in enhancing commitment and sincerity, thus developing students as responsible citizens.

Nature of Governance–Hamidia College follows participatory approach of administration and governance. Working under the Department of Higher Education, Government of MP, is affiliated to Barkatullah University, Bhopal (BU) and is one of the State's premiere institutions. The Principal, in regular coordination with members of teaching faculty and non-teaching staff, discusses plans and executes policies laid down by the governmentIn academic matters. The college follows guidelines of Barkatullah University. Due representation of students is ensured in various student-related affairs through various committees.

Designated as Lead College of Bhopal in year 1998, it has 12 govt colleges and 07 government aided colleges in its jurisdiction. Principal reports to the Additional Director, Bhopal Division and Commissioner, HE. Information related to admissions, scholarships, examinations, position of employees, maintenance of rosters of non-gazetted staff, Assembly and Parliament questions, etc. is compiled and transmitted to the higher authorities.Verification and registration of forms for admission in B.Ed. colleges of Bhopal is also carried out here. Principal is the investigating officer in disciplinary matters and officer-in-charge in court cases related to all colleges. Feedback from students and staff is done. Principal takes final decision in academic and administrative matters, in consultation with faculty members.

Perspective Plan–The perspective plan of College incorporates provision for:

- Lectures and activities to create awareness about gender equity, reduce language barriers and

develop overall personality.

- Upgrading class rooms to provide better learning environment.
- Proposal for language laboratory
- Conducting Yoga and meditation camps for teaching/non-teaching staff and students.
- Possession of auditorium
- Promote Nation building activities.

Participation of Teachers in decision making bodies –

- All teachers are members of one or the other committee that works for smooth conduct of numerous college affairs, like- admissions, Anti-ragging, discipline, women empowerment, timetable, curriculum, IQAC, library, research, etc.
- The staff council comprises entire teaching staff who participate and opine on academic, administrative and other matters.
- Few members are chairperson, Boards of Studies at Barkatullah University, and few are members.Their suggestions help in deciding courses and updating of syllabus.
- Teachers actively take part and guide students in cultural & social activities, viz. NSS, Green-club, sports, etc.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

A case study of decentralization in participative management at Govt. Hamidia Arts and Commerce college-

Principal is the administrative and academic Head, followed by departmental Heads. The college has a practice of providing opportunity to all stakeholders for participating in the decision making.

Heads of all departments hold meetings with the members of the department. Recommendations are then sent to the Principal, who, in consultation with department heads arrives at the final decision. In office matters, the principal is aided by Head Clerk and other non-teaching staff. The college follows norms, rules and regulations laid down by the Government and UGC in academic and administrative aspects.

The college follows the motto 'Let's all grow together'. As many as 45 committees independently, yet in cooperation, function to look after various issues like, academic, cultural, social, sports, personality enhancement, career and placement, discipline, gender equality, scholarships, college infrastructure, etc., on a day-to-day basis. Due representation of students is ensured in relevant committees. This also helps the

college administration to approach all groups of students and to better understand their aspirations.

- Teachers in-charge of different committees function independently with their leadership skills; thereafter hold discussions with the principal/ IQAC/ HOD' s etc., as required.
- Apart from the academic role, the teaching faculty fulfils its extra-academic and administrative responsibilities looking after numerous other jobs like, IQAC, timetable management, purchase, IT related issues, Swami Vivekananda Career Guidance cell, teacher-guardian interaction, Women empowerment and anti-harassment, income tax and salary fixation, audits, alumni affairs, RUSA/World Bank projects, RTI, scholarships, NCC, NSS, sports, literary and cultural events, etc.
- Coordinators of various committees frame objectives and plan of action for the academic calendar. Students are also allowed to participate in these activities. Likewise, the head clerk, for administrative work and coordination with BU and HE Dept., holds dialogue with the concerned on admission scheme, fee submission, examinations, scholarships and related matters.
- Students participate and share responsibilities in activities related to literary and cultural committees under the guidance of respective teachers.
- *"Jan Bhagidari Samiti of the College"* is an advisory body of local citizens, whose chairman is government nominee. Principal functions as its secretary. The committee has representation from MPs and MLAs, industry people, person from agriculture background, an ST member and one woman representative.
- The RUSA chalks outs the plan of action for IDP.

The Anti-Ragging and Discipline committee is a case in study. With Principal as convener, it has three senior faculty members, one member each from district administration, Police, and media, four student representatives and one representative each from guardians and local counsellor. The college follows Zero Tolerance Policy on ragging. At the time of admission, students are counselled for maintaining discipline and adherence to govt guideline. Complaint box is placed in front of Principal chamber. Again, the Induction Program, emphasizes on legal provisions related to ragging. Senior students duly work as mentors and guide their juniors on the campus. With this there has not been any case of ragging during the last 05 years.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Strategic Perspective Plan- Effective Deployment

The Govt. Hamidia Arts & Commerce College religiously follows government policies and plans to bring excellence in higher education and to raise and ensure quality standards. All-round development of the

students is our aim, so that they can confidently face the challenges of a highly competitive world. The task of the Principal is stimulating as he/she is not only the academic and administrative head, but also because he/she is the Principal of the lead college of Bhopal having eighteen other colleges under its jurisdiction. The college collects, compiles and sends information to Department of Higher Education regarding admissions, scholarships, number of employees, non-gazetted roster of Bhopal, Assembly queries from all colleges. The responsibility of verification and registration of forms of B.Ed. students, also vests with this college. Principal of college functions as investigating officer and Officer in-Charge in disciplinary and legal matters. He distributes miscellaneous works to individuals or designated committees to carry-out the plans envisioned by the Department of HE. Hamidia College is the centre of various activities pertaining to various awareness drives, election, *swachchhata*, health & hygiene, COVID related issues, etc. The faculty members actively participate in undertaking and implementing govt schemes and programmes. The staff council meets every three months to assess, review and discuss the implementation of such plans.

Of late, IQAC has been focusing on creating an environment that nurtures research, benefiting senior students by arranging guest lectures from expert faculty of various institutions. Teachers motivate their students by using student centric teaching methods. Regular feedback is taken from all stakeholders and necessary action taken after analysis of the feedback.

The College has very successfully undertaken Rashtriya Uchtar Shiksha Abhiyan (RUSA). One of the selected 200 govt colleges in this project (started in 2015-16), this college submitted Draft Plan Report on 13 components of RUSA, getting the first grant of Rs 2 crore. The fund received was utilized under the following heads:

35% - New Construction

35% - Renovation

30% - Apparatus and equipment

Project Implementation Unit supervised new constructions, renovation works and equipment purchase, etc., as follows:

- Online counseling center (G+1)
- Pathway to connect four main blocks – A,B,P,H.
- Under renovation – '*Abhivyakti*' Block was upgraded; all the washrooms in the campus were renovated and upgraded; computer lab upgraded.

  ○ Amount utilized: Rs 1.00 crore.

- Apparatus and Equipment:
    ○ Department of Psychology –Rs 90,000
    ○ Department of Geography – Rs 1,90,000
    ○ Sports – Rs 2,05,000
    ○ Purchaseof computers– 50All-in-one's
    ○ Furniture for office use – Almirahs, tables, chairs etc.
        ○ Overall utilization – Rs 5,00,000

- Mini Projector and e-white board – Rs 6.00 lakh

- Electric appliances including 12 A/Cs – Rs 7.00 lakh
- A new conference room in RUSA block with modal Audio, Video done for rupees 8 lacks

The utilization certificate of RUSA is submitted to the state level.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

All rules and regulation of the department of Higher Education and the office of Additional Director, Bhopal-Hoshangabad region are followed in totality. Being the lead college of Bhopal, orders received from the higher level are sent to the government/government aided and private colleges under the jurisdiction.

The Principal is the head of the institution, supported by heads of various departments, including heads of teaching departments, semester cell, IQAC, sports officer, registrar, and librarians.

Academic decisions are taken on the advice of the HODs, senior faculty members and IQAC.

Matters related to examination are taken care of by the semester cell under the supervision of the Principal.

Administrative decisions are taken with the approval of *Janbhagidari* committee and staff council, Finance, purchase and budget related matters are handled by the finance/purchase committee.

The final decisions are taken by the Principal according to the rules of the Govt. and the affiliating University, on the recommendations of HODs or Conveners of various committees, as follows-

- **Academic** HODs in active consultation with their faculty members and IQAC suggest measures which are finally approved by the Principal in consultation with the HODs.
- **Examination** Govt. Hamidia Arts and Commerce College is affiliated to Barkatullah University Bhopal, and the external examinations are conducted by BU, Bhopal. The Semester Cell monitors the CCE, compiles the internal marks from all departments and upload on portal of Barkatullah University.
- **Administration** The role of '*Janbhagidari'* committee and the staff council is important in helping and guiding the Principal to take appropriate decisions.
- **Financial** Purchases are made as per the store and purchase rules of MP govt. following recommendations of purchase committee. Unusable store items are disposed off after the

recommendation of the write off committee.

The Functions of Various bodies:-

* The Institution has a finance committee, planning board, RUSA and IQAC. They take important decisions related to finance, construction and development work renovation and maintenance of many other issues related to the institute. The staff council and the non-teaching faculty staff gives their suggestion in all development plans.
* The courses run for self-finance- BBA, BCA, B.Com. (Computer Application), and B.Com (Honors) appointment for this is done by Higher Education level.

Appointment:-

* Hamidia College is a government institution. The college has no power for appointment- either teaching or non-teaching; temporary appointment is done by the government.

Service Rules Procedures:-

The service rule & procedures are as per the department of Higher Education M.P. that are updated from time to time as per the UGC policy of Barkatullah University.

File Description	Document
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Govt. Hamidia Arts and Commerce College believes in maintaining healthy and congenial working environment. The institution focuses constantly on career development opportunities, personal health consciousness, friendly interpersonal relationship in the campus, awareness about environment, etc. Involvement of teaching faculty, non- teaching staff and students is ensured in all such pursuits. For e.g.-

- Recognizing the need of regular updation of knowledge, technology and skills, members of the teaching staff are encouraged to attend seminars, webinars, conferences, workshops and training programs, both in the college and in other institutions within the state and outside too.
- In order to make teaching and learning process effective, interesting and imbibing, 05 smart classrooms are functioning. Additionally, there is one virtual classroom, where almost 10 professors of the college take sessions from Setcom at Academy; these classes are relayed in almost 90 colleges of Madhya Pradesh.
- Yoga and meditation are the best practices of Hamidia college where all teaching and non-teaching staff and students participate thus able to make a perfect life and work balance.
- Health checkup camps are also organized with the help of NSS volunteers for the welfare of teaching and non-teaching staff.
- Technology has its important role in the improvement of the functioning of the college, with this objective the non-teaching staff is compulsorily sent for computer training in addition to training on matters related to accounts and procedure, office management etc. COMMIT training was organized by college for both teaching faculty and non-teaching staff in a 15 days Blended learning programme, 8 hours of face to face training and rest as online modules.
- Rules related to sanction of various kinds of leaves, providing pay advances, withdrawal from Provident fund, leave encashment, etc. are followed as per established govt. procedure. Group insurance, festival advance, festival Bonus etc. are given as per the government orders. Uniform is also provided to class 4, every year and woolens are provided once in every 3 years.
- User friendly ramps and washrooms have been constructed for physically challenged staff.
- Amenities like Canteen facility, parking space, clean drinking water facility, water coolers, are provided
- The college has initiated cash award for class IV employee for rendering their services. This is given as a token on Republic day.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0.48

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	1	0

File Description	Document
Upload any additional information	[View Document]
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document]

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	0	0	0

File Description	Document
Upload any additional information	[View Document]
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document]

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 12.86

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	41	5	1	3

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

As regards the teaching faculty, Self-Appraisal Forms have been prescribed by the dept. of HE. Each faculty member submits their Self-Appraisal Report describing work assigned, achievements, additional tasks performed with respect to the academic calendar. They also describe participation in various committees, seminars and conferences, conduct of examination, publication of Research papers, functioning as research Guides, etc. Self-appraisal forms are forwarded by Head of the Departments, then IQAC assess these forms of teaching faculty and then forward to the Principal for writing his final comments. There is a system of taking feedback from students on the performance of the teachers. Similarly, for class three non teaching staff, Self Appraisal report is obtained in their respective prescribed forms by the Principal for giving his assessment report.

The college follows a systematic Performance Appraisal System for teaching and non-teaching staff. The institution / management evaluates teachers based on teaching, research and participation in development activities and due importance is given to all the activities. The institution evaluates non-teaching staff based on performance in technical work and administration related activities, co-curricular, professional, development related activities, academic contributions, general conduct and qualities. A structured "Self-Appraisal Form" is used by each faculty member for this purpose, wherein he/she gives the details of his/her performance and participation in all the activities assigned to him/her by the department /college. The concerned HOD give their remarks on the performance of the faculty members. The faculty performance appraisal system is evaluated in six categories viz. Teaching-learning, co-curricular activities, research activities, academic performance- evaluated from the feedback from students, expert review feedback and management feedback. Every category has a maximum score of 150 out of which the minimum requirement is 75.

The appraisal is done by the Additional Director of Education and by the Commissioner of Department of Higher Education. The criteria for scoring a good grade is performance of students, teacher's guidance for research, peer reviewed publications in research journals, books published, funding projects, recognition by professional bodies etc.

The performance of Non-teaching staff is monitored by the head of the institution. A confidential self-appraisal report of each non-teaching staff is prepared by the principal and entered in the service book.

File Description	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Hamidia College being a government college, regular audit is done by the government agencies from time to time.

Internal Audit

The Hamidia College has an Internal audit Committee that ensures financial transparency, the issues regarding budget, income and expenditure. This committee, tally the fee received from students with DFC (Daily fee Collection), Bank statement and cash, book any irregularities are reported to the Principal to rectify it. The Internal audit is conducted every financial year. The College appoints a qualified Charted Accountant with the approval of the "Internal Audit Committee" for internal audit of the teaching and non-teaching faculty. The C.A. audits the finance related documents, balance, budget, income and expenditure, IT return, Form 16, etc. If any objections they are recorded and done away with.

External Audit

- The Accountants and General MP (AGMP) Gwalior carries out the audit of Hamidia College at a regular interval of 1 to 2 years and examines the entire income and expenditure in both government and non-government sources. The minor errors which are observed during the audit are removed and the audit report is handed over to the head of the institution. The major errors are reported in writing and the complaints is made as per the government rules.

In their subsequent audit the AGMP looks into the earlier audit objections and the complaints done. The pending audit objections are taken up. In this way the external audit is conducted for the entire income and expenditure of Hamidia College.

The department of Higher Education carries out the budget audit of institution; but however it has been done away with since 2011. In its place the treasury and Accounts, Madhya Pradesh carries out their annual audit of the budget and its expenditure. In case of any irregularities the correction are made within the time period and the responsibility of the concerned person is also fixed.

File Description	Document
Upload any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the

last five years (not covered in Criterion III)

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

As Hamidia is a Government college the college receives budget in salary head, contingency, scholarship and grant under RUSA and World Bank.

The budget is received in salary head from which salary is disbursed to all the teaching faculty and non-teaching staff throughout the year. Presently this is done online. Under contingency head, the budget is received for the entire year which is to be spent within the session. If need be for more grant, the demand is made separately for allotment.

The scholarship is disbursed directly into the account of concerned student on the bases of their caste and class. Likewise allotment is made for the accommodation of student (who couldn't be allotted room in the Hostel).

For the development of the institution, Rs. 400 is contributed by each student per year as *"Janbhagidari Fee"*. This amount is incurred on furniture, purchase of necessary equipment, repairs and maintenance this is done according to the rules and regulation with due approval of *"Janbhagidari Samiti"*.

The FA budget is received under four different heads within the main head. Amalgamated Fund Grants for all heads, sports, development of college, library. The budget received under these heads is utilized for the development of the institution. The amount is supposed to be spend in the same year. The remaining budget is deposited in the PD account by 30th June every year.

The amount in the PD Account is used for emergency expenditures and contingency provisions.

File Description	Document
Upload any additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

The IQAC consistently strives to institutionalize quality assurance strategy and processes every level of functioning of Hamidia College.

Effectiveness of Teacher Attributes

1. In order to improve teacher quality, the IQAC has been motivating the teachers to attend seminar and workshops.
2. IQAC encouraged the faculty to upgrade themselves technologically as per the UGC recommendations. They are motivated to use ICT and E-resources for teaching, learning and research.
3. Teachers' are encouraged to attend orientation, refresher and short term courses, faculty development programs in order to update themselves as per the requirements at national and global level.
4. Teachers are encouraged to give their inputs and suggestions for syllabus re-vamping as per the guidelines of New Education Policy (NEP).
5. IQAC contributes for initiating, enhancing and sustaining quality in the campus, it has taken positive steps in this direction. The college promotes the teachers; one member of the faculty is the Recognized Trainer at Government of India to deliver Direct Trainer Skill Course at National level. 04 members of the faculty have done this course. One member is the Master Trainer for COMMIT (Comprehensive Online Modified Modules for Induction Training) programme at Bhopal level and has conducted the COMMIT programme of Government of India to more than 400 trainees, More than 10 faculty members are resource persons.
6. A faculty member from the college took up Associate ship at the Indian Institute of Advanced Studies Shimla, (H.P.) continuously for three years.
7. The members of the teaching faculty are resource persons in various other academic institutions like RCVP Naronha Academy of Administration, Professional Examination Board, IGNOU, Bhoj University, Atal Bihari Hindi Vishwidyalaya, Regional Institute of Education Bhopal, ELTAI, MANIT, Tribal department etc.
8. With the motivation and encouragement of IQAC many members of teaching faculty are adding to the quality in academics by being engaged in text book writing at Hindi Granth Academy.

Multidimensional Development of Students

IQAC has taken special efforts to inculcate students for their physical, moral, emotional, Psychological and spiritual development so that they are equipped to face the challenges in life. The teachers act as facilitators to guide the students to take up social responsibility, and enrich the society. They have given exposure to

students to latest technology by engaging lectures in smart class rooms. Their feedback is taken regularly for teaching-learning and other activities. Special efforts are taken to enrich the curriculum by activities like group discussion, quiz, literary and cultural activities. Student is encouraged to engage in community activities through NSS and social activity Club. They are introduced to the culture of the country by participating in the celebration of commemorative days. The students are sensitized for environment and gender issues. Their personality is developed holistically. The credit goes to the ambience of the college that not a single case of ragging or harassment has been reported in the campus.

The college also involves students with decision-making and support services in order to inculcate responsibility, purpose and a sense of duty to them for their holistic development.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Two Institutional Review and Implementation of Teaching Learning Reforms facilitated by IQAC are-

1. **Enhancing Student Potential through Training**

IQAC in Hamidia College follows a comprehensive method to enhance the student potential by various training programmes. In this direction, training for communication skills, soft skills, intra and interpersonal skills, ICT skills, entrepreneurship skills etc were organized.

- **Communication skills** of the students is enhanced by regular practice in the class room. Training on language and communication skills was conducted from 03-10-2019 for a duration of three months. 93 students enrolled in this programme and 50 students cleared the Lingua Skills Test organized by Cambridge University and Department of Higher Education. A work shop was also organized by the Department of English on the initiation of IQAC on 06-12-2017 in which 18 students participated.
- A workshop to facilitate inscript keyboard was organized by department of Hindi in which 62 students as well as faculty participated.
- IQAC initiated many programmes on personality development: A seminar was organized by Career and Guidance Cell on 16-08-2018 in which 30 students participated. A short term training programme was organized on 18-08-2018 and 26-08-2019 in which 70 and 92 students

participated.

- Trainings on interpersonal skills was conducted: Self defense training and awareness programme was organized on 20-09-2015 in which 40 students participated. In the last five years, four camps for yoga and meditation were organized in which 93 students and 97 professors and non-teaching staff participated for building self awareness, Emphathy Stress management, etc. A work shop on disaster management skills was organized on 17-04-2018 in which 57 students participated.
- IQAC took concrete steps to equip students with ICT skills to be at par at global level, as per the guidelines of UGC, NAAC and New Education Policy. Students attended 885 virtual classes and were comfortable with online teaching. The NRC center (Net Work Resource Center) provided exposure and opportunities to 696 students to be digitally friendly, enriched their critical thinking and exposed them to job opportunities.
- A joint training programme on financial literacy and Digital Banking was organized on 02-12-2016 in which 250 students participated. Workshop and sessions on Cyber Crime, Cyber Security and Ethical Hacking on 12-01-2019 and 12-03-2019 in which 68 students participated. The students analysed and discussed security issues in networks and computer system with the subject experts.

2. Academic Review

IQAC initiated the Academic Audit to take account of teaching learning process in all disciplines. IQAC constituted a three member committee to conduct the audit of the college for the session 2019-20. The committee was asked to take into account all academic matters of each and every department, and document it:

- The academic committee reviews the various documents-
    - Academic Calendar
    - Time Table and Planner
    - Syllabus and Allotment
    - Committees- Role and Responsibility, Plan of Action and Action Taken Report.
    - Documents of Internal Assessment, Field and Educational Trips
    - Annual Confidential Report
    - Documents of NSS and NCC
    - Minutes of the Monitoring Committee of Code of Conduct
    - Research Publications
    - Feedback System
- The Academic Audit assesses the fulfillment of the parameters of action plan, action taken reports, documentation of records of teaching practices, curricular and co-curricular activities, etc. IQAC takes regular meetings with head of the departments to monitor conduction of classes, delegation of responsibilities of all the committees, use of ICT and smart classrooms for teaching and learning, identification of slow and advanced learners and measures to cater to their diverse needs. Remedial Class are conducted for slow learners and advance learners are motivated for peer learning and go for extended learning.
- IQAC guides the faculty to engage students by experiential methods, use learner-centered method in the classrooms and evaluate the performance of the students in CCE, Practicals, Project and Final Examinations.
- In order to prepare the students for competitive examinations, *Utkrisht Jagrit Classes* are conducted: 1500 Books for competitive exams like MPPSC, Railways, Bank Exams, LIC, UPSC and examination conducted by professional examination board.

File Description	Document
Upload any additional information	<u>View Document</u>
Paste link for additional information	<u>View Document</u>

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<u>View Document</u>
Upload details of Quality assurance initiatives of the institution	<u>View Document</u>
Upload any additional information	<u>View Document</u>
Paste web link of Annual reports of Institution	<u>View Document</u>

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The College secures gender sensitivity through various initiatives to maintain safe, secure and healthy atmosphere in the campus. Induction programme provides students information regarding gender equity, gender laws and gender sensitive issues.

The syllabi of various subjects also include gender specific content, especially in relation to role of women in freedom struggle, nation building, tribal society and literature; like History, (Role of Women in the national Indian Movement), Sociology (Social Processes and Change) English, Foundation Course (Moral Values and Language); thus, making students aware of the contribution made by the fair sex throughout the historical and cultural spectrum of the country. The content is devoted to revealing women's accomplishments in political, cultural, social, and economic domains, gender equality and rights of women.

30% quota is reserved for girl students in all the categories as per the rules and guidelines of the Higher Education Department. Special permission has been taken for admission of girls in the departments of Drawing & Painting and Sanskrit. International Day for Women is celebrated by creating awareness on gender equality, sensitivity, and justice. A painting exhibition focusing women was organized in 2019.

Information regarding special events on gender issues, delivery of lectures etc. is pasted on the notice board. The Women Anti-harassment and Empowerment Committee organized special talks on gender sensitization and cybercrime in association with M.P. Women Crime Cell.

Specific initiatives -

Safety and security

- Fully protected campus
- Anti-Ragging and Discipline Committee is always at vigil. Discipline committee acts as a deterrent agency against any mishaps and incidents.
- To safeguard interests of women in the campus, Women Grievance Redressal Committee is headed by a lady professor.
- CCTV cameras are operational, installed at all strategic locations.
- Women employees are engaged for cleaning of lady's washrooms.

Counseling

- Women-related issues are immediately resolved through counseling and discussions.
- Guest lectures are organized to create awareness about gender rights and legal provisions.
- A complaint box is provided for written complaints.
- Most of the faculty counsel students regarding career, goal setting, family-related issues, etc. Non-

teaching staff gives support in matters concerning admission, fee payment, scholarship issues, eligibility, examination, etc.
* A time slot for ladies is fixed for gym

Common rooms

* Two separate washrooms with adequate facilities for female staff members and girl students -Online Counseling Block.

Day care Centre

Basically, being a boy's college, daycare center in the campus is not needed.

Women Anti-Harassment and Empowerment Committee

* Regular meetings to take stock of women related issues were held. During August 2015 to February 2020, 12 meetings were held and proceedings of each recorded.
* 'Zero tolerance' towards gender-based harassment is the cornerstone of the committee, which also works for women empowerment.
* In 2017,'E Shakti' training was conducted with participation of 75 lady staff members and students focusing Internet skills and social media.
* In February 2020, the committee initiated a Gender Club, through which girl student volunteers, called Gender Champions, monitor the campus. Committee's Annual Reports are attached for the years 2015-16 till 2019-20.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Govt Hamidia Arts & Commerce College is inspired by *Swachh Bharat Abhiyan*. Quite a few initiatives are taken to appropriately dispose waste and sustain eco-friendly atmosphere in the campus.

Solid Waste Management

- Hamidia College implements solid waste management by enforcing proper segregation rules. Waste is collected in smaller bins, then transferred to larger bins. Dustbins are placed in all the Blocks (A,B,H,P,G), classrooms, corridors, office rooms, principal's chamber, departments and several other locations in the campus. Sweepers are engaged for regular cleaning of dustbins, sanitizing, and disposal of entire waste.
- Leaf litter from trees collected in heaps at a few places for decomposition. Organic manure thus produced is utilized for flower beds.
- Students are cautioned not to litter; encouraged to carry reusable cloth, jute or paper bags. Both the Environment Committee and Campus Maintenance Committee keep vigil on cleanliness, ensuring proper disposal of waste.
- The campus, including open areas, departments, classrooms, is cleaned everyday by sweepers.
- Solid wet waste from the canteen is disposed off in a proper way.
- Concrete steps are taken to reduce use of paper - both sides printing for assignment, notices, reports, submission etc. is practiced; official communication is through E mails, what's app, pdf files, PPTs, word files, Xcel etc.
- Old newspapers and stationery are sold to scrap dealers after tendering process. College produces lot of paper waste which is disposed off through vendors.
- Non-biodegradable materials such as plastic waste, polythene, metallic waste, glass, etc. are segregated; sold through the process of tender as per govt. procedure

Liquid Waste Management

- Minimal liquid waste that is generated either from washrooms or college canteen is drained through well-laid channels into civic drainage system or pits.
- Left over water from bottles and bucket etc. is used for watering plants.

Biomedical Waste Management

No biomedical waste is produced

E-Waste Management

- Minimal e waste generation is ensured by optimal and periodic maintenance of computers. The college has adopted a proper procedure for e-waste management to create an eco-friendly environment in the campus.
- Students are also made aware about responsible e-waste management.
- There are separate bins to dispose of e-waste like floppies, pen drives, USB cables, keypad, mouse, switches and regulators etc.
- Out-of-use computers and printers are taken on record and kept in e-waste storeroom for disposal through the process of tender.
- Likewise, miscellaneous e-waste such as batteries, bulbs and tube lights etc. are collected from departments, kept securely and disposed off safely.

Waste Recycling System

- The college tries to make full use of rainwater for irrigating flower beds, trees and lawns through well-laid water channels. There are no open drains in the campus, thus maintaining hygiene.
- Regular maintenance is conducted for the upkeep of water taps in washrooms.

Hazardous Chemicals and Radioactive Waste Management

- With only Arts and Commerce faculties in the campus, hazardous chemicals or radioactive materials are neither used nor generated.

File Description	Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible**

website, screen-reading software, mechanized equipment
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

In Hamidia, the faculty members, non-teaching staff and students hail from various cultural backgrounds of MP and other states bringing a mini-India into the campus. The college believes in equal treatment to all irrespective of caste, creed, religion or cultural beliefs.

Measures for Equal Opportunities

- Hamidia college follows the reservation policies laid down by the govt. for admission of students. The committees ensure transparency during admission process, fee concession, financial assistance, and scholarships. Books are provided from library to students of SC/ST category.
- Institute has its own Code of Conduct and Book of Ethics. Student Grievance Cell and Women Anti-Harassment and Empowerment Cell, without prejudice, ensures tolerance and harmony, thereby empowering cultural and regional inclusion. Chapters on Constitution of India, National Movement, ethics and values in syllabi help students to imbibe and inculcate tolerance and harmony. Classes on communication skills cater to students of diverse backgrounds. Inclusive and supporting environment gives them scope to grow.
- Induction programmes help students to shun their initial hesitation.

Promotion of Diversity and Inclusivity

- Being located in old city area, students hail from diverse cultural and linguistic backgrounds. With competent faculty in five language departments, viz. Hindi, Urdu, Sanskrit, Arabic and English, the college offers an environment of mutual understanding and learning.
- Under *'Ek Bharat Shreshtha Bharat'* program and activities of its club, students learn about culture, traditions, and practices of institutions of the paired state Manipur creating inter-state bonding and promoting national integrity. Exposure to language, culture, festivals, social customs, and other aspects, taking oath in Manipuri language, brought about a sea change in students' perception about India as one nation.
- Joining the bandwagon of the state level Simultaneous Book Reading Programme, *'Padhe Bhopal'* on 09 October 2018, students and teachers participated in reading books from 8:30 to 9:15 am. This

- generated interest and motivated younger generation for studies and reading books diverting their attention from social media.
- Faculty members, non-teaching staff and students from all backgrounds take part in festivities during National days celebrations and social and cultural events like World Hindi Day, National Youth Day, International Girl Child Day, International Women's Day, International Labour Day, World Health Day, World Environment Day, Earth Day, *Kaumi Ekta* Week, etc. Tenets of tolerance and harmony are also spread through youth fest, career fairs and exhibitions. Students pay reverence to their teachers on Teachers Day and New Year. Teaching and non-teaching staff celebrates *Vasantosava*, Diwali, Eid, *Makar Sankranti* etc. Career and Placement Cell organizes activities for entrepreneurial skill development. To cater to the linguistic diversity, cultural competitions are conducted in three languages, Urdu, Hindi, and English.
- NSS volunteers spread communal harmony, exhibiting greater responsibility, compassion, and helpfulness towards the needy through *Nukkad Nataks,* folk music, tree plantations, *swachchta* drive, blood donation camps, health checkups etc. involving all sections of people. Students pay respect to cultural, communal, socioeconomic, and linguistic values of villagers. The Cultural and Literary Committee organizes competitions to make students aware of our cultural diversity.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Hamidia College organizes activities that strengthen constitutional values, rights, duties and responsibilities of students.

The Constitution of India assigns high values and responsibilities on citizens viz. respect for the National Flag and the National Anthem, uphold and protect the sovereignty, unity and integrity of the country, render national service when called upon, promote harmony and the spirit of common brotherhood, renounce practices derogatory to the dignity of women, value and preserve the rich heritage and environment of the country, safeguard public property and promote education.

These objectives are in the focus of Hamidia College as the vision and the mission statements emphasize. The college promotes quality education with utilization of full human potential towards building equitable and responsible individuals of a strong nation. The college celebrates Constitution Day on 26th November every year with sensitization of students on accountability towards the constitutional values, rights, duties and responsibilities of citizens. Students are encouraged to participate in activities on the related themes. Every year Hamidia College celebrates Republic Day and Independence Day with hoisting of National flag, singing of National Anthem and devotional songs, taking of oath of national integrity. College invites

eminent persons to motivate students and staff by appraising the contribution of freedom fighters and accentuate duties and responsibilities of citizens. Celebration of National Voters Day and campaigns taken by the students make them aware towards their democratic rights and duties. Overall personality development of students is stressed in the college.

Academic and extra academic environment in the campus gives opportunity to the students to face challenges of the world while adhering to ethics and cultural values of our diverse nation. Students right from the time of their admission are encouraged to learn about duties and responsibilities of citizens. The college is a Research Centre for 10 disciplines. Postgraduate students are given lectures on research ethics.

At UG level, curriculum in Foundation Course deals with environmental issues to sensitize students for preserving ecosystem and environment. The students learn about moral values through Mahatama Gandhi's "My Experiments with Truth". They also learn about rights and duties, liberty and equality, justice, welfare state, power and authority, Indian National Movement, Fundamental Rights and Duties, etc.

Gandhi Jayanti, Vivekananda Jayanti, Teacher's Day, National Unity Day, are celebrated to inculcate moral values and respect for elders and fellow beings. Special lectures on Gandhian thoughts motivate the students for human values like, non-violence, patience, socializing, cooperation, mutual help, humanity etc. The students are routinely sensitized about need for protection of environment through numerous programmes carried out throughout the year for cleanliness and tree plantation. Blood donation drives and road safety rallies infuse sense of pride, compassion, and responsibility towards the nation.

Volunteering in national health programme, in association with Government and Non-government organizations has created a niche for the students at the college. It is noteworthy that one student at the college, Shubham Chauhan, has been designated as Brand ambassador of *Swachchhata Abhiyan*.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	[View Document](#)
Code of ethics policy document	[View Document](#)
Any other relevant information	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Hamidia College celebrates National and International Commemorative days, Events and Festivals

National Days:

- Mahatma Gandhi's 150th birth anniversary gives us an opportunity to remember Gandhiji's messages on *Swachh Bharat*, rights of women & children, civil liberty of the disadvantaged, health, and well-being of citizens, etc. with special focus on farmers and villagers. Following activities were organized like cleanliness drive, helping elderly neighbors, donating clothes and blankets to the needy etc.
- Health and physical fitness. Students campaigned for healthy nutritious food, overall health and hygiene, Yoga, meditation, and nature conservation.
- Lectures organized on Gandhian Philosophy, teachings and ideals, communal harmony, truthfulness, and equality.

- Students participated in discussions on peace and non-violence and compassion for birds and animals. They promoted locally made goods under *Swadeshi* theme.
- *Shramdan*, i.e., dignity of labour was put into practice.

- Good Governance Day: Birth anniversary of Atal Bihari Vajpayee (25 December) – was celebrated with oath of good governance.
- National Youth Day is celebrated on 12th January to honour the birth anniversary of Swami Vivekanand.
- *Yuva Sansad* is organized every year to create awareness for democratic and constitutional rights and tolerance.
- *Hindi Pakhwada* is celebrated in the month of September.
- Sanskrit week is celebrated every year by the department of Sanskrit.
- Urdu Dayis celebrated on 9th November.
- N.S.S. Foundation Day is celebrated on 26 September.
- Madhya Pradesh *Sthapana Diwas* is celebrated on 1st Nov.
- Indian Constitution Day (*Bhartiya Samvidhan Diwas*) – is celebrated on 25 November. Open oath taking ceremony is organized for the faculty and students, with adherence to abide by the provision of the Constitution.

- *Madya Nishedh Diwas* (5th December): Prohibition Day - Awareness drives organized to aware citizens of harmful effects of drugs and alcohol.
- Independence Day- 15 August; Republic Day- 26 January, are celebrated with flag hoisting and speech on national integration
- Hon. Governor Anandi Ben Patel felicitated the winner of debate organized on *Sadbhavana Diwas* - 20 August
- National Unity Day-31st October, birth anniversary of Sardar Vallabh Bhai Patel
- **SVEEP**- Under Systematic Voter's Education and Electoral Participation demonstration, rallies, candle march, debates, slogan writing, poster making, essay writing and skits were organized. Students focused on the theme of Election Commission.
- National Voters Day is celebrated on 25th January. Under the voting campaign various literary competitions are held to promote awareness among students regarding Right to Vote, encourage more young voters, facilitate, and maximize enrolment.

International Days:

- International Day of Yoga - 21 June
- World Environment Day - 05 June
- International Women's Day – 8 March
- International Biodiversity Day - 22 May - Competition held by Department of Drawing & Painting
- World Cancer Day - 5 February
- World Population Day- 12 July
- International Tobacco and Smoking Prohibition Day - 31 May– Observed as No Tobacco Day; Hamidia made efforts to create awareness among citizens highlighting dangerous effects of tobacco on health.
- International Hindi Day - 14th September

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

A.   Title of the Practice:Yoga and Meditation

1. Objective

- To improve physical fitness, mental ability, and emotional stability of the students.
- To help students grow in self-discipline and self-control
- To make students understand linkages between physical, mental, and emotional health and understand significance of spiritual values in human life.
- To improve the power of concentration, comprehension, and mental aptitude.
- To reduce stress and anxiety in the life of students and make them aware of its therapeutic advantages.

2. **The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

In an environment of growing commercialization, professionalism, and individualism all around, students subconsciously join the race to achieve success, etc., without caring for a balance between life and profession, thus contracting anxiety and stress. Yoga and meditation, the traditional practices for a healthy life, are quite relevant both for teaching/non-teaching staff and students. The government, under its Vivekanand Career Counselling *Yojna*, has underlined the need of striking balance between work and personal life, which can be achieved through regular practice of Yoga and meditation that helps in facing competition or tackling challenging job situation may be because one's limitations of educational and economic background. Yoga and meditation, which are imbibed in Indian culture and now recognized globally, have proved their efficacy in making balanced personalities with composure and contentment.

3. **The Practice**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints/limitations, if any, faced (in about 400 words)?

The College initiated practice of Yoga in the year 2015 when only a bunch of students, mostly sports persons, showed interest. Initially, Yoga sessions and meditation camps were only a few, like *Surya Namaskar* session on Swami Vivekanand Jayanti. Participation of faculty members was also limited. Later on, from the academic year 2016-17, as International Yoga Day became a reality, regular sessions on Yoga have become a regular activity with well-defined schedule, dedicated space and by involving established practitioners and gurus available in the city, prominent among them being Acharya Jitendra Singh.

Students' Yoga camps are organized in nearby rural areas for better concentration and focus. Yoga camp is organized separately for the faculty where they are encouraged and trained for practicing with their family members at home. It has been observed that certain exercises viz. *Surya Namaskar, Bhujanga Asan, Shalabh Asan, Trikon Asan, Yoga Nidra,* are elders' favourite who have made their family members also regular practitioners. Likewise, *Pranayam* exercises *Anulom-Vilom, Bhastrika, Ujjayee* and *Bhramari* are quite popular especially with the women faculty members. The non-teaching staff and Class IV employees have also shown great interest in Yoga. They attend sessions with full enthusiasm and experience benefits.

Students have benefitted by regular practice of Yoga and meditation, especially the *Pranayama* exercises. Excelling in sports like Kabaddi, Dragon Boat race, Karate, fencing, athletics, Judo, shooting etc., students have won laurels at national and international level for the institution. (List attached 5.3.1). A unique impact of this practice is that no case was reported in the Student Grievance Redressal Cell and there is no complaint regarding ragging. Marked improvement was observed in overall discipline in the college.

The practice is followed in NSS camps also where students involve villagers in the morning Yoga sessions. On 12th January, Vivekanand Jayanti, Yoga is practiced in the open space opposite *Swarn Jayanti* Hall, where all teaching and non-teaching staff and students participate together.

Constraints – In absence of a trained Yoga teacher, the Sports Officer fulfils this requirement as an additional responsibility. Lack of a practicing hall is another limitation, partly fulfilled with the conversion of the hall in A-Block into Yoga practicing area.

4. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200words.

- The College organizes Yoga camps (07/03/2016, 29/01/2017, 07/02/2018, 15/02/2019) and workshops from time-to-time, where teachers and students actively participate. The impact of meditation is seen in nil case of students'grievance. The 10-day Yoga Camp proposed in the last week of March 2020 could not be organized due to COVID-19 pandemic.
- Yoga and Meditation have been our best practice for the last three years and its power and relevance were evident during the pandemic time. Students were able to keep a balance and a stress-free life not only for themselves and families but also for the society.
- Prizes won by our students in sports are indicators of success. Smart turn out of the college students bears lot of credit to Yoga practice; they have participated in State-level Republic Day Parade and represented the state at the national event in Delhi. Students of Drawing & Painting (05) and Urdu (02) were merit holders in the University merit list (2018), while one student of MA Hindi, Shivam Chauhan, became brand ambassador of *Swachchta Abhiyan* for Bhopal city. Needless to emphasize that Shivam is a regular practitioner of Yoga.

5. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about150words).

- A make-shift hall to practice Yoga and meditation is not sufficient to accommodate large number of students. For simultaneous sessions in a healthy environment, the college requires a large, well-ventilated hall. Support material like Yoga mats, carpets, drinking water facility etc. need to be furnished.
- Apart from regular sessions in Yoga and Meditation, it is necessary to provide additional information and guidance through screening of videos and other material. A dedicated audio-video system (CDs, software) will support more effective and meaningful sessions.
- The college requires a trained expert-cum-trainer for uninterrupted sessions.
- This best practice has not been able to take shape of a regular course curriculum as the college does not have autonomy for design and development of curriculum.

6. Notes (Optional)

Please add any other information that may be relevant for adopting/implementing the Best Practice (in about150 words).

- The proposal for renovation of Auditorium as Yoga and Meditation Centre is in the pipeline.
- Add-on course or certificate course on Yoga and meditation
- Proposal for inter-college Yoga competition to further generate interest among youth and elders. The college proposes to connect students with experts through frequent online interaction.

7. Activities conducted to enhance Yoga and Meditation as Best Practice

- Surya Namaskar – (Every year on 12th January)
- 7 Days Yoga Training Camps

- 07/03/2015 to 13/03/2015- 19 students, 12 Professors

- 2016-17- 21 students, 22 professors

- 29/01/2017- 07/02/2018- 30 students, 25 professors

- 2018-19- 39 students, 31 professors

- 15/02/2019 – 30 students, 30 professors

- Celebration of International Day of Yoga (celebrated every year on 21st June)
- Sessions and Lectures on Yoga and Meditation, *Stay Clean and Healthy* (01/03/2017); *Existence is based on Environment* (29/03/2017); *Eating Behaviour and thoughts* (04/04/2017), *Importance of Cleanliness* (06/09/2017); Motivation *through Meditation* (25/11/2017)
- Self Defense Training and Awareness Drive (29/09/2015)
- Yoga and Meditation regularly conducted by NSS Volunteers in NSS Camps.
- Other programmes on Yoga-

Convention of All India Darshan Parishad (19-21st October 2019), organized by Dept of Philosophy on *Yog ki Vibhinn Dharaye in* (Various Yogic Practices and Philosophy); 270 eminent experts/Yoga deliberated.

B. Title of the Practice: Holistic Development

1. **Objectives**

- to inculcate among students moral, emotional, physical, psychological, and spiritual dimensions.
- to find identity, meaning and purpose in life by overall development.

2. The Context

In today's competitive world the students face many challenges both in personal and professional life. Apart from professional competence, there is need to equip students with intellectual capabilities, emotional abilities, and social skills, so they are physically, mentally, emotionally, and socially fit. Their logical and analytical thinking need to be sharpened. Students must also hone their intra-personal and inter-personal abilities in order to understand others and work in team, thus building strong relationships at

personal and professional levels.

3. The Practice

- Teaching methodology in this college is linked with real life situation emphasizing hands-on experiencing and learning. Classroom discussions, poster making, audio-visual aids, and other in-house forums enrich their knowledge and hone their skills for performance even in tough situation, like, restoration and relief works during natural calamity. Slow learners, having gap between their ability and performance, are identified and individual guidance is provided; they attend remedial classes and doubt solving sessions.

- Curriculum enrichment through group discussion, classroom teaching by students, quiz, presentations, debates, declamation contests, elocution contests, etc. helps students enhance their knowledge about subjects and application.

- Teachers frequently use ICT enabled tools and resources in classes. Students get familiar with technology-based learning methods. They attended virtual classes, lectures with power point presentations in smart classes, used virtual platforms like Google Meet and Microsoft Teams, attended ICT based programs, financial literacy and digital banking; cyber security; cyber-crime and ethical hacking; visited NRC Centre, etc.

- Students are encouraged to express themselves openly and identify their strengths and areas for improvement. Sessions and training on Personality development (26/08/2019; 27/08/2018; 16/08/2018; 30/08/2016); Language and Communication skills (20/02/2020, 04/02/2020; 03/10/2019; 26/03/2019; 04/09/2018; 06/12/2017, 14/10/2016, 25/07/2016), were conducted. Practice sessions on Yoga and S*urya Namaskar*, self-defense, life and work balance, disaster management, health and hygiene, moral values and education, character building, were conducted.

- Students were prepared for competitive examinations. *Uthishtha Jagrit Classes*, seminars and trainings were organized, subject experts addressed on intra- and inter-personal skills, interview skills, SWOC analysis, career options and opportunities, govt. schemes, Tally, GST, self-employment, organic farming, etc. Industry visits, MSME skill development program, career fair, campus drives were organized.

- Activities by NSS and Environment Committee are conducted round the session. On *Vishwa Baal Shram Nishedh Diwas*, students attended session on "Role of NSS volunteers in child protection against child labor." Disaster management workshop (2018), summer internship in *Hinauti* village (2018) was organized.

- *Under Ek Bharat Shreshta Bharat*, students visited Manipur State in student exchange programme.

- As part of holistic development, students participate in youth fest, cultural programmes, annual day celebration, awareness drives, etc. They are assigned various kinds of responsibilities to understand purpose of life and generate a sense of duty.

- The students get to interact with illustrious alumni of the institution, gaining from their knowledge and expertise.

Constraints – Non availability of a trained counsellor is a limiting factor and so is the constraint of time.

4. Evidence of Success

The practice has resulted in -

Academic and Personality Development

- Gold Medalist and five top position holders at university level were from Drawing & Painting dept, two from department of Urdu and Political science, while top three positions came in Department of Sanskrit (2019).
- Imparting better language and communication skills. 93 students took the training of Cambridge Assessment English Training Programme, from 03/10/2019 for three months and 50 students passed the Lingua Skill Test on 04/02/2020.
- Students took 90 hr. job-oriented training in association with NEF and NSDC.
- Six students cleared NET and one cleared CAT, after guidance by ex-Chairman UPSC.
- Induction programme (Deeksha 2020, 19/09/2019; 1/07/2015 to 10/07/2015) gave live lessons, students felt free to communicate with faculty, got information about academics, co-curricular, sports, NCC and NSS, student support services, anti-ragging law etc.
- Industry visits helped students to learn setup, functions, and role of industry in economic development. Learned financial management through workshop, lecture on GST by qualified CA.
- Personality development efforts helped in improving focus, creativity, critical thinking and empathy. 21 days short term training on Tally, organic farming, and personality development (August-September 2017); training on various aspects of behaviour and ethics (26th Aug to 24th sept, 2019) were organized.
- Students frequently engage in community works, which makes them sensitive towards society imbibing values and ethics as stated in the vision statement. The outcome of *Yuva Sanwad* program was awareness about HIV-AIDS. Students actively participated in *Manav Shrankhla*, awareness rally. On 'No Tabacco Day' students took oath to shun tobacco in campus. In Village 'Tarasevania', eye donation, body and organ donation drive, motivated villagers to fill *Sankalp Patra*.In *Yuva Sankalp Varsh*, State level symposium, Seven universities participated (2/12/2019).
- Care and respect for environment is on priority for the students. They created small water holes in college campus for birds and took care of stray animals and birds at various places in Bhopal city.

Indian Culture and National Integration

- Celebrated Gandhi Jayanti and National Integration Day, Teachers Day; 'Role of Indian culture and discipline in personality development'. Guru Poornima celebrated as *Guruve Namah*' programme to pay reverence to spiritual and academic gurus(July 2018)
- Republic Day Parade – represented NCC Directorate at the annual RD Camp (2019-20). Two NSS students were selected for RD Parade at Ranchi, Jharkhand,
- Organized 'Sanskrit Week' (19/08/2019, 29/08/2018). Students learned about this ancient language, speakers highlighted the language as the oldest, purest, and grammatically most systematic. Urdu week celebrated with MP Urdu Academy; *Nazm, ghazal, taqreer, Baint Baazi* and *Tarana* were the main events. (9th to 15th Nov 2019)
- Learned about ethnic groups and tribes of India (Manav Sangrahalaya visit).
- University Youth Fest - Students won prizes in classical singing, Tabla (2019-20). Great Indian Film and Literary Fest (August 2017) helped in developing students' perception about performing arts.
- Wall painting and slogan competition on 15th August (2017); theme – Freedom. Helped develop an ability to organize visual elements.
- District level symposium: college student came First from among six participating colleges.

Human Values

- 46 students donated blood on 14/06/2017.
- Students collected Rs. 11,000 from staff and own contribution for Kerala Relief Fund. One professor went to Kerala and supported flood victims, helped in collection of Rs one lakh as relief measure.
- During Covid 19 lockdown, students arranged donation and distributed food grains to more than 100 families (May, June 2020).

Social Values

- NSS students collected cash, distributed food packets, masks, volunteered with district administration, inspired people for adopting COVID protocol.
- Motivated village children for higher education.

Sports

Participated and won awards in various international, national, state and university level events:

-5th International Euro-Asia International WFSKO Karate championship, (2019-20; 2018-19), Thailand Open 4th West Zone National Fencing Championship (international) (2019-20), 8th National Dragon Boat Race Championship (2019-20); Kabaddi, Athletics, Chess, Judo, Shooting, Softball, Boxing, etc.

5. Problems Encountered and Resources required -

- After school, the youth suddenly get exposed to life's challenges when they join college. They often get disoriented as several activities run simultaneously.
- Most of the students' hail from rural background; many commute long distances to attend classes; difficult to bring them on par with others.
- Communication skills in English are weak. Without a language lab, it takes significant effort to improve.
- Time is always scarce both with the faculty and the students.
- A full-time counsellor would go a long way in resolving personal and emotional issues.
- Need to corelate students' activity club with their performance giving due weightage.

The report of Best Practices is uploaded on the website.

https://govhamidiacollege.com/PDF1/7.2%20Report%20on%20Best%20Practices%20A%20and%20B%20Yoga%20and%20Meditation%20and%20Holistic%20Development%20(1).pdf

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)
Link for any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Institutional Distinctiveness

Social Responsibility and Commitment: It is an established fact that students who are socially involved, make responsible citizens; such involvement inspires them to work for a greater cause, a greater good. Besides classroom discussions on social issues and doing projects on social causes, as part of their curriculum, the students take active participation in community and awareness programs, and volunteer for the community, especially when there is need for youth to extend help during natural calamity etc. The college believes in inculcating the gospel of 'Be the change that you want to see in the world'.

Responsibility is crucial in a democratic society. It expects people to get actively involved with community. In Govt. Hamidia College, Bhopal 'Social Responsibility and Commitment' is the keystone of education process, where self-responsibility and responsibility towards others, i.e., the society, go hand in hand. Our teachers are concerned about this aspect of life and educate their students to become responsible individuals in a supportive, committed, and inclusive organic culture. The genuine efforts of our teachers in this direction have produced encouraging results which are clearly reflected in the status of the college discipline, students' behavior, and harmonious relationship between students, teachers, non-teaching staff and authorities.

Areas where students excelled and exhibited their concern and commitment towards society are as under-

- **Students campaign to help flood victims**. The college students through NSS conducted a three-day campaign for financial assistance to the flood victims of Kerala in the month of August. (2019). The students collected the funds through donations from the public, the college faculty and sparing from their own pocket money. Some of them did away with their birthday celebrations and contributed directly to the campaign whatever little money they had. One senior professor from the department of Geography took great efforts to support Kerala victims. She personally went to Kerala and contributed for the relief of Kerala Social Victims in the village in Kerala; she even collected a cash amount of Rs. 1,00,000/-.
- **Students launch major social awareness drive in summer internship.** NSS students of the college carried out a major social awareness drive in the village named 'Hinauti Sadak' in July/August, with the following initiatives:
    - Tree plantation – shade bearing, fruit bearing trees and medicinal plants were planted in the village common land and a herbal garden raised in Panchayat Bhawan compound. Along with the village elders, ladies and youth, they took oath for conserving environment and protecting trees and conveyed appropriate message through slogans, like- *"sukhi dharti kare pukar, vriksh lagakar karo shringar"* and *"Ek vriksh sou putra saman"*
    - Personal hygiene lesson to school children – Correct way to wash hands was demonstrated to school children to make the children responsible both in school and at their homes. They were told about the health problems and diseases that spread when eating with dirty hands or not maintaining personal hygiene.
    - Cleanliness– Students carried door-to-door survey to see the status of personal and home hygiene in the village. Targeting Open Defecation Free (ODF) objective of the *Swachhata Abhiyan,* they guided villagers for making toilets in their homes and distributed toilet seats

to help initiate the process.

- **Digital India.** NSS students spread awareness about Digital India initiatives among the villagers of nearby village with one-to-one discussion, shared knowledge through slogans like –
  - *"Rashtriya Seva Yojna ka yeh Sandesh, digital ho ab apnadesh"*
  - *"Digital banking samay bachay, ghar baithe shopping karvay"*
  - *"line band karana hai, e-banking ko badhana hai"*

- **Disaster Management**. Govt. Hamidia College in collaboration with officials of the Bhopal Fire Control gave a mock drill in the college. The students learnt about the role of fire department personnel and the role that an individual can play in time of a disaster for helping in evacuation of the trapped people and fire and safety measures.
- NSS volunteers and several other students took part in free distribution of relief material like blankets to the poor and needy in nearby village 'Hinauti', which is adopted by the college.
- Students played *Nukkad Natak* in some villages of Bhopal district during COVID lockdown time. They played *Yamraj* to put across the need of social distancing and sanitization, non-adherence of which is fraught with serious dangers.
- **During the lockdown period** Due to COVID19, the volunteers of NSS and other students of the college carried out free food distribution and awareness programme under the guidance of the Principal and faculty. Six students donated blood and plasma at Bansal Hospital for patients in emergency condition. The students also participated in rangoli making, poster preparation, slogan writing, poetry recitation, etc. to spread messages on various awareness themes.
- **Literacy drive** was carried out in rural areas of Bhopal involving both children and adults. In the wake of increase in school dropout cases, the elders were persuaded and motivated for maintaining regular presence of their children in school.
- In collaboration with MLB College, the NSS unit organized food grains distribution in Deendayal Upadhyaya Colony, Ayodhya Nagar, amongst the homeless labourers, handcart pullers, destitute children, handicapped and the blind. The food packets included pulses, salt, cooking oil, sugar, spices, flour, etc. Faculty members also participated in this program.
- Created **awareness on social problems** like, juvenile crime, child trafficking, child labour, child marriage and child exploitation etc. Serious social problems were depicted graphically by the students. The teachers discussed Juvenile Justice Act with the students and made them aware of its provisions. The students realized how the negative effects of childhood labour impact their health, hindering both their physical and intellectual development. In the program, 'Youth as Champion for Child Protection' jointly organized with UNICEF, NSS, and AWAAZ, MP state-level competitions were organized, in which Bhagirath Prajapati won the second position winning Rs 3000 cash award in a slogan writing competition.

File Description	Document
Link for any other relevant information	[View Document](#)
Link for appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

The splendid contribution of the NSS unit has been acknowledged at a number of platforms. A number of individual awards and recognitions have been won by the students. The contribution of NSS Officers has also been recognized at every level. It is worth mentioning that one of our students Shubham Chouhan has won the prestigious National Youth Award 2018-19. He has won more than 500 accolades in the last five years. The contribution of our students in community services, cleanliness campaign and nation building activities has been enormous. The awards won are National Youth Award (Ministry of Youth Affairs and Sports Govt. of India), National Youth Parliament Festival, State Youth Parliament, Nation Building Activities (State Level), Award for Excellence in Community Services (Ministry of Youth Affairs and Sports Govt. of India). Many faculty members are in Board of Studies in affiliated colleges other than Barkatullah University, Bhopal. One of the non-teaching staff, Dr. Rajesh Rangeele has been awarded Ph.D in the year 2020.

A new Block is under construction which will have a spacious library and well equipped classrooms which will go a long way in augmenting teaching-learning facilities.

Being the lead college and major research center the college is also a sanctioning authority for the following three fellowships - UGC Net/Junior Research Fellowship, Maulana Azad National Fellowship for Minority Students and Rajeev Gandhi National Fellowship for SC Students.

Concluding Remarks :

Government Hamidia Arts and Commerce College, Bhopal has been constantly endeavouring to provide a holistic education which nurtures creativity, competence, values and vibrancy. We are leaving no stones unturned in facilitating an environment conducive for the all-round growth of the students. The emphasis is on providing them an ecosystem where academics and various other learning activities work in impeccable harmony for their overall grooming. These activities not only augment the cognitive skills but also make them better equipped to face the challenges of a highly competitive global world. A number of scholarly activities such as seminars, workshops, lectures, trainings and discourses are organized regularly to promote and reinforce our quest for quality. The students have abundance of talents. They have excelled not only in academics but made a distinct mark in sports, social service and nation building activities. They have brought laurels to the college in a number of awareness campaigns, outreach activities, cultural contests and art competitions. The institute offers myriad learning opportunities within and outside the classroom. Creativity, positivity and resilience are integrated in the ethos of the college. Our students have emerged as true beacon lights of creative competence and pragmatic wisdom, well trained in ethics of equality and egalitarian society. The institute has taken great strides in research, especially in Ph.D. guidance, though a bit lagging behind in research publications. The college offers a number of scholarships to promote pursuit of excellence. IQAC has been continuously taking initiatives for quality enhancement. A string of endeavours are regularly taken to inculcate environmental awareness and instil values and ethics. Despite challenges and hurdles we are marching ahead in our quest for excellence. The erudite scholar and philosopher Tagore envisions:

Where words come out from the depth of truth;

Where tireless striving stretches its arms towards perfection;

Where the clear stream of reason has not lost its way;

Into the dreary sand of dead habits.

We are striving to live the philosophical truth of the sapient sage in our quest for quality.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years** 1.3.2.1. **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
46	117	117	117	117 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
11	14	13	15	12	
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 315 Answer after DVV Verification: 315
2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)** 2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
1596	1493	1169	1143	941 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
1618	1528	1172	1156	963	 Remark : Values have been changed as as HEI Clarification
2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**

	2.3.3.1. Number of mentors Answer before DVV Verification : 85 Answer after DVV Verification: 50 Remark : HEI has not provided the back up for issues raised and resolved . DVV has changed the value as per own understanding

2.6.3	**Average pass percentage of Students during last five years**
	
	    2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years**
	    Answer before DVV Verification:
	
	<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr></table>
	    2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years**
	    Answer before DVV Verification:
	
	<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>1224</td><td>1170</td><td>918</td><td>717</td><td>594</td></tr></table>
	
	    Answer After DVV Verification :
	<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>1222</td><td>1170</td><td>918</td><td>717</td><td>594</td></tr></table>

3.1.1	**Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**
	
	    3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**
	    Answer before DVV Verification:
	
	<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>0</td><td>0</td><td>0</td><td>7.80</td><td>1.30</td></tr></table>
	
	    Answer After DVV Verification :
	<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>0</td><td>0</td><td>0</td><td>7.20</td><td>0</td></tr></table>

3.1.2	**Percentage of teachers recognized as research guides (latest completed academic year)**
	
	    3.1.2.1. **Number of teachers recognized as research guides**
	    Answer before DVV Verification : 33
	    Answer after DVV Verification: 31

3.1.3	**Percentage of departments having Research projects funded by government and non government agencies during the last five years**
	3.1.3.1. **Number of departments having Research projects funded by government and non-government agencies during the last five years**
	Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1	0

3.1.3.2. **Number of departments offering academic programes**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

3.3.1	**Number of Ph.Ds registered per eligible teacher during the last five years**
	3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years** Answer before DVV Verification : 68 Answer after DVV Verification: 68
	3.3.1.2. **Number of teachers recognized as guides during the last five years** Answer before DVV Verification : 33 Answer after DVV Verification: 31
	Remark : Value has been changed as per HEI Clarification response in metric 3.1.2

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**
	3.4.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

1	1	1	0	0

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)** 3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years** Answer before DVV Verification: _table1_ Answer After DVV Verification : _table2_

table1

2019-20	2018-19	2017-18	2016-17	2015-16
10	15	19	16	17

table2

2019-20	2018-19	2017-18	2016-17	2015-16
10	15	19	16	17

3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year** 3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5	22	16	7	9

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	22	16	7	2

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).** 6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	50	12	3	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	41	5	1	3

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations