



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GOVERNMENT HAMIDIA ARTS AND COMMERCE COLLEGE
Name of the head of the Institution		Dr. Anil Shivani
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07552660081
Mobile no.		9425080163
Registered Email		heghaacbho@mp.gov.in
Alternate Email		naachamidia@gmail.com
Address		Govt. Hamidia Arts And Commerce College Bhopal, Budhwara Hathikhana
City/Town		BHOPAL
State/UT		Madhya Pradesh
Pincode		462001

2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Men																								
Location	Urban																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	DR. PRADEEP KUMAR SHARMA																								
Phone no/Alternate Phone no.	07552660447																								
Mobile no.	9425445183																								
Registered Email	naachamidia@gmail.com																								
Alternate Email	pradeepsharma65@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	<a href="https://govhamidiacollege.com/gunvatta-ashwahan-prakosth/">https://govhamidiacollege.com/gunvatta-ashwahan-prakosth/</a>																								
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://govhamidiacollege.com/academic-calendar-2020-21/">https://govhamidiacollege.com/academic-calendar-2020-21/</a>																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>75.25</td> <td>2004</td> <td>03-May-2004</td> <td>31-Dec-2011</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.90</td> <td>2014</td> <td>10-Dec-2014</td> <td>09-Dec-2019</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	75.25	2004	03-May-2004	31-Dec-2011	2	B	2.90	2014	10-Dec-2014	09-Dec-2019
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B+	75.25	2004	03-May-2004	31-Dec-2011																				
2	B	2.90	2014	10-Dec-2014	09-Dec-2019																				
<b>6. Date of Establishment of IQAC</b>	08-Sep-2011																								
7. Internal Quality Assurance System																									
Quality initiatives by IQAC during the year for promoting quality culture																									
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries																						

Trip to Manav Sangrhalaya under the Ek Bharat Shreshth Bharat program	11-Nov-2019 1	35
Trip to Phanda village, near Barkhedi Abdullah, by Department of Political Science	05-Mar-2020 1	50
Educational Tour to Historical Town of Gyaraspur, Dept. of History	11-Sep-2020 1	50
Lecture organized in the Department of Geography	29-Feb-2020 1	70
Seminar in the Department of Political Science	17-Jan-2020 1	200
National seminar on Nehru Darshan aur Virasat	06-Mar-2020 2	125
MSME Skill Development Program	02-Mar-2020 12	25
Two-day National Seminar	13-Sep-2019 2	200
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. Hamidia Arts and Commerce college, Bhopal	Rusa	Rusa	2019 365	20000000
Govt. Hamidia Arts and Commerce college, Bhopal	World Bank	World Bank	2020 730	77510000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

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

14

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

Yes

Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

IQAC initiated the third cycle of accreditation IIQA sent in the month of March 2020. 05 Workshops and Seminars organized by IQAC. Educational tours organized by the department of History and Political Science. In the field of Sports 02 Gold Medals in All India Karate Championship and 02 Silver Medal in Fencing and Swimming and 06 Bronze in Shooting, Karate and others. Classes conducted in the Smart Class rooms with Modern Teaching Methodology.

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

Plan of Action	Achivements/Outcomes
To sign MOU's with the industry in order to facilitated training and placement.	02 MOUs were signed- 1. Department of Technical Education, Skill Development and Employment, Government of Madhya Pradesh and NEF (National Education Foundation). 2. Ramraj Technology Solutions Private Limited
In order to initiate welfare measures, health checkups and Blood donation camps to be organized.	With the help of RUSA and World Bank the 3 departments- Geography, Psychology and Sports were able to purchase the essential equipment's.
To upgrade the infrastructure of the institution especially the multipurpose hall with the latest audio visual aids. The conference room be updated in order to use it for Academic and curricular activities. Proposal of three more smart classrooms in the campus. 15 more classrooms to be upgraded as smart classrooms founded with RUSA fund.	Infrastructure is upgraded- A new conference room, 50 more Computers in Computer Lab and Table Chair and Desk for the Students.
It was proposed that the special lectures of subject experts be uploaded on the college website.	The lectures and virtual class sessions are uploaded on the website of college <a href="https://govhamidiacollege.com/healthy-practices">https://govhamidiacollege.com/healthy-practices</a>
To take feedback from students and teachers and communicate to the members and Chairman of Board of studies at Barkatullah University in order to update and bring about changes in the syllabus as per the global scenario.	The feedback based on curriculum was communicated to the Chairmen and Members board of studies.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

IQAC- External Members

29-Dec-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

17-Feb-2020

17. Does the Institution have Management Information System ?

No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

The 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. 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. Traditional and Non- Traditional methods used for teaching. 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 augment 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Cambridge Assessment English Training	03/10/2019	93
MSME Skill Development Program by Central Government	13/03/2020	23
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	file attached	208
MCom	file attached	107
<a href="#">View File</a>		

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

#### Feedback Obtained

**Students' Feedback:-** As the college is affiliated to Barkatullah University, Bhopal curriculum development and updation is done by the University on the recommendation of Central Board of Studies. The feedback regarding course content was sought from the students of our college. 61.7 students considered it excellent or very good. Feedback was also taken on teaching learning in class, availability of books in the library, interest and inquisitiveness of students in learning. All these significant details were assimilated through the feedback. On the basis of this information the various departments of the institute prepare their teaching plan. The feedback also plays an important role in enriching and updating the learning resources in the library. The problems, if any, faced by the students regarding course content are communicated to the university for required changes.

**Teachers' Feedback:-**The standard of curriculum is reflected in teachers' feedback. The relevance of curriculum on the basis of aims and objectives is also known through the teachers' feedback. Some valuable and significant suggestions regarding optional papers, course outcomes were received. Most of the faculty members are in university Board of studies. The suggestions are incorporated in the curriculum.

**Parent/Guardian Feedback:-**The views of parents regarding teaching learning and curriculum are known through parent feedback. They are of great significance for the institution. The constructive and pragmatic suggestions are tried to be implemented.

**Alumni feedback:-**The feedback of the alumni plays a significant role in the progress and expansion of the institution. Most of the former students considered the course content to be relevant. They also gave some suggestions to make it more employment oriented. Some of them were of the opinion that curriculum should be updated from time to time. Their views are conveyed in the meetings of University Board of Studies by the faculty members.

**Employer's feedback:-**Feedback from the employer's of former students was sought. which has been helpful in knowing the capabilities, weaknesses, competence, curiosity and congeniality of the students. The feedback is being effectively utilized in holistic grooming of our students.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	All Subject Combination	700	626	626
BBA	All	60	52	52
BCA	All	80	30	30
BCom	Plain	800	746	746
BCom	Computer	100	95	95
BCom	Honours	60	Nil	Nil
MA	Geography	50	49	49
MA	History	70	68	68
MA	Psychology	40	17	17
MCom	All	300	224	224

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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3767	1072	85	68	85

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
85	55	12	3	6	5

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

Education has a strong impact on young minds. The college has been making concerted and continuous endeavours to facilitate an effective mentoring mechanism in college to provide a quality learning experience to the students as envisioned in our mission statement. There is a robust and well functioning mentoring system in the college. All the faculty members are actively involved in the process of mentoring. A well structured mentor mentee system has been developed in the college where 57 students have been allotted per faculty member. A Tutor-Guardian committee has been set up to plan and organize sessions. The committee monitors, reviews and implements various strategies to provide effective mentoring system in the college. The mentor has been given a list of the allotted mentees with details of name, class, section, Roll No, Mobile number and email id. The mentor acts as a guide to the mentees and endeavours to establish consistent communication through personal meetings, whatsapp and phone calls. The mentor tries to support and encourage the mentees. The mentors in our college are assiduous, responsible amiable and approachable. They play the role of consultant, counsellor and also boost the confidence level of the students They make an informal needs assessment of the mentee, set a contact schedule and try to have fruitful conversation with them and if required, with their parents, time to time. They discuss and develop a plan to meet the challenges after helping the students (mentees) do their own SWOC analysis. This also helps them in making an informed decision on planning their careers. The feedback is acquired from the mentees time to time. Besides this all the faculty members of the concerned departments also play the role of a mentor for their students. They keep track of their academic growth and device cohesive plan for them accordingly. The faculty members of the department try to establish personal rapport with the students and try to help them feel comfortable and open up. They leave no stones unturned in helping them in every possible way.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4839	85	1:57

## 2.4 – Teacher Profile and Quality

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

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
85	85	Nil	2	72

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National,



International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	C008	Semester	30/06/2020	21/11/2020
MA	C007	Semester	30/06/2020	13/11/2020
MA	C006	Semester	30/06/2020	13/11/2020
MA	C005	Semester	30/06/2020	21/11/2020
MA	C004	Semester	30/06/2020	13/11/2020
MCom	C031	Semester	30/06/2020	21/11/2020
BCA	C030	Year	30/06/2020	19/01/2021
BBA	C029	Year	30/06/2020	04/01/2021
BCom	C031	Year	30/06/2020	19/01/2021
BA	C028	Year	30/06/2020	20/01/2020
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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 and to broaden the horizon of their learning are Group Discussion, Class Room Teaching, Poster/Chart making, Assignment Question Bank (prepared by the students), Class Test, Quiz, Surprise Test, Presentation by the students. The major reforms taken up in this sphere are enlisted below - 1. More emphasis given on inclusion of mini projects, poster making, group discussions, online quiz and assignments. 2. An Induction program was organized at the commencement of the session. The students were introduced to the continuous internal evaluation system so that they can prepare themselves better for CIE. 3. Online tests and quiz were given by the various departments. 4. Doubt clearing sessions were held to clarify doubts so that there is no ambiguity. 5. Remedial classes are regularly taken. 6. Guest lectures and seminars were organized which enhanced the in depth knowledge of the subjects, thereby improving the performance of the students.

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

A Comprehensive Academic Calendar is issued by the Department of Higher Education at the commencement of the academic session. The various academic activities are conducted in accordance with the Academic Calendar which mainly comprises Admission schedule, Teaching, Examination and Continuous

Comprehensive Evaluation details. 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. The Significant aspects of the academic calendar are as follows- (i) Planning departmental activities at the commencement of each session/semester. (ii) Planning of various N.S.S./N.C.C. activities. (iii) Planning of different cultural, sports, literary and other activities by the respective committees and clubs. (iv) Planning of internal exam and other examination related activities according to the University Exam schedule. There is a Ph.D. research centre at the college. Vivas are conducted from time to time as per schedule date. Due to the Covid Pandemic, Academic Calendar could not be pursued beyond 22.03.2020 under graduate exams were halted midway.

## 2.6 – Student Performance and Learning Outcomes

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

<https://govhamidiacollege.com/PDF1/Programme%20and%20Course%20Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C028	BA	All Subject Combination	313	308	98.40
C031	BCom	All	520	513	98.65
C029	BBA	All	23	23	100
C030	BCA	All	43	42	97.67
C031	MCom	All	109	102	93.57
C004	MA	Drawing and Painting	24	23	95.83
C005	MA	Economics	8	7	87.5
C006	MA	English	11	11	100
C007	MA	Geography	16	16	100
C008	MA	Hindi	33	30	90.90

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## 2.7 – Student Satisfaction Survey

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

<https://govhamidiacollege.com/feedback>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Contemporary Research in Commerce and Management	Commerce	13/09/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Commerce	3
Sanskrit	1
Political Science	4
English	1
Philosophy	2
Hindi	1
Drawing Painting	1
Urdu	8
Sociology	2
Economics	3
History	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Fine Arts	1	Nil
National	English	1	Nil
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference

Proceedings per Teacher during the year

Department	Number of Publication
English (Dr. Aprajita Sharma)	3
Hindi (Dr. Sudhir Ranjan Singh)	1
Sanskrit (Dr. J.N. Tripathi)	1
Sanskrit (Dr. H R Raidas)	1
Philosophy (Dr. R K Shakya)	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	36	Nil	Nil
Presented papers	Nil	33	Nil	Nil
Resource persons	Nil	3	3	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Distribution of Food packets to around 450 persons	Seva Bharti and NSS	10	40
Blood Plasma Donation at Bansal Hospital	Govt. Hamidia Arts and Commerce college, Bhopal College	6	6

Collected Rs 25,000 - Distribution of food packets among 130 families in Village Salaiya, Deen Dayal Nagar, Shivaji Nagar	Public Participation	2	11
Distribution on Fruits and Saplings in Village Kodia and Hinauti Road on 17.09.2019 under Nutrition Week	NSS	5	20
Online Poster slogan and Rangoli Competition, Organized at State Level and Student Bhagirath Prajapati secured second place winning a prize of Rs. 3000/- Cash	NSS	2	2
In 9th July 2020 NSS Volunteers along with Police administration inspired people to wear masks, maintain social distancing use of sanitizes and hand wash during CORONA period.	NSS	2	2
On 30th October National Integration Day was celebrated and on 2nd October Gandhi Jayanti a cleanliness campaign was carried out to clean the statue of Gandhi ji	NSS	25	52
On 21st June International Yoga Day, an online training of Yoga and Pranayam was conducted as per the instructions of the govt. on the subject of Yoga at home with your	NSS	30	50

family			
College Chalo Abhiyan - Schools in Bilkisganj, Ginnouri and Nasrullaganj	NSS	2	850
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Poster Making Slogan writing	Online Competition on Covid19 Child Protection	UNICEF	8
N.S.S. Activity	Rashtriya Bahumukhi Pratibha Alankaran	Nirdaliya Prakashan	2
Community Services Activities	Excellence in Community Services	Ministry of Youth Affairs and Sports Govt. of India	2
Community Services Activities	NSS State Level Award (Swayam Sevak star)	M.P. Government	2
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
N.S.S.	N.S.S. Unit, Govt. Hamidia Arts Commerce College, Bhopal	Orientation Program	10	150
N.S.S.	N.S.S. Unit, Govt. Hamidia Arts Commerce College, Bhopal	HIV/ AIDS Awareness Program	10	75
N.S.S.	N.S.S. Unit, Govt. Hamidia Arts Commerce College, Bhopal	Role of N.S.S. in Child Labour Protection	12	50
N.S.S.	M.P. Government	International Yoga Day at Lal Parade Ground	35	52
N.S.S.	N.S.S. Unit, Govt. Hamidia Arts Commerce College, Bhopal	Program on Financial Literacy	10	71
N.S.S.	N.S.S. Unit,	College Chalo	11	85

	Govt. Hamidia Arts Commerce College, Bhopal	Abhiyan		
N.S.S.	N.S.S. Unit, Govt. Hamidia Arts Commerce College, Bhopal	HIV/AIDS Awareness Slogan writing and discussion	12	150
N.S.S.	N.S.S. Unit, Govt. Hamidia Arts Commerce College, Bhopal	Swachchata Diwas	3	105
N.S.S.	N.S.S. Unit, Govt. Hamidia Arts Commerce College, Bhopal	Rally for road safety with Police Administration	5	4
N.S.S.	N.S.S. Unit, Govt. Hamidia Arts Commerce College, Bhopal	Sloagan and Poster competition on the topic Youth as Champion for Child Protection	2	2

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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Periodical Lecture	25	Nil	1
Workshop on Research Methodology	02	Nil	2
Faculty Development Program	01	Nil	6

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Central Govt. - MSME Skill Development Programme	MSME Skill Development Programme	Central Government	Nil	Nil	23
Cambridge Assessment Training	Cambridge Assessment Training	Cambridge University	Nil	Nil	93

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Ramraj Technology Solutions Private Limited	31/12/2019	Find placement for the students	3
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#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
54.4	54.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

##### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	Nill	Nill	Nill	Nill	Nill	Nill



Text Books	106758	14983456	1301	279555	108059	15263011
Reference Books	16206	2366351	Nill	Nill	16206	2366351
e-Books	Nill	Nill	100000	Nill	100000	Nill
Journals	19	21000	6	25000	25	46000
e-Journals	Nill	Nill	6000	Nill	6000	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	Nill	Nill	Nill	Nill	Nill	Nill
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

No file uploaded.

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	133	1	133	1	1	1	14	20	0
Added	0	0	0	0	0	0	0	0	0
Total	133	1	133	1	1	1	14	20	0

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

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Virtual Class	<a href="https://govhamidiacollege.com/video">https://govhamidiacollege.com/video</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
--	--	--	--

29851

29851

119407

119407

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

The college has an organized and effective mechanism to ensure the maintenance of physical, academic and support facilities. There are 25 classrooms, Seminar Halls, Conference room, Multipurpose Hall, N.C.C. Building, Administrative office, Virtual Class Room, well equipped Computer Lab, Network Resource Centre, Departmental Labs (Fine Arts, Geography, Psychology), Canteen, Sick room and Paking Space. We have a lush green Campus which provides a serene backdrop for a gratifying learning experience. There is a system in place for maintaining the cleanliness of the campus. A compus committee has been instituted which ensures the cleanliness of the campus. The Library committee executes various strategic plans to provide quality learning experience to the students under the guidance of the Principal. The college has been incessantly striving to facilitating an intellectual milieu conducive to teaching learning.

The Library is equipped with SOUL Software (version 2.0) and is partially automated. The N-LIST membership is an added asset as it gives students an access to 6000 e-journals. The college has a structured mechanism for regular updation and maintenance of Information Technology Infrastructure. The college has 133 computers. The installation of antivirus, periodically formatting of computers, maintenance of hardware, updation of software are regularly done to ensure smooth functioning of the facilities for optimum use of Information Technology in teaching learning. There is a robust support system to promote sports and games. There is a separate Administrative room for sports. The Sports Officer takes every possible measure to enrich sports activities. It is imperative to have a well structured policy regarding the use of labs to facilitate gratifying learning experience to the students. The Department of Fine Arts is one of the leading P.G. Departments in Madhya Pradesh. Students from this department have made a distinct mark in the field of graphic design, screen printing and other sphere related to fine arts. The department has adequate infrastructure facilities, resources and lab equipments for theory and practical classes. The Department has Drawing boards, easels (iron and wooden), old master prints, furniture, pigeon holes for keeping papers and documents, Display Boards, a store room etc. Swaraj Bhavan, Ravindra Bhavan, M.P. Kala Parishad and Bharat Bhawan are in vicinity, thereby augmenting the milieu of fine arts and culture. The students draw inspiration from the idyllic surroundings and picturesque buildings nearby. The dexterous and dedicated faculty members hone their creativity and imagination. The dazzling performance and achievements of the student at university, state and national level competitions speaks volumes of this. The Department has experienced and committed faculty members who ensure the optimum use of Lab and resources to train, encourage. and motivate the students. As a result, most of the students in previous five years, passed out from the college, are successful graphic designers, Screen printers, interior decorators and professional artists. Technical staff and class IV personnel have been appointed by Janbhagidari Samiti on temporary basis for maintaining support facilities like Computer Labs Library class rooms, play grounds and campus.

[https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106961/4.4.2\\_1631093133\\_6284.pdf](https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106961/4.4.2_1631093133_6284.pdf)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees

Financial Support from institution	Post Matric Scholarship (State Sponsored) and other scheme details file attached	1560	9474211
Financial Support from Other Sources			
a) National	Central Sector Scheme for Meritorious Students and other scheme details file attached	33	470000
b) International	Nil	Nil	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Lecture on- Role of Indian Culture and discipline in personality development	31/07/2019	67	Personality Development Cell, Government Hamidia Arts Commerce College
Training on Personality Development and Soft Skills	26/08/2019	92	Swami Vivekananda Career Counseling and Guidance Cell, Government Hamidia Arts Commerce College
Yoga Camp	05/09/2019	30	Department of Sports, Government Hamidia Arts Commerce College
29 Remedial Coaching classes conducted	01/10/2019	544	Committee for Remedial classes, Government Hamidia Arts Commerce College
Training on Language Communication Skills	03/10/2019	93	Cambridge Assessment English Training Programme (Under MOU signed between Cambridge University and Department of Higher Education, M.P. Government )
District Level Symposium on Role of Panchayati Raj	10/10/2019	16	Government Hamidia Arts Commerce College,

in Reinforcement of Democracy			Bhopal
State Level Discussion Competition on Rajiv Gandhis Dream: India as an IT leader	02/12/2019	20	Government Hamidia Arts Commerce College, Bhopal
Lingua Skill Test	04/02/2020	50	Cambridge Assessment English Training Programme (Under MOU signed between Cambridge University and Department of Higher Education, M.P. Government )
Seminar on Financial Literacy and Digitalization in Banking	10/02/2020	71	Additional General Manager, R.B.I. Shri Vikram Goyal (N.S.S. in association with R.B.I.)
Lecture on Gandhian Values Gandhi Samvad	12/02/2020	58	Dr. Brahmdeep Alune, State Co-ordinator, Personality Development Cell
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Guidance by Retired UPSC Chairman Shri D.P. Agarwal on preparations for UPSC Exams	50	Nil	Nil	Nil
2019	Lecture and Workshop in the Department of Commerce on GST by Chartered Accountant	Nil	40	Nil	Nil

Mr. Ankur  
Jain

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Central Government MSME Skill Development and Job Oriented Training Programme organized by Department of Commerce	23	Nil	Two days Career fair organized at Institute of Excellence for Higher Education, Bhopal	19	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	741	UG to PG, PG to Ph.D.	Arts and Commerce Department	Govt. Hamidia Arts and Commerce college, Bhopal	Post Graduate and Ph.D.
No file uploaded.					

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

Items	Number of students selected/ qualifying
NET	12
Any Other	2
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Kabaddi (Men) Tournament	District	100

Kabaddi (Men) Tournament	Division	84
Kabaddi (Men) Tournament	State	72
Quiz Competition to celebrate Birth Centenary of Mahatma Gandhi	Inter Collegiate	32
Birth Anniversary of Allama Iqbal, celebrated as Urdu Week	College level	14
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	8th National Dragon Boat Race Championships (D-20, Jr. Men 500 m) First Position	National	4	Nil	Nil	Ankit Malviya
2019	13th National WFSKO open Karate Championship/ Silver Medal	National	2	Nil	Nil	Kartik Bhoyar
2019	All India Karate Championship 2019 Gold Medal	National	2	Nil	Nil	Gautam Gaur
2019	13th National WFSKO open Karate Championship Gold Medal	National	2	Nil	Nil	Gautam Gaur
2019	All India Karate Championship 2019 Gold Medal	National	2	Nil	Nil	Aman Tomar

2020	25th Euro-Asia International WFSKO open Karate championship/ Silver Medal	International	2	Nil	Nil	Aman Tomar
2019	4th West Zone National Fencing Championship First Position	National	1	Nil	Nil	Ankit Borde
2019	4th West Zone National Fencing Championship /Third Position	National	1	Nil	Nil	Saurabh Mishra
2020	Represented NCC Directorate at the Annual Republic Day Parade & Camp, New Delhi	National	1	Nil	Nil	Sahil Dubey
2020	Represented NCC Directorate at the Annual Republic Day Parade & Camp, New Delhi	National	1	Nil	Nil	Aditya Singh Sikarwar
<a href="#">View File</a>						

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

The institution has consistently facilitated students 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. As per government notifications, student union elections are conducted in the college. Though the session 2019-20, as per government orders, did not have student council elections for the post of President, Vice-President, Joint- Secretary,

Secretary and class representatives but as per Government instructions Rupees 95 is still collected from each student on admission to the college for students council activities. Even in the year election were not conducted this money was constructively used for various student welfare activities such as library up gradation, yuva utsav celebrations, cultural programs like annual day celebrations, awareness drives etc. Apart from the student council, students are also actively represented on 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 on the Amalgamated Fund (AF) used for various activities pursued for college improvement. Students are also engaged as representatives on various cultural and sport bodies, NSS NCC governing bodies. 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 these 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 students views with policy making enhances participatory growth of the students and institution in the long run.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Though the college has formally registered its alumni association on 22 nd 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 students who have passed out and has 96 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 (1st Batch) in attendance. New registration drives and feedback forms were distributed at this event. 68 alumni joined and committed themselves towards future endeavours 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. 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 Mr. O.N. Shrivastava, ex IAS officer who went on to become Governor of the States of Manipur Nagaland. Alumni's have also closely been associated with the policy making process of the college as such 1 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 such as sports and cultural celebrations, lectures, workshops, conferences and seminars etc. Their valuable suggestions and feedback have immensely helped 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 further formalize this association by registering its alumni association in this session itself to take this cooperative equation further for the betterment of the institution in the long run.



5.4.2 – No. of enrolled Alumni:

96

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

01 meeting was organized on 10-01-2020

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

Hamidia College has a well defined organizational structure with decentralized conferred to HODs and conveners of various functioning committees • IQAC has the freedom to formulate quality policies and its implementation discussed and planned at the several meetings conducted in the year. • HODs of department have the freedom to plan, implement, finalize and shape activities in view of the available resources by conducting department meetings. • Committee meetings: Drawing participatory, action plans, implementation and reflection on the same for improvement/ innovation under the leadership of the convener. • Staff meetings: several number of issues are discussed during staff meetings, giving the scope for collective thinking and decision making. Interaction with diverse external agencies: Faculty members participating in various activities like seminars, orientation and refresher courses, universities, committee meetings etc. share their experiences/ ideas to continuously bring about improvement in our functioning.

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

Partial

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The admission process is highly transparent, rules and regulation of the M.P. Higher Education are strictly adhered to, admission are merit based, candidates are required to fill the MP higher education certified form, the cutoffs of various courses are displayed on the MP higher education websites. Each application is processed and verified. The college and higher education strictly follows the reservation policies of government of India for admission. The college has fully computerized admission management system.
Industry Interaction / Collaboration	Placement committee of college provides students with exposure to resume writing, soft skill. Training and employment opportunities. The

Career and placement cell interacts with the neighboring industries thus bringing opportunities for the students, organizing training in order to broaden the placement of students. Career fair is organized in which many companies are invited. The students are taken for industrial visit to Mandideep.

**Human Resource Management**

The institution manages the human resource with a strategic approach. At the beginning of the session, the head of the institution forms various committees for the smooth functioning of the college. The teaching and non-teaching faculty works accordingly with their conveners and team members.

**Library, ICT and Physical Infrastructure / Instrumentation**

The physical infra-structure caters to the needs of each course. College has a big library, there are more than 125000 books, 13 Newspapers (01 Urdu, 10 Hindi, 02 English), 19 journals and e-journals every year. SC,ST and OBC students are given books worth Rs 1500/- and stationery worth Rs. 500/- NRC has been setup for the benefit of staff and students. There are four laboratories (dept. of Psychology, Drawing and painting, Geography and Computer Lab). The virtual class is a high-tech video conferencing classroom that facilitates education, teaching and learning through distance mode. College have 05 virtual classroom thus making the campus more the oriented. IT has been developed as multipurpose teaching learning place. There are five smart class rooms and one virtual class room which are used for UG and PG lectures.

**Research and Development**

Teachers are motivated to participate in conferences, workshops and training programmers. College is the Ph.D. research centre for 12 subjects there are 30 research guides in college. Pre Ph.D. submission is organized in all the departments. This year 12 presentations were conducted. The college is also the centre for Research course work. The college publishes its own research journal Antersnakay Shodh Patrika.

**Examination and Evaluation**

Examinations are scheduled as per prescribed university time table and planned well in advance to ensure smooth conduct of exams. Internal

	Evaluation by CCE is conducted by both traditional and modern methods, the college adopted methodologies for example surprise test, assignment, question and answer session, online CCE, etc.
Teaching and Learning	Academic calendar and planning, teachers diary reviewed monthly by HODs and principal endorsing of innovative methods adopted by teachers and use of various audio visual aids.
Curriculum Development	In Hamidia college, many professors are chairman and member board of studies at Barkatullah University, Bhopal on basis of the feedback received from the students they bring about the changes and modification in the curriculum, innovations are introduced by the teachers, the syllabic of different subjects is completed within time.

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

E-governance area	Details
Planning and Development	The CCE of many departments is conducted online, syllabus and course content of UG PG classes is uploaded on the web b department. Whats apps groups are functional in order to give important information to the students.
Administration	The work of office is done online, most of the office staff is computer friendly. The entire information is sent online to the department of Higher education, Vidhan Sabha, A.D. office.
Finance and Accounts	There is system of cashless fee, the salary slip and other finances are done online. (The student deposit their fee online. the books of accounts and payroll software for salary dispersal the statutory dues are paid online in timely manner.
Student Admission and Support	Examination form are filled online and admit card is generated online. Online admission is done at UG PG level. For student support the college has an NRC center which has the facility of 5 Computers with internet.
Examination	Hamidia is affiliated to Barkatullah University, the examinations are conducted in traditional way, however the Internal examination is conducted online. <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106961/6.2.3_1630483097_6284.pdf">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106961/6.2.3_1630483097_6284.pdf</a> <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106961/6.2.3_1630483097_6284.pdf">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106961/6.2.3_1630483097_6284.pdf</a>

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NIL	NIL	NIL	Nil
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	COMMIT	COMMIT	15/02/2019	02/03/2019	43	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
RT for DTS	1	09/02/2020	28/02/2020	20
Direct Training Skill (DTS) Govt. of India	2	09/02/2020	13/02/2020	05
Direct Training Skill (DTS) Govt. of India	1	24/02/2020	28/02/2020	05
Faculty Development Program	42	09/12/2020	13/12/2020	05
Orientation Workshop on Awareness, Adoption Promotion of the MOOCs on SWAYAM Platform	39	09/08/2019	09/08/2019	01
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
01 Grievance Redressal Camp at Division Level organized at Hamidia College on 17-12-2019	01 'Samman Rashi' to Class IV Employee on Republic Day for exemplary service 26-01-2020	02 • Festival of Democracy • 15th January 2020 Commemorating Army day On this day, Field Marshal K M. Cariappa took over as the first Commander-in-Chief of the Indian Army

**6.4 – Financial Management and Resource Mobilization**

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

Government Hamidia Arts and Commerce College conducts financial audit by chartered accounted every year. The college has a care committee that checks the DFC of the college and the fee collected is dispensed in various sections as per the government rules of procurement. In every alternate year the government and non-government expenditure is also audited by the officer of accountant general. This comes under external audit.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Audit Committee	Yes	Head of the Departments
Administrative	No	Nil	No	Nil

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

Hamidia college has a parent teacher committee, it organises one meeting with the parents in every semester, they invite suggestion so that improvement in academics may be initiated and implemented and sustained. The PTA also guides for improvement in campus and infrastructure through their feedback. They also help in maintaining and monitoring classes, study tours and industry visit.

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

There are many schemes from the Department of Higher Education for support staff. They are given the facility of medical reimbursement, leave on medical ground, facility to withdraw part saving from their GPF account. The support staffs are provided with uniform and woollen clothes. There is 2 seat quota for admission of the wards of employees.

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

1. As per the recommendation of NAAC, infrastructure for class rooms and conference room, IQAC is strengthened. The automation for library is in progress. 2. As per NAAC recommendation the registration of Alumni Association is in progress.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	National Seminar on Contemporary Research in Commerce and Management	13/07/2019	13/07/2019	14/07/2019	200
2019	The College organized Induction Program for new admitted students of UG PG	17/09/2019	17/09/2019	17/09/2021	427
2019	Remedial Classes	01/10/2019	01/10/2019	03/03/2020	544
2019	Visit in Manav Sanghralaya (Ek Bharat Shreshth Bharat Club)	08/11/2019	08/11/2019	08/11/2019	30
2020	Organized Special Lecture in Dept. of Geography	21/02/2020	21/02/2020	21/02/2020	120
2020	Organized Special Lecture in Dept. of Political	17/01/2020	17/01/2020	17/01/2020	300

	Science				
2020	Education Tour in Political Science Dept. (Fanda Gram Barkhed Abdulla)	05/03/2020	05/03/2020	05/03/2020	50
2020	Nehru Darshan Evam Virasat	06/03/2020	06/03/2020	07/03/2020	70
2020	Organized Special Lecture in Dept. of History (Gyaraspur)	29/02/2020	29/02/2020	29/02/2020	50
Nil	Special Lecture Cultural Heritage of Manipur State (Ek Bharat Shreshth Bharat)	05/02/2020	05/02/2020	05/02/2020	60
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness for Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act 2013- seeks to protect women from sexual harassment	18/12/2019	18/12/2019	15	52
Seminar organised by dept. of Commerce 'Women Empowerment'	13/09/2019	14/09/2019	39	75

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

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

Energy - Importance and use of Solar Energy is promoted extensively. The college is quite aware of the need for energy conservation. A 5 KV solar system is already installed producing 25 units of electricity every day. Another system of 10 KV is also proposed to be installed on top of the Swarn Jayanti Hall. These two plants together will generate 75 units of power daily, thereby reducing the per unit expenses of the college from the present Rs 7.00 to Rs 2.20 per day. More and more LED bulbs are being used to conserve energy. Switching off fans, lights, air-conditioners, computers and printers, other electrical and electronic equipment when not in use, is a regular practice. The college building and classrooms have adequate natural light and ventilation to lessen the use of electrical appliances in classrooms. Environment - Students and faculty members are always encouraged to use cloth/jute carry bags. Large variety of trees exists in the campus, which is being fortified with plantation of medicinal plants. Environmental studies are compulsory in Foundation Course in UG. Students and faculty members are encouraged for car-pooling, walking and for using public transportation to reduce pollution. Instead of fresh flower bouquets, saplings of Amla, Tulsi, Aloe vera, giloy, papaya, guava etc are presented to guests and teachers in college functions. Green Audit - is conducted. The report is uploaded on college website. The link is given below- A Report on Green Audit Of Government Hamidia Arts and Commerce College Bhopal (M.P.) ([govhamidiacollege.com](http://govhamidiacollege.com)) ? There are 235 tube lights and 90 LED lights gradually the tube lights are being replaced by LED lights. ? In emergency the generator donated by Shri Ramesh Chandra Agarwal, Chairman, Bhasker Group also provides energy to the A block. ? There are 5 invertors in the college for power backup computer lab has a separate power backup arrangement.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	13
Provision for lift	No	Nil
Ramp/Rails	Yes	13
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1
Scribes for examination	Yes	10
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students
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	locational advantages and disadvantages	engage with and contribute to local community					and staff
2019	4	4	13/07/2019	02	08	08	50
2019	1	1	13/07/2019	01	Orientation Program for new students	Orientation of New students	150
2019	1	1	12/08/2019	01	World Youth Day	Awareness from prevention from HIV	50
2019	1	1	23/09/2019	011	Initiation program under World Bank Project	Initiation of World Bank Project	108
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
Book Of Ethics	15/12/2019	The college 'Book of Ethics', available on its website, sets the prescribed ethics and values for everyone. The college organizes an induction and awareness program in order to make the students familiar with the ethics.
Code of Conduct	18/06/2020	The college 'Code of Conduct', available on its website, sets the prescribed code of conduct for everyone. The college organizes an induction program in order to make the students familiar with the code of conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers Day	05/09/2019	05/09/2019	54
National Education Day	11/11/2019	11/11/2019	51

Swami Vivekanand Jayanti Celebration	12/01/2020	12/01/2020	110
Seminar Environment Protection SLOGAN competition	12/01/2020	12/01/2020	116
World Aids Day	01/12/2019	01/12/2019	81
National Integration Day	31/10/2019	31/10/2019	44
Cleanliness Campaign Gandhi Jayanti	02/10/2019	02/10/2019	55
Shramdan Programme	02/10/2019	02/10/2019	75
Prosthetic Hands Distribution with Rotary Club	04/08/2019	04/08/2019	20
NSS DAY	20/09/2019	20/09/2019	180
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rashtriya Ekta Shivir 6/12/19- 12/12/19 NSS Team leader, Mr Danish Khan-active participation In Rashtriya Ekta Shivir organised in Ranchi. National level participants- 01
Special Lecture 05/09/2019 Lecture on Teachers Day-Environment Conservation Cleanliness drive 54 Students
Plantation 26/09/2019 Students and Teaching and Non-Teaching Faculty Participated in sapling plantation opposite 'H' Block 30 Students
Oath for Environment Conservation 26/09/2019 Students took pledge for environment conservation and to take care of the planted saplings 30 Students
Cleanliness drive 01/10/2019 Gandhi Jayanti - Students actively participated in the cleanliness drive and took pledge to keep the campus neat and clean 25 Students
Polythene free campus drive 12/10/2019 Students of M.A. History and M.A. Political Science took oath to keep the campus polythene free 50 Students
Distribution of Paper Cloth bags 12/10/2019 The faculty students distributed paper and cloth bags 50 Students
Lecture Poetry, reading on Environment 30/01/2020 Basant Panchami - celebrated with poetry recital and discussed the significance of environment conservation 50 Students
1. On August 24, 2020 in village Korea and Hinauti road and on September 24, NSS day in the college, many plants including Amla, Sweet Guava saplings were planted. 2. Pouch, Panni, Polythene - Paryawaran ke Dushman Teen was one of the slogans the students used to forward the message of cleanliness during special 'healthy camps drive'. Relevant other activities were organised for keeping enemies of environment at bay. 3. On July 10, 2019, as per government instructions regarding 'Green Bhopal Sheetal Bhopal', saplings of Mango, Peepal, Ashok, Amla, Gulmohar, Jasmine, Neem and Madhumalati and Sitaphal were planted in the campus. Along with the Principal and teachers and student volunteers, more than 100 people joined and resolved to protect these saplings.

Again, on 01 August 2019, tree plantation was carried out under 'Greening The Earth' initiative. Principal, Program Officer and students planted 39 fruit-bearing, flowering and medicinal plants and took an oath to preserve them. 4.

On the occasion of World Cleanliness Day on 31 September 2019, Hamidia NSS volunteers joined the Municipal Corporation of Bhopal and started a cleanliness drive under the guidance of District Organizer and Program Officer at VIP Road, SBI Chauraha, Iqbal Maidan, Gohar Mahal, Taj-ul-Masajid, etc. and gave a message of cleanliness on this occasion. Dr. PK Jain, Principal, Dr. RK Vijay, State NSS in-charge, Dr. Anant Saxena were present as the chief guest. 105 people participated in this program.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Title of the Practice: Yoga and Meditation**

1. Yoga and Meditation help in a great way to improve the ability of human mind. Regular practitioners of yoga find improvement in their physical, mental and psychological health and in their general wellbeing. 2. Objectives of Yoga and Meditation: • To help the students connect between mind and body. In the mad race for physical achievements, young minds often neglect care of their body. Yoga and meditation, while ensuring physical fitness, also make them mentally alert. • To help students in self-discipline and self-control. • To reduce stress and anxiety in the life of students due to the challenges faced by them. 3. The Context In the present scenario students is subconsciously a part of the rat race in order to achieve success. They do not realize that it is essential to maintain the balance between life and work. The state govt, under its Vivekanand Career Counselling Yojna, has underlined the need of striking balance between work and personal life, which can be achieved through the practice of yoga and meditation on regular basis. 4. The Practice The college initiated practicing yoga among students and staff way back in the year 2015. Initially, yoga sessions and meditation camps were only a few, mainly for demonstration purpose. The involvement of the faculty was also limited. Later on, from the academic year 2018-19 this ancient practice of body and mind balancing was taken up as a regular activity with well-defined schedule, dedicated space and involvement of known practitioners and gurus available in the city. It has been observed that certain exercises of yoga viz. Surya namaskar, Bhujanga Asan, shalabh Asan, Trikon Asan, Yoga Nidra, especially attract the attention of the elder group who report to have made their family members also regular practitioners. Likewise, some of the Pranayam exercises like Anulom - Vilom, Bhastrika, Ujjayee and Bhramari. The non-teaching staff and Class IV employees have also shown great interest in yoga. They have started attending the sessions with full enthusiasm and experienced its benefits. Students have greatly benefitted by the regular practice. They excelled in sports like Kabaddi, Dragon Boat racing, Karate, Fencing etc. and won laurels for the institution. There were as many as 21 medals won by the students (list attached). Another unique impact of this practice is seen that not a single case was reported in the Student Grievance Redressal Cell. 5. Evidence of Success - Government Hamidia Arts Commerce College organizes yoga and meditation camps and workshops from time to time. Teachers and students actively participate in these drives. The 10-day Yoga Camp proposed in the last week of March 2020 could not be organized due to the COVID-19 pandemic. - Prizes won by our students in sports are an indication of its success. Smart turn out of the college students bears a lot of credit to yoga practice resulting in students participating in Republic Day Parade at the state level and also representing the state in the national event at Delhi. The student of MA Hindi Shivam Chauhan was designated as brand ambassador for the city of Bhopal in the swachhta Abhiyan program. Needless to emphasize that Shivam is a regular practitioner of yoga. 6. Problems Encountered and Resources Required -

The college requires an open, well-aerated hall for the practice of yoga in a healthy environment. Open space, Yoga mats, Audio-video system (CDs, software), carpets, drinking water facility, - There is no human resource, i.e. trained Yoga guru.

**B. Holistic Development**

**1. Objectives of the Practice** The objective of taking Holistic Development as the best practice is to inculcate in the students moral, emotional, physical, psychological and spiritual dimensions.

**2. Underlying Principles:** Development of intellectual, mental, physical, emotional abilities and social responsibility in students in order to equip them for the challenges of everyday life.

**3. 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 develop intellectual capabilities, emotional abilities and social skills etc. in students so that they are physically, mentally, emotionally, socially and psychologically prepared to face such challenges with composure. The Practice Real-life examples and practice provide tangible applications to knowledge and skills learned in the classroom as they relate to students themselves and society.

24 students participated in MSME Skill Development Programme organized by NSDC, in March 2020, while 93 students took part in Cambridge Assessment English Training program. 329 field projects and internships were completed by MA and M Com IV Sem students as part of their curriculum requirement.

- The research scholars are introduced to areas that not only inspire them for taking up relevant topics for study but enrich society.
- Teachers of the college frequently use ICT enabled tools and resources in classes, which makes students more familiar with technology-based learning methods

The Network Resource Centre and the Computer Lab of the college, which has been effectively put to training on computer skills and communication, are great help for students in their overall development.

- On designated days parents and guardians are invited to discuss their perception about the performance and progress of their wards. The system of feedback as per NAAC vision is taken at the end of every session.
- Curriculum enrichment through group discussion, classroom teaching by students, quizzes, presentations, etc. helps students in developing their knowledge about the subject and related areas.
- Students of the college are very active in NCC and NSS camps. They take pride in participating in national events like Republic Day and Independence Day parades. During the lock-down period, students were not only sympathetic towards the COVID patients, they also heartfully encouraged and backed the frontline workers - the COVID warriors - at every stage. Volunteers of NSS participated in Nukkad Natak drives at traffic signals of the city.
- The birth anniversary of Munshi Premchand was celebrated. Dr Shivani highlighted his major contribution to Hindi literature, followed by a screening of Hindi film Idgah based on Premchands story.
- Care and respect for the environment are on priority for the students of Hamidia. They created small water holes in the college campus for birds and for stray animals and birds at various places in the city.
- Students participate in youth fest, cultural programs, annual day celebrations, awareness drives, etc.

**4. Evidence of Success** Notices are displayed on the college notice boards informing them about the important events that take place. Suggestions are invited from students also for their effective participation.

**Highlights of various activities -**

**A. Academic and Personality Development -**

- The College organized Induction Program for the newly admitted students of UG PG.
- Initiation program under the World Bank Project.
- 29 Remedial Coaching classes were conducted.
- Training programs on Personality Development and on Language Communication Skills.
- Workshop on Cyber Security was organized.
- 361 Virtual Classes for online teaching conducted.
- Guidance by Retired UPSC Chairman Shri D.P. Agarwal on preparations for UPSC Exams.
- 90 hrs. Job-oriented training given by State University, New York under MOU signed with Technical and Higher Education department
- Two-day Career Fair attended by Students at Institute for Excellence in Higher Education, Bhopal.
- Dainik Bhaskar Group organized a competition on career options at Govt. Hamidia Arts

Commerce College. - Students were taken on Industrial Visit to National Industries, Mandideep, and RICL - Workshop and Lecture on GST by Chartered Accountant Mr. Ankur Jain was held. - Organized Special Lecture in the Departments of Geography and Political Science. - An Education Tour was taken to Fanda Gram, Barkhedi Abdulla by the dept of Political Science. B. Indian Culture and National Integration - On 30th October National Integration Day were celebrated and on 2nd October Gandhi Jayanti was celebrated with a cleanliness campaign. - Lecture on Role of Indian Culture and discipline in personality development. - 05.09.2019, Teachers' Day. Sanskrit Dept celebrated the day with prayers of Goddess Saraswati. C. Human Values and Cultural Aspects - Six students donated blood and plasma at Bansal Hospital, in the wake of the COVID 19 emergency situation. - Online Poster, Slogan, and Rangoli Competition was organized at the state level. One student, Bhagirath Prajapati secured second place winning a prize of Rs. 3000/- cash. - Distribution of Fruits and Saplings in Village Kodia and Hinauti Road on 17.09.2019 under Nutrition Week.

D. Social - 40 NSS students persons in collaboration with Seva Bharti, distributed food packets to around 450 people. - Collected Rs 25,000 from donations for distribution of food packets among 130 families in villages Salaiya, Deen Dayal Nagar, Shivaji Nagar. - IN 'College Chalo Abhiyan' school children in Bilkisganj, Ginnouri and Nasrullaganj were motivated. 5. Problems Encountered • Students are not generally groomed for taking up challenges and social problems at the school level. It's only when they reach adulthood they are suddenly exposed to the life's challenges. They often get disoriented. • Paucity of time with the faculty and students.

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

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

### 7.3 – Institutional Distinctiveness

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

**SOCIAL RESPONSIBILITY:** 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. 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 in 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 Hamidia Arts Commerce College Social Responsibility is the keystone of education process, where self-responsibility and responsibility to others, i.e. the society, go together. • Students campaign to help flood victims. The college students through NSS did a three-day campaign for financial assistance to the flood victims of Kerala in the month of August. They collected donations from the public, the college faculty and also sparing from their own pocket money. • Students launch major social awareness drive in summer internship. NSS students of the college carried out a major social awareness drive in the village Hinoti Sadak in July/ August, with the following initiatives - - Tree plantation - shade bearing, fruit bearing and medicinal plants were planted in the village common land and a herbal garden raised in Panchayat Bhawan compound, conveyed appropriate message through slogans, like - ? "sukhi dharti kare pukar, vriksh lagakar karo shringa" ? "Ek vriksh sou putra saman" - Personal hygiene lesson to school children - Correct way to wash hands was demonstrated to school children. - Cleanliness - Students carried out door-to-door survey to see the status of personal and home hygiene in the village. Targeting ODF objective of



the Swachhata Abhiyan, they guided villagers for making toilets in their homes and also distributed toilet seats. • Digital India. NSS students spread awareness about Digital India initiatives among the villagers of nearby village with one-to-one discussion and through slogans like. • Disaster Management. Officials of the Bhopal Fire Control gave a demonstration in the college. The students learnt about the role of fire dept personnel and the role that an individual can play in time of a disaster. • NSS volunteers and several other students took part in free distribution of 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 lock down time. They played Yamraj to put across the message of social distancing and sanitization. • Literacy drive was carried out in in rural areas of Bhopal involving both the children and the adults. • In collaboration with MLB College, the NSS unit organised food grains distribution in Deen Dayal Upadhyaya Colony, Ayodhyanagar, amongst the homeless labourers, handcart pullers, destitute children, handicapped and the blind. • Created awareness on social problems like, juvenile crime, child trafficking, child labour, child marriage and child exploitation etc. 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 3000 Rs. • During the lockdown period due to COVID19, the volunteers of NSS and other students of the college carried out free food distribution and awareness program under the guidance of the Principal and faculty.

Provide the weblink of the institution

<https://govhamidiacollege.com/PDF1/7.3.1%20Institutional%20Distinctiveness%20Social%20Responsibility%20and%20Commitment.pdf>

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

I. More MOUs to enhance learning opportunities. II. Workshops for holistic grooming of the students. III. Employability enhancement programmes. IV. Faculty Development Programmes. V. Field visits. VI. Personality Development Trainings. VII. Trainings and Workshops for Communication skill. VIII. Student exchange programmes. IX. Strengthening feedback system. X. Activities to inculcate awareness regarding cross-cutting issues like gender, human values and ethics, and environment.