YEARLY STATUS REPORT - 2021-2022

Part A
Data of the Institution

1.Name of the Institution	GOVERNMENT HAMIDIA ARTS AND COMMERCE COLLEGE
• Name of the Head of the institution	DR. PUSHPLATA CHOUKSEY
• Designation	PRINCIPAL (IN-CHARGE)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07552660081
• Mobile no	9425113223
• Registered e-mail	heghaaccbho@mp.gov.in
• Alternate e-mail	naachamidia@gmail.com
• Address	Govt. Hamidia Arts and Commerce College, Hathikhana, Budhwara, Bhopal
• City/Town	BHOPAL
• State/UT	MADHYA PRADESH
• Pin Code	462001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Men
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Barkatullah University, Bhopal, Madhya Pradesh**
• Name of the IQAC Coordinator	**DR. PRADEEP KUMAR SHARMA**
• Phone No.	**07552660447**
• Alternate phone No.	**07552660447**
• Mobile	**9425445183**
• IQAC e-mail address	**naachamidia@gmail.com**
• Alternate Email address	**pradeepsharma65@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://govhamidiacollege.com/wp-content/uploads/2022/05/AQAR-2020-21-1.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://govhamidiacollege.com/wp-content/uploads/2023/02/Acadmic-Calander-2021-22-1.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**75.25**	**2004**	**03/05/2004**	**31/12/2011**
Cycle 2	**B**	**2.90**	**2014**	**10/12/2014**	**09/12/2019**
Cycle 3	**B+**	**2.73**	**2022**	**18/01/2022**	**17/01/2027**

6.Date of Establishment of IQAC	**08/09/2011**
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,	

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	World Bank	MPHEQUIP	2021 and Three Months	300000
Institutional	World Bank	MPHEQUIP	2022 and One Month	500000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	17
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

Promotion of student centric methods

Strengthening the feedback system

Expansion of library facilities

Promotion of digital learning and blended learning

Fostering an eco-system for environmental responsibility and humanistic values

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Online education imparting techniques to be promoted.	Content was uploaded on LMS and it was made compulsory for each and every student of the college.
Assimilate blended approach to education by leveraging the digital and online capabilities to engage students outside the classroom.	E-content based on NEP is being developed. E-notes were provided. 19 faculty members contributed in the preparation of E-content.
Trainings, certificate courses to be organized for skill enhancement.	Remedial classes for weak students. Digital learning was promoted.
Augmentation, expansion and updation of Library facilities.	Library has been shifted to new building. Reading room and Research Centre is there. Complete automation of library is in progress.
Robust feedback system to be developed.	An effective mechanism for feedback has been developed.
Infrastructure for Games and sports to be developed.	Augmentation of Sports facilities.
National level Seminars, Workshops on Indian knowledge system and culture to be organized.	A number of altruistic activities were held.
Incubation center to be set up.	MOUs were signed.
Student centric learning pedagogy to be adopted.	A number of activities on environmental awareness were held.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Meeting with the Heads of the Department	01/03/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	26/12/2022

15.Multidisciplinary / interdisciplinary

The college is making concerted efforts to enhance academic intelligence through various student centric activities. These activities not only facilitate an environment for peer learning but also go a long way in enhancing SQ (Social Quotient) of the students. The institute organizes a number of social service, environmental and co-curricular activities to inculcate and heighten awareness in the spheres of community engagement and environmental issues to be added. There are contents in the syllabus being followed by the college in which topics related to gender, human values and environment are covered. Project work is an integral part of the syllabus of U.G. I, P.G. IV Semester classes. A Research committee has been formed to enhance multi disciplinary research endeavours. We plan to organize workshops on Research Methodology, IPR with the aim to foster critical thinking and analytical skills in the students. The faculty members have contributed significantly in the designing of syllabus as members of B.O.S. and in writing text books based on NEP.

As great emphasis has been laid on innovation and creativity the college has planned that each department should have an activity calendar. The activities will be based on these three themes-

1. Dhara- related to environment

2. Dharohar - related to literary and cultural heritage

3. Srajan- related to innovation

16.Academic bank of credits (ABC):

The institute has organized induction programmes for students to acquaint them with the objectives, vision, significant features (Academic bank of credits, multiple entries and exit, course combinations) of NEP. Interactive sessions were held to explain

options available. Expert Lectures were also held for the faculty members to orient them towards outcome based and learner centric pedagogical approaches.

17.Skill development:

The institute has been making consistent efforts to strengthen the vocational education. Internships, projects are part of the curriculum. Personality Development Programme is an integral part of the syllabus. Workshops, Trainings on digital learning, soft skills and communication skills are regularly being organized by the college. Various Activity Clubs are formed and initiatives are taken at every level for skill enhancement. Industrial visits and study tours are organized. Swami Vivekananda Career Guidance Cell has been regularly inviting industry veterans and master crafts persons to provide trainings. Skilling courses like Tally, Communication Skills are in pipeline. The institute plans to promote online education tools such as Learning Management System (LMS) for skill enhancement. E-content will also be developed. As per the New Education Policy 19 Professors from our college were members of E-content development committee and also authors of the text books based on the new syllabi.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

As NEP 2020 lays great emphasis on Indian knowledge and value system the college plans to organize academic and co-curricular activities related to Indian ethos. Seminars, workshops on Indian art and culture will be organized. Classes for Spoken Sanskrit will be held. The Drawing & Painting Department of the college has been contributing significantly in promoting Indian Art through a number of activities like exhibitions, live demonstrations, workshops, trainings. The college has Cultural Club which regularly organizes programmes and activities to foster a milieu to facilitate awareness and love for Indian ethos. A number of activities were organized under 'Ek Bharat, Shrestha Bharat'.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institute has made a cogent and comprehensive plan to capture outcome based education in pedagogy. The learning outcomes are kept in mind while preparation of study materials for the students. The achievement of course outcome is tested in continuous assessment and final exams. In the departmental meetings and IQAC meetings guidelines on pedagogy, classroom activities and assessment are extensively discussed and action plan is formulated accordingly.

20.Distance education/online education:

The institute has been making continuous efforts to promote blended learning as it provides opportunity for seamless learning and enormously contributes in flattening socio-economic landscape. Face to face classrooms sessions are blended with online activities. The Department of English organized Literary Fest in which activities were conducted on blended mode. E-contents are being developed by the faculty members and are posted on whatsapp groups so that students can view lecture material, read text as their home assignments prior to their class. This facilitates a conducive environment for peer to peer learning group discussion and various classroom activities. The students are motivated to register in the SWAYAM courses. The college plans to strengthen digital learning through online education tools such as LMS. Notes, Questions are given online, Doubt Solving sessions are regularly organized.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**396**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**5535**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1557**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**1795**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**81**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**77**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**27**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**3.299**
4.3 Total number of computers on campus for academic purposes	**108**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Effective curriculum delivery is paramount for quality enhancement

in teaching learning. As the college is affiliated to Barkatullah University, Bhopal, the syllabus is designed by the University. The teaching methods adopted are lecture method, on line classes, PPT, student centric methods and collaborative learning. The overall involvement of the student is ensured by the teacher throughout the class. The teaching planners are displayed on the notice boards of the departments. Effective and meticulous teaching is ensured by regular maintenance of attendance register and Teaching Diary by the teacher which are duly signed by the Heads of the Department and the Principal at the end of every month. The teaching planners are prepared by the faculty members after detailed apportionment of the syllabus among all the faculties of a particular department. The completion of the course curriculum within the scheduled time frame is ensured by all the faculty members. 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. Faculty members take utmost care to ensure timely completion of entire syllabus. Remedial classes are conducted to help the weak students.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://sites.google.com/a/bubhopal.ac.in/academics/home

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic activities in the Institute are conducted as per the calendar of the Department of Higher Education, M.P Government. The academic calendar comprises of annual teaching days, co-curricular activities, Youth Festival and Sports Activities. As per the directives of the Department of Higher Education, M.P. Govt.,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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://govhamidiacollege.com/pdf/1.1.2%20Additional%20documents%20(1).pdf

1.1.3 - Teachers of the Institution participate in **B. Any 3 of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

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. Psychology B.A. I has Humanistic Theory, Happiness and Positive Thinking (Paper I) and Indigenous therapies (Paper II). Psychology B.A. II syllabus includes Theories of Moral Development, Factors enhancing Psychological well being, Quality of Life, Ethical issues in counselling, Helping behaviour, B.A. III includes the topic value and Personality. Holistic Therapies, Yoga and Meditation are included in M.A. II sem. M.A. III

Sem Paper II has Pro Social Behaviour, Social Facilitation and Social Loafing.There are chapters fostering gender sensitivity in English Literature, History and Sociology. Environmental awareness activities are regularly organized by the Green Club. The cultural club organizes activities to foster pluralism and restoration of cultural values.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

2500

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2605

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1720

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The students from various social and economic backgrounds study in our college. At the beginning of the session , orientation program for newly admitted students is organised to counsel and guide them and also to make them aware about the courses, methods ,modes and criterias of internal assessment and external assessment , curricular and co-curricular activities ,rules and regulations of the institution as well as facilities available in the college. Various departments have a welldevised mechanism for identifying slow and advanced learners.

Various measures taken for slow learners include special focus and attention so that they do not feel left out. Individual guidance and counselling to instill confidence, individual motivational talks, discourses, books, notes, tips on answer writing, study material, doubt solving sessions, provision of remedial classes is there to help the slow learners.Continuousfeedback istaken to assess improvement through question answer sessions.

Various measures for advanced learners include special focus and catering to their advance intellectual needs , notes, e-content and web links are provided to them. They are encouraged to go beyond the syllabus and explore more on the subject and also engaging them in

helping the slow learners and further boosting their confidence.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
5535	**81**

File Description	Documents
Any additional information	[View File](#)

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

Government Hamidia Arts and Commerce College has always been trying to adopt the latest methodology in the teaching pedagogy. Learner centric methods aim to increase the involvement of students in the overall education process This goes a long way in enhancing intellectual capabilities of the students and cultivate their interest in the subject. Program and learning outcomes aredisplayed on notice boards.Various student centric methods include open conversation sessions with students, group discussions, classroom teaching by students, posters/charts making, assignments, question banks prepared by students, presentation by students using audio video aids , knowledge exchange via ITC tools, use of network resource centre, educational visits, Alumni experience sharing, and activity based learning.

Experiential learning

Projects are a part of the curriculum for all PG programs and as per new education policy it is also incorporated in all UG programs.

Participative Learning

To promote participative learning WhatsApp study groups, Google classroom, poster / chart making, educational visits, learning via practicals and experiment, power point presentations through audio visual aids are consistently used by departments.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://govhamidiacollege.com/pdf/2.3.1%20(1).pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

To unlock the potential of technologies to be used in the class, the college has sufficient infrastructure available for ITC in the form of Smart Classrooms, Virtual classrooms, Wi-Fi connectivity through high speed internet connections which help us in providing online study resources. Concerted efforts are being made to create an interactive community of online learners through blended mode of teaching and learning. Flipped classrooms facilitate both face-to-face and online communication thereby resulting in enhanced gratification and learning outcomes. Department of Higher Education has already launched an open platform for online learning of students on which a lot of e-content is available in all the subjects. The teachers continuously train and encourage their students to learn through these platforms. Teaching learning process is made more effective through PowerPoint presentations, individualized instructions, department blogs, graphs, e- notes etc. Drawing and graphic programs were dexterously used by Drawing and Painting department of the college.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

81

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

81

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

70

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1033

File Description	Documents
Any additional information	[View File]
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File]

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Assessment is of paramount significance in measuring education effectiveness. The college has a robust mechanism for assessment. Comprehensive continuous evaluation (CCE) is basically a continuous evolution of the students during the entire course. The teachers have the flexibility to use any of the following modes which are chosen as per the need of the subject and the evaluation:

- Objective tests
- Assignment submission
- Group discussions
- Quiz
- Presentations
- Chart making etc.
- Online CCE through Google forms.

The evaluation techniques adopted by various departments are:

- Classroom teaching and assignments
- Objectives and subjective analysis of students via objective questions / short answers/ long answer type questions etc.
- Exponential Learning via practical and practical file evaluation.
- Job oriented projects and internships.

Mechanism for internal assessment

Two CCE are conducted in the undergraduate courses in anacademic year, which have annual system. For PG courses one CCE per semester is the norm prescribed by the University. All the records and data related to CCE are preserved by the Teachers for academic audit. This includes attendance of students, question papers, Google forms,

valued answer sheets/ copies/ assignments.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/2.5.1-Additional-Information-1.pdf

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

At College Level

Overall evaluation of the UG and PG classescompriseinternal evaluation of 20% marks, externalexamination of 80% marks. For those subjects which have practical classes practical examinations have 33% weightage of total marks. Theory examination is conducted and evaluated by the affiliating University and Practical Examination is conducted in the college in the supervision of the external examiner appointed by the University .

Grievance handling mechanism is completely transparent. Internal examinationschedules are prepared and communicated to students in advance. The grievances of the students with reference to assessment are made clear by showing their performance in the answer sheets or marks scored by them.

At university level

Government Hamidia College is affiliated to Barkatullah University. College exams are conducted by the University. The grievances and queries of the student 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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://govhamidiacollege.com/bu

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.

All the Departments have clearly stated learning outcomes of the Programme and all the Courses offered by the department. The predetermined mechanism is followed by all the departments to communicate the learning outcomes to the teachers and students. Induction programs, Orientation Programs, SWOC analysis lectures were organised at the commencement of the session so that the students can map the course outcomes. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students. Soft Copy of Curriculum and Learning Outcomes of Programme and Courses are already sent to the WhatsApp groups of students for their reference. The importance of the learning outcomes has been communicated to the teachers in the departmental meetings in the starting of the session for UG courses and before semester for PG courses.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://govhamidiacollege.com/wp-content/uploads/2023/03/POS-PSCo-and-COs-2021-22.pdf
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process which is time-bound examinations (Semester and annual examination) The faculty provides home

assignments to students, conducts internal tests, viva voce, surprise tests, open book tests, quiz, projects etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

Following are the evaluation process of PO, PSO and CO.-

1. Seminar presentation
2. Quizor objective questions
3. Home assignments
4. Extension Lectures
5. Project work which is a part of curriculum.
6. Educational Visits
7. Time-bound examinations (Annual & Semester End examination)
8. Two CCE must be conducted (Internal Examination mode)
9. Marks of CCE and Project Viva -Voce (Internal examination mode)are recorded and uploaded online on the university portal.
10. Field/Project work and internship programs as per New Education Policy.
11. Model preparation and presentation

The examinations and results of university also measure the attainment of CO, PO and PSO.

File Description	Documents
Upload any additional information	[View File]
Paste link for Additional information	https://govhamidiacollege.com/wp-content/uploads/2023/03/POS-PSCo-and-COs-2021-22.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1635

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://govhamidiacollege.com/aqar-hamidia-2021-22-criteria-ii/

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

30

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The college in order to disseminate research and creative thinking among the students organizes a number of activities.

- **College has organized various webinars for the welfare of students and teachers related to the recent burning topics.**

- **The college organizes training programmes, seminars, interactive sessions with successful entrepreneurs to enhance and expand the learning spectrum of the students.**
- **Student Centric Methods are used by various departments to enhance the intellectual capabilities of the students.**
- **The department of Drawing and Painting endeavored to elevate the intellectual standard of the student through demonstration workshops, projects, poster making and live sketches**
- **Induction programmes, Remedial coaching classes and training on Personality Development and Communication Skills are**

organized

- **The college is the Research Centre for 10 disciplines, the Pre-Ph.D. Vivas are held in the college - 40 Pre-Ph.D. Vivas have been held in the year 2021-22**
- **Teachers use ICT enabled tools and resources in the classes to enhance and optimize active learning.**
- **Teaching learning was made interesting and effective through Power Point Presentation, Graphs, e-notes. The students were encouraged to access online resources**
- **Online & Offline programmes on Financial Literacy were organized to train the students in financial matters**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/3.2.1-Additional-Information-1.pdf

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

94

File Description	Documents
URL to the research page on HEI website	https://govhamidiacollege.com/PDF1/Research%20Pg.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

12

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

19

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

The NSS unit the college effectively carries out various extension activities for the holistic development of the students, which are

as follows:

• Adoption of the village 'Hinauti Sadak' and 'Bhoyipura' and 7 day residential camp in the village to make the villagers aware of cleanliness, hygiene, their voting rights and duties.

• N.S.S. Special 7 days camp was organized

• Health awareness programs/checkups.

• Swachchta Drive/Environmental Awareness Drive.

• Awareness Drives through Nukkad Nataks.

• AIDS awareness programs.

• Financial literacy and Digital Banking program

• Voter Awareness Campaign (SVEEP)

• Blood Donation Camp (Plasma Donation)

• Lecture on Road Safety Rules

• Covid 19 Youth Champion Award

• Covid 19 Vaccination in Gram Kodia (Booster Dose)

• Aazadi Ka Amrit Mahotsava (Har Ghar Tiranga, Ghar Ghar Tiranga) was organized

• Awareness rally on 'Intoxication Free India'

• Plantation Drive at Smart City park with Honourable Chief Minister Shree Shivraj Singh Chouhan.

• Distribution of Woolen clothes to the needy villagers.

• Awareness programme on Sikkle Cell Anemia was organized at adopted village Hinauti Sadak.

• B Certificate exam of NSS was organized.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/pdf/3.4.3%20Supporting%20Documents%20(1).pdf
Upload any additional information	**No File Uploaded**

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

31

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

1605

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

33

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Our college has adequate physical facilities for proper execution of the academic programme with their regular maintenance. The classrooms are well ventilated and well lit, and are equipped with comfortable furniture and fans to provide a gratifying experience to the learners. There 25 classrooms of various sizes, out of which 05 are smart classrooms. There is a Virtual Classroom in the college to facilitate online learning for the students.

We have 04 well-equipped labs; Drawing & Painting, Psychology, Geography and a Computer Lab with 50 computers. The College provides ICT support and technical equipments to encourage effective, efficient and engrossing methods of learning.

The Library has shifted to a sprawling newly-built block on 16/05/2022. The Library has 127935 books and with the membership of N-List, the students and faculty have access to more than 6000 journals and above 1.5 lakh e-books. Photocopy facility for students is also available. They can also take printouts of the relevant study material.

We have an online counseling center, a seminar hall and a multipurpose hall which caters to the varied interests of the students. The college regularly updates the infrastructure and learning resources to keep pace with the changing requirements.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/4.1.1-Additional-Documents-1.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college provides a gratifying ambience for the extra-curricular activities such as music, dance, drama, painting, rangoli, clay-modeling, sculptor etc. through the cultural club. Every year the students participate in the youth festival at college level, state level and national level and being laurels to the institution by wining prizes in many of the activities. The students performed exceptionally well in vocal and instrumental music as well as in all the streams of fine arts. Festivals such as Independence Day, Republic Day, Teachers Day, Yoga Day etc. are celebrated with full enthusiasm and zeal.

We have facilities for indoor games such as table-tennis, carom, chess and judo. Facilities for outdoor games such as cricket, football, basketball, volleyball, kho-kho, kabaddi, wrestling, boxing, athletics, cross-country, swimming, karate , rope-skipping, taekwondo, fencing, ball-badminton, power-lifting etc are also available for the students.

The college also has a modern sixteen station multi-gym with motorized treadmill, elliptical trainer, dumble, bike etc. The college also has a yoga centre and a meditation room for regular practice of yoga and meditation. Yoga training is organized every year for the well-being of the students and faculty members, under the guidance of trained yoga instructors.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://govhamidiacollege.com/facilities-2/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

27

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.299

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The college library is located at the center of the campus using ICT Technology with Library Management Software (SOUL Software version 2.0).The library is partially automated and the full automation process is in progress. The Library has internet /Wi-fi connectivity and is under the surveillance of CCTV Cameras. The library has an excellent collection of text books, general and reference books to support academic requirements of students and faculty members. Apart from in-house collection, the library has open access to thousands of e-journals and above 1.5 lakh e-books on various subjects through N-List. A separate competitive exam corner offers books & magazines related to various competitive exams. The 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 of 10 subjects has an added advantage as pre Ph.D. vivas are regularly held which fosters an effective research environment to understand various issues and seek opportunities in myriad research spheres. The college library will adopt the RFID (Radio Frequency Identification) technology very soon for the purpose of library housekeeping operations, efficient security system and tracking of materials throughout the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.159

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

100

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Quality is the cumulative product of both human and material resources in an educational institution. The college has a 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. We have a dedicated Lease Line of 20MBPS for the college with LAN facility in the entire campus. Network Resource Center (NRC) has been setup to facilitate optimum use of information technology. The main objective of NRC is to create awareness and give exposure to both teaching faculty and the students about the uses of information technology. The center facilitates the use of multi-media for academic pursuits. At the time of pandemic, online classes and webinars were being conducted at the NRC. There is a virtual classroom 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. The Computer Lab with 50 updated computers is open for the B.C.A and B.Com. (Computer Application) students. The Online Counseling Center is an added asset which provides a hassle free system for admissions and form forwarding process.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

133

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   `C.10 - 30MBPS`

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

3.68

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

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.

The College has a structured mechanism to ensure the maintenance of physical, academic & support facilities. There are 25 classrooms out of which 05 are smart classrooms and a virtual classroom for the routine classes. There is a spacious Multipurpose Hall and a Seminar Hall where the students can showcase their talents in cultural,

literary and co- curricular activities.

Situated on the fringe of serene lake the college is endowed with lush green campus which provides a gratifying experience for teaching and learning. There is a campus committee which regularly monitors the cleanliness of the campus including the washrooms and takes initiatives like plantation, cleanliness drives and other activities for the beautification of the campus.

We have a huge library with a total of 127935 books as well as an access to more than 6000 e-journals and above 1.5 lakh e-books. Stock verification is done every year as per the norms of the verification committee appointed by the principal. Library also seeks recommendations from the various departments to purchase books and journals to keep the library updated.

There is a separate administrative room for sports. The sports officer takes every possible measures to strengthen and enrich sports activities.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2607

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://govhamidiacollege.com/criteria-5-5-1-3
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

586

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

586

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

585

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

14

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

19

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

The representation of students and engagement in various administrative, co-curricular and extra-curricuiuar activites is ensured and facilitated by the college. Students are actively involved in the important decision making and effective implements of the policies of the following committees (i) IQAC (ii) N.S.S. (iii) Vivekananda Career Guidance Cell (iv) Remedial class committee (v) Amalgamated Fund, Women Empowerment Cell (vi) Student Grievance Redressal Cell (vii) Cultural and Sports Committee (viii) Environment Cleanliness Committee (ix) NCC activities (x) Below Poverty Line and Handicapped Students Welfare Committee (xi) Anti Ragging Bodies

Being a Government College, the formation of various bodies and representation of students in them is as per instructions of the Department of Higher Education, M.P.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/pdf/3.4.4%20NSS%20activities%20(1).pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

12

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

With an impressive list alumni the college has a closely associated with them over the years. The college has formally registered its alumni association on 22 January 2021 with a society registration Number 01/01/01/37394/21. The college ensure consistent connectivity with its alumni and has 96 members enrolled in its association. New Registration drives and feedback from alumni is consistently a priority of the college.

A meritorious scholarship is also being sponsored in the Name of former alumni Shri O.N. Shrivastava ex IAS officer and former Governor of the states of Manipur and Nagaland.

Alumni has 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 other administrative bodies.

In brevity, our enthusiastic and active alumnis have with a holistic perspective been regularly interacting and contributing towards the institution and its students growth and development. The institution intends to further extend this association for improving the institution in the long run.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/alumni1/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

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

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.

Nature of Governance: The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. All the policy decisions are made by the Principal in consultation with faculty members, who also participate in the implementation and outcome review of these plans through regular meetings with functional committees

The college follows guidelines of Higher Education Department & Barkatullah University. Due representation of students is ensured in various student-related affairs through various committees. 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. Feedback from students and staff is done. Principal takes final decision in academic and administrative matters, in consultation with faculty members.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/vision-mission-motto/
Upload any additional information	View File

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

The institution observes decentralization and participatory management in keeping with its belief in shared leadership and democratic practices. The hierarchy is distinctly defined where Principal is the final reporting authority. All the committees and administrative units work as a Team under the leadership of the Principal. The nature of this administration system is participative and transparent where all the major decisions are taken collectively.

Heads of all the departments hold meetings with the members of the department. Recommendations are then sent to the Principal, who, in consultation with the Heads arrives at the final decision. In official 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 50 committees independently, yet in cooperation, function to take care of 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. Committees are formed for the discharge of various key academic and administrative responsibilities.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/anti-ragging
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Perspective Plan- Effective Deployment

Our College strictly follows government policies and plans to offer high quality education. Holistic grooming of the students is our aim, so that they can confidently face the challenges of a highly competitive world.

The college organizes a plethora of academic and co curricular activities for the blossoming of inate talents of the students. They are given every possible opportunity to equip themselves for the skills required for the challenges of the 21st century. Concerted efforts are made to augment research and digital learning.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

Govt. Hamidia College works under the administrative supervision of the Department of Higher Education, Madhya Pradesh, and the office of Additional Director, Bhopal-Hoshangabad, which lays down the standard operating guidelines. Being the lead college of Bhopal, orders received from the higher level are sent to the government/government aided and private colleges under the authority. 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 responsibility is managed by various Departmental Heads and faculties under them. Administrative decisions are taken with the approval of Janbhagidari Committee and Staff Council. For grievance redressal, there are Women Empowerment cells, ST/SC cell, CM helpline managed by the college. Institution has a finance committee, planning board, RUSA and IQAC. Finance is procured and managed under the Heads of RUSA/World Bank schemes, Janbhagidari funds and Consolidated funds. All types of appointments teaching or non-teaching are done by the government.

The service rules & 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.

Link to Organogram -

https://govhamidiacollege.com/PDF1/Orgonogram.pdf

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://govhamidiacollege.com/PDF1/Orgonogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Our institute is affiliated to Barkatullah University, Bhopal. Govt. Hamidia College extends all statutory social security and welfare schemes such as medical reimbursement, maternity leave, child care etc. to the employees. Pay advances withdrawal from Provident Fund, sanction of various leaves, leave encashment etc. are provided as per government rules and regulations. Group Insurance, festival advance, Bonus etc. are given as per the orders given by the Department of Higher Education, M.P. The institute also provides uniforms to IV employees every year.

As it is imperative to stay updated with the latest trends in teaching learning, the teaching faculty is motivated to participate in training programmes, seminars, symposiums and workshops at National and International levels. They are sanctioned Duty Leave to attend such programmes which helps them acquire new skills related to their subjects. User friendly ramps and washrooms have been constructed for physically challenged staff. Amenities like clean drinking water, canteen, parking space internet and wi-fi facilities are available in the institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	<u>View File</u>
Upload any additional information	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

74

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Performance Appraisal system of the faculty members is as per the guidelines and regulations of UGC and Higher Education Department, M.P. Each faculty member has to submit Annual Self-Appraisal Report which comprises of detailed information regarding work assigned, achievements, participation in various committees, seminars, duties related to conduct of examination, publication of research papers and research guidance. These self appraisal forms are forwarded by Head of the Departments. The IQAC assesses these forms and forwards to the Principal for final comments.

The faculty performance appraisal system is evaluated in the following categories Teaching learning, co-curricular activities, research activities, academic performance evaluated from the feedback by students, experts and management. Similarly for Class-III non-teaching staff, Self Appraisal Report is obtained in their prescribed forms by the Principal for giving his assessment report, The appraisal is done by the Additional Director of Education and by the Commissioner Higher Education. They are assessed on performance in student related activities, administration related activities, general conduct and professional development.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/Meeting-Register-IQAC-2021-22-1.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit- Our college has an Internal Audit Committee which ensures financial transparency. In issues regarding budget, income and expenditure. This committee keeps a tab on the fee received from students with DFC (Daily fee Collection), Bank statement and cash, book. Discripancies if found are reported to the Principal and are rectified. The College appoints a qualified Charted Accountant for internal audit of the College. The C.A. audits the finance related documents, balance, budget, income and expenditure, IT return, Form 16, etc.

External Audit - The Accountants General MP (AGMP) Gwalior conducts the audit of our 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 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 are made as per the government rules. In their subsequent audit the AGMP takes up pending audit objections. Treasury and Accounts, Madhya Pradesh conducts their Annual audit of the budget and its expenditure.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/pdf/Green%20Audit.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Our institute mobilizes its funds received from State government, RUSA, World Bank and Jan Bhagidari samiti on various Heads of Expenditure of the college. The payment of salary of teaching and non teaching staff of the college is disbursed from the Funds received from the State government. The scholarship is paid directly into the account of concerned student on the basis of their caste and class. Budget of the college is prepared keeping in mind developmental plan of the college and is deployed on different Heads. Grants received from RUSA and World Bank are earmarked for infrastructural augmentation and developmental works of the college. Grants are spent after approval from Building committee, Sales and Purchase committee, Finance committee and other statutory committees of the college.

The FA budget is received under four different grants-Amalgamated Fund/Grants for all heads, sports, development of college, library. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets. It is utilized to augment learning practices. Optimum utilization of Funds is ensured for development and infrastructure maintenance.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The IQAC has been ceaselessly striving to institutionalize quality assurance strategy and processes at every level of functioning of the institute.

1. The IQAC has been making efforts to promote student centric learning methods. The faculty is encouraged and motivated to use technological tools for teaching learning and blending learning.

2. The IQAC has also been making efforts to build a robust feedback mechanism. Feedback is regularly taken from stackholders and the suggestions are implemented to enhance teaching learning.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/Meeting-Register-IQAC-2021-22-1.pdf
Upload any additional information	View File

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

The IQAC incessantly reviews and takes steps to enhance the quality of the teaching-learning process. The Academic Calendar, provided by the Department of Higher Education, is rigorously followed. Time tables, exam schedule and co-curricular activities are held as per the guidelines of HE. College management, discipline, academic and co-curricular activities are reviewed from time to time by the IQAC and effective measures are taken to enhance quality.

The IQAC has endeavored to promote holistic education rooted in Indian value system which aims to empower the youth to strive towards their own well being and the well being of the society. The emphasis has been on nurturing innovation and creativity. A number of student centric activities are regularly organized. A number of initiatives are taken by IQAC to augment learning by motivating the teaching departments to organize activities related to Indian ethos and environment.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/Acadmic-Calander-2021-22-1.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://govhamidiacollege.com/wp-content/uploads/2023/02/Meeting-Register-IQAC-2021-22-1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

Govt. Hamidia Arts & Commerce College secures gender sensitivity through various initiatives to maintain a safe, secure, and healthy atmosphere. Hamidia has an active gender sensitization action plan.https://govhamidiacollege.com/pdf/7.1.1%20Annual%20Gender%20Sensitization%20Plan%20(1).pdf

The college has a well-defined gender sensitization policy.

The college organizes an induction program at the beginning of the session to inform the students about the rules and regulations, gender equity, and gender laws. The syllabi of many subjects include topics related to gender sensitization and equity. Self-defense training and Yoga are in regular practice.

Safety and security -Women Grievance Redressal Committee looks into any issues related to safety and security. CCTV cameras are installed at all strategic locations.26656_137_331.pdf (naac.gov.in)

Counseling - The teaching faculty counsels students regarding women-related issues; academic, career, and placement, curricular and co-curricular activities, and personal and health issues.

A complaint box is provided for written complaints. The psychology department counsels the students. A time slot for ladies is fixed for the gym.

Common rooms

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

Women Anti-HarassmentCommittee

'Zero tolerance' towards gender-based harassment is the cornerstone of the committee. Regular meetings to take stock of women-related issues were held.

File Description	Documents
Annual gender sensitization action plan	https://govhamidiacollege.com/pdf/7.1.1%20Annual%20Gender%20Sensitization%20Plan%20(1).pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://govhamidiacollege.com/pdf/7.1.1%20Specific%20Facilities%20Gender%20Equity%20(1).pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-

B. Any 3 of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management

Govt. Hamidia Arts & Commerce takes special efforts to make the students aware of waste management. Students conducted sessions for the villagers to demonstrate the right way of waste disposal in villages.

Waste is compiled in small bins, then moved to large bins. Dustbins are set in all the blocks, classrooms, corridors, office rooms, principal's chamber. Sweepers are employed for routine clean-up and disposal of entire waste. Students are advised not to litter; urged to carry reusable cloth or jute bags. Use of both sides of the paper is encouraged for printing assignments, notices, etc. Official communication is through Emails and WhatsApp.

Liquid Waste Management

As the college is an arts and commerce college there is no chemical waste. The liquid waste that is generated either from washrooms or the college canteen is drained through well-laid channels into a civic drainage system.

E-Waste Management

Students are sensitized about e-waste management. Miscellaneous e-waste such as batteries, bulbs, tube lights, etc. is collected from departments and safely disposed of.

Waste Recycling System

There are no open drains, regular maintenance is conducted for the upkeep of water taps in washrooms.

Hazardous Chemicals and Radioactive Waste Management – These are neither used nor generated.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

12-04-2023 11:26:23

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 200 words).

Hamidia provides a comprehensive environment with tolerance and harmony towards cultural, regional, linguistic, and communal harmony. The college provides value-based education with an aim to apprise students of modern tendencies. Efforts are being made through various educational and cultural events to inculcate a sense of unity, harmony, nationality,Indian culture, and diversity. We consider equal treatment to all regardless of caste, creed, religion, or cultural beliefs. The college has in placevarious programs in the manner of commemoration of religious festivals, days of eminent personalities, national festivals, and other such activities to provide for an inclusive environment by getting students and teachers with varied backgrounds on a single platform. All follow code of Ethics and Book of Conduct. Equivalent prospects are given to all regardless of gender, race, caste, language, religion, nationality, property, birth, etc. Hamidia college follows the reservation policies laid down by the govt. for admission of students. The committees ensure transparency during the admission process, fee concession, financial assistance, and scholarships. Books are provided from the library to students of the SC/ST category. Student Grievance Cell and chapters on the Constitution of India, ethics, and values in syllabi help students to imbibe and inculcate tolerance and harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Constitutional values are adopted in Hamidia with the goal to evoke empathy and sensitivity. For these following efforts are undertaken-

Matdata Jagrukta Abhiyan – Students participated in many competitions to create awareness for voters. Slogan writing and essay competitions were organized.

Voter Awareness Drive - programme for creating awareness about

voting rights as part of the Systematic Voters' Education and Electoral Participation (SVEEP) through social media and nukkad nataks.

Respect for National Flag and National Anthem - Hamidia College organizes activities that reinforce the constitutional values, rights, duties, and responsibilities of students.

Constitution Day is celebrated on 26th Nov to show responsibility towards constitutional values, rights, and duties.

National Voters Day is celebrated to make them aware of democratic rights and duties.

At the UG level, Foundation Course deals with environmental issues to sensitize students to preserve ecosystems and the environment. The students learn about moral values through Mahatma Gandhi's "My Experiments with Truth."

Gandhi Jayanti, Vivekananda Jayanti, Teacher's Day, and National Unity Day, are celebrated to inculcate moral values and respect for elders and fellow beings.

Blood donation drives and road safety rallies infuse a sense of pride and responsibility

Ek Bharat Shreshtha Bharat program,Mock Youth Parliament was organized.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://govhamidiacollege.com/pdf/7.1.9%20Sensitization%20of%20students%20to%20Constitutional%20obligations.pdf
Any other relevant information	https://govhamidiacollege.com/pdf/7.1.9%20Supporting%20documents%20Sensitization%20of%20students%20to%20Constitutional%20Obligations.pdf

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. The Code of Conduct is displayed on the website There is   A. All of the above

a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National And International Commemorative Days, Events and Festivals

The College follows a mechanism to celebrate national and international commemorative days, festivals and birth and death anniversaries of great personalities by forming many committees. At the commencement of the academic session, these committees prepare a plan for celebrations and compliance. This is done with the goal to cultivate national integrity, social harmony and universal values.

Hamidia College celebrated the following days -

National Days:

- **World Environment Day, Mahatma Gandhi's birth anniversary, Good Governance Day: (25th December), National Youth Day, International Youth Day Awareness Programme, Madhya Pradesh Sthapana Diwas, National Unity Day - October 31, Bhartiya Samvidhan Diwas, Independence Day- 15 August; Republic Day- 26 January, Azadi Ka Amrit Mahotsav, National Voters Day, Prakaram Diwas, Chandra Shekhar Aazad Jayanti, Swami Vivekanand Jayanti, Vishwa Jansankhya Diwas, Iqbal Day**

International Days: The following are celebrated:

International Day of Yoga - 21 June

World Environment Day - 05 June

International Women's Day - 8 March

International Biodiversity Day - 22 May

World Cancer Day - 5 February

World Population Day - 12 July

International Hindi Day - 14 September

World AIDS Day - World Aids Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

Two Best Practices were successfully implemented by the Institution as per the NAAC format provided in the Manual.

Title of the Practice

A.Social Responsibility, Helping, and Altruism

B.Blended Mode of Teaching and Learning with Flipped classes

Web link to bestpractices on the Institutional website

https://govhamidiacollege.com/pdf/7.2.1%20Best%20Practices%20A%20and %20B.pdf

https://govhamidiacollege.com/pdf/7.2.1%20Supporting%20Documents%20f or%20Best%20Practices%20A%20and%20B.pdf

File Description	Documents
Best practices in the Institutional website	https://govhamidiacollege.com/pdf/7.2.1%20Best%20Practices%20A%20and%20B.pdf
Any other relevant information	https://govhamidiacollege.com/pdf/7.2.1%20Supporting%20Documents%20for%20Best%20Practices%20A%20and%20B.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Environmental Consciousness – Green Commitment

Hamidia college is committed to nurturing an environmentally friendly campus. The students spread awareness about the environment both within and beyond the campus. We believe in the 'reduce, reuse and recycle' policy. Our campus is Plastic Free zone, use of paper is minimized, bins are kept on the campus. Hamidians ensure the practice of alternative solutions like cloth or jute bags etc. through several programs on environment-friendly measures. Potted plants are given as welcome gifts, and Van Mahotsava is celebrated. Hamidians protect their feathered friends by placing earthen pots on the campus. The use of solar energy is maximized, thus reducing the carbon footprint on the campus. Saving water and energy by switching off taps and lights when not in use is the normal practice. In the three adopted villages – Hinouti, Bhoyipura, and Kodiyan – cleaning of streets and collection of polythene and plastic, cleaning of water channels, rallies, etc were some of the common activities undertaken. Community hygiene was the main drive for people's health and prevention of disease in the community. Hamidians spread awareness through street play highlighting the harmful impact of smoking and tobacco chewing on personal health and the environment.

https://govhamidiacollege.com/pdf/7.3%20Institutional%20Distinctiveness.pdf

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Effective curriculum delivery is paramount for quality enhancement in teaching learning. As the college is affiliated to Barkatullah University, Bhopal, the syllabus is designed by the University. The teaching methods adopted are lecture method, on line classes, PPT, student centric methods and collaborative learning. The overall involvement of the student is ensured by the teacher throughout the class. The teaching planners are displayed on the notice boards of the departments. Effective and meticulous teaching is ensured by regular maintenance of attendance register and Teaching Diary by the teacher which are duly signed by the Heads of the Department and the Principal at the end of every month. The teaching planners are prepared by the faculty members after detailed apportionment of the syllabus among all the faculties of a particular department. The completion of the course curriculum within the scheduled time frame is ensured by all the faculty members. 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. Faculty members take utmost care to ensure timely completion of entire syllabus. Remedial classes are conducted to help the weak students.

File Description	Documents
Upload relevant supporting document	[View File](View%20File)
Link for Additional information	https://sites.google.com/a/bubhopal.ac.in/academics/home

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic activities in the Institute are conducted as per the calendar of the Department of Higher Education, M.P Government. The academic calendar comprises of annual teaching days, co-curricular activities, Youth Festival and Sports Activities. As per the directives of the Department of Higher Education, M.P.

Govt.,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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://govhamidiacollege.com/pdf/1.1.2%20 Additional%20documents%20(1).pdf

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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

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. Psychology B.A. I has Humanistic Theory, Happiness and Positive Thinking (Paper I) and Indigenous therapies (Paper II). Psychology B.A. II syllabus includes Theories of Moral Development, Factors enhancing Psychological well being, Quality of Life, Ethical issues in counselling, Helping behaviour, B.A. III includes the topic value and Personality. Holistic Therapies, Yoga and Meditation are included in M.A. II sem. M.A. III Sem Paper II has Pro Social Behaviour, Social Facilitation and Social Loafing.There are chapters fostering gender sensitivity in English Literature, History and Sociology. Environmental awareness activities are regularly organized by the Green Club. The cultural club organizes activities to foster pluralism and restoration of cultural values.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

2500

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2605

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1720

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The students from various social and economic backgrounds study in our college. At the beginning of the session , orientation program for newly admitted students is organised to counsel and

guide them and also to make them aware about the courses, methods ,modes and criterias of internal assessment and external assessment , curricular and co-curricular activities ,rules and regulations of the institution as well as facilities available in the college. Various departments have a welldevised mechanism for identifying slow and advanced learners.

Various measures taken for slow learners include special focus and attention so that they do not feel left out. Individual guidance and counselling to instill confidence, individual motivational talks, discourses, books, notes, tips on answer writing, study material, doubt solving sessions, provision of remedial classes is there to help the slow learners.Continuousfeedback istaken to assess improvement through question answer sessions.

Various measures for advanced learners include special focus and catering to their advance intellectual needs , notes, e-content and web links are provided to them. They are encouraged to go beyond the syllabus and explore more on the subject and also engaging them in helping the slow learners and further boosting their confidence.

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

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

Number of Students	Number of Teachers
5535	81

File Description	Documents
Any additional information	[View File](#)

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

Government Hamidia Arts and Commerce College has always been trying to adopt the latest methodology in the teaching pedagogy.

Learner centric methods aim to increase the involvement of students in the overall education process This goes a long way in enhancing intellectual capabilities of the students and cultivate their interest in the subject. Program and learning outcomes aredisplayed on notice boards.Various student centric methods include open conversation sessions with students, group discussions, classroom teaching by students, posters/charts making, assignments, question banks prepared by students, presentation by students using audio video aids , knowledge exchange via ITC tools, use of network resource centre, educational visits, Alumni experience sharing, and activity based learning.

Experiential learning

Projects are a part of the curriculum for all PG programs and as per new education policy it is also incorporated in all UG programs.

Participative Learning

To promote participative learning WhatsApp study groups, Google classroom, poster / chart making, educational visits, learning via practicals and experiment, power point presentations through audio visual aids are consistently used by departments.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://govhamidiacollege.com/pdf/2.3.1%20(1).pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

To unlock the potential of technologies to be used in the class, the college has sufficient infrastructure available for ITC in the form of Smart Classrooms, Virtual classrooms, Wi-Fi connectivity through high speed internet connections which help us in providing online study resources. Concerted efforts are being made to create an interactive community of online learners through blended mode of teaching and learning. Flipped classrooms

facilitate both face-to-face and online communication thereby resulting in enhanced gratification and learning outcomes. Department of Higher Education has already launched an open platform for online learning of students on which a lot of e-content is available in all the subjects. The teachers continuously train and encourage their students to learn through these platforms. Teaching learning process is made more effective through PowerPoint presentations, individualized instructions, department blogs, graphs, e- notes etc. Drawing and graphic programs were dexterously used by Drawing and Painting department of the college.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

81

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

81

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	<u>View File</u>

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

70

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

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

2.4.3.1 - Total experience of full-time teachers

1033

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Assessment is of paramount significance in measuring education effectiveness. The college has a robust mechanism for assessment. Comprehensive continuous evaluation (CCE) is basically a continuous evolution of the students during the entire course. The teachers have the flexibility to use any of the following modes which are chosen as per the need of the subject and the evaluation:

- Objective tests
- Assignment submission
- Group discussions
- Quiz
- Presentations
- Chart making etc.
- Online CCE through Google forms.

The evaluation techniques adopted by various departments are:

- Classroom teaching and assignments
- Objectives and subjective analysis of students via objective questions / short answers/ long answer type questions etc.
- Exponential Learning via practical and practical file evaluation.
- Job oriented projects and internships.

Mechanism for internal assessment

Two CCE are conducted in the undergraduate courses in anacademic year, which have annual system. For PG courses one CCE per semester is the norm prescribed by the University. All the records and data related to CCE are preserved by the Teachers for academic audit. This includes attendance of students, question papers, Google forms, valued answer sheets/ copies/ assignments.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/2.5.1-Additional-Information-1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound

and efficient

At College Level

Overall evaluation of the UG and PG classescompriseinternal evaluation of 20% marks, externalexamination of 80% marks. For those subjects which have practical classes practical examinations have 33% weightage of total marks. Theory examination is conducted and evaluated by the affiliating University and Practical Examination is conducted in the college in the supervision of the external examiner appointed by the University .

Grievance handling mechanism is completely transparent. Internal examinationschedules are prepared and communicated to students in advance. The grievances of the students with reference to assessment are made clear by showing their performance in the answer sheets or marks scored by them.

At university level

Government Hamidia College is affiliated to Barkatullah University. College exams are conducted by the University. The grievances and queries of the student 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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://govhamidiacollege.com/bu

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.

All the Departments have clearly stated learning outcomes of the Programme and all the Courses offered by the department. The predetermined mechanism is followed by all the departments to

communicate the learning outcomes to the teachers and students. Induction programs, Orientation Programs, SWOC analysis lectures were organised at the commencement of the session so that the students can map the course outcomes. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students. Soft Copy of Curriculum and Learning Outcomes of Programme and Courses are already sent to the WhatsApp groups of students for their reference. The importance of the learning outcomes has been communicated to the teachers in the departmental meetings in the starting of the session for UG courses and before semester for PG courses.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://govhamidiacollege.com/wp-content/uploads/2023/03/POS-PSCo-and-COs-2021-22.pdf
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process which is time-bound examinations (Semester and annual examination) The faculty provides home assignments to students, conducts internal tests, viva voce, surprise tests, open book tests, quiz, projects etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

Following are the evaluation process of PO, PSO and CO.-

   1. Seminar presentation
   2. Quizor objective questions
   3. Home assignments
   4. Extension Lectures
   5. Project work which is a part of curriculum.
   6. Educational Visits

7. Time-bound examinations (Annual & Semester End examination)
8. Two CCE must be conducted (Internal Examination mode)
9. Marks of CCE and Project Viva -Voce (Internal examination mode)are recorded and uploaded online on the university portal .
10. Field/Project work and internship programs as per New Education Policy.
11. Model preparation and presentation

The examinations and results of university also measure the attainment of CO, PO and PSO.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://govhamidiacollege.com/wp-content/uploads/2023/03/POS-PSCo-and-COs-2021-22.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1635

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://govhamidiacollege.com/aqar-hamidia-2021-22-criteria-ii/

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

30

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The college in order to disseminate research and creative thinking among the students organizes a number of activities.

- **College has organized various webinars for the welfare of students and teachers related to the recent burning topics.**

- **The college organizes training programmes, seminars, interactive sessions with successful entrepreneurs to enhance and expand the learning spectrum of the students.**
- **Student Centric Methods are used by various departments to enhance the intellectual capabilities of the students.**
- **The department of Drawing and Painting endeavored to elevate the intellectual standard of the student through demonstration workshops, projects, poster making and live sketches**
- **Induction programmes, Remedial coaching classes and training on Personality Development and Communication Skills are organized**
- **The college is the Research Centre for 10 disciplines, the Pre-Ph.D. Vivas are held in the college - 40 Pre-Ph.D. Vivas have been held in the year 2021-22**
- **Teachers use ICT enabled tools and resources in the classes to enhance and optimize active learning.**
- **Teaching learning was made interesting and effective through Power Point Presentation, Graphs, e-notes. The students were encouraged to access online resources**
- **Online & Offline programmes on Financial Literacy were organized to train the students in financial matters**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/3.2.1-Additional-Information-1.pdf

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

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

1

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

94

File Description	Documents
URL to the research page on HEI website	https://govhamidiacollege.com/PDF1/Research%20Pg.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

12

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

19

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

The NSS unit the college effectively carries out various extension activities for the holistic development of the students, which are as follows:

• Adoption of the village 'Hinauti Sadak' and 'Bhoyipura' and 7 day residential camp in the village to make the villagers aware of cleanliness, hygiene, their voting rights and duties.

• N.S.S. Special 7 days camp was organized

• Health awareness programs/checkups.

• Swachchta Drive/Environmental Awareness Drive.

- Awareness Drives through Nukkad Nataks.

- AIDS awareness programs.

- Financial literacy and Digital Banking program

- Voter Awareness Campaign (SVEEP)

- Blood Donation Camp (Plasma Donation)

- Lecture on Road Safety Rules

- Covid 19 Youth Champion Award

- Covid 19 Vaccination in Gram Kodia (Booster Dose)

- Aazadi Ka Amrit Mahotsava (Har Ghar Tiranga, Ghar Ghar Tiranga) was organized

- Awareness rally on 'Intoxication Free India'

- Plantation Drive at Smart City park with Honourable Chief Minister Shree Shivraj Singh Chouhan.

- Distribution of Woolen clothes to the needy villagers.

- Awareness programme on Sikkle Cell Anemia was organized at adopted village Hinauti Sadak.

- B Certificate exam of NSS was organized.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/pdf/3.4.3%20 Supporting%20Documents%20(1).pdf
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

31

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

1605

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

33

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Our college has adequate physical facilities for proper execution of the academic programme with their regular maintenance. The classrooms are well ventilated and well lit, and are equipped

with comfortable furniture and fans to provide a gratifying experience to the learners. There 25 classrooms of various sizes, out of which 05 are smart classrooms. There is a Virtual Classroom in the college to facilitate online learning for the students.

We have 04 well-equipped labs; Drawing & Painting, Psychology, Geography and a Computer Lab with 50 computers. The College provides ICT support and technical equipments to encourage effective, efficient and engrossing methods of learning.

The Library has shifted to a sprawling newly-built block on 16/05/2022. The Library has 127935 books and with the membership of N-List, the students and faculty have access to more than 6000 journals and above 1.5 lakh e-books. Photocopy facility for students is also available. They can also take printouts of the relevant study material.

We have an online counseling center, a seminar hall and a multipurpose hall which caters to the varied interests of the students. The college regularly updates the infrastructure and learning resources to keep pace with the changing requirements.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/4.1.1-Additional-Documents-1.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college provides a gratifying ambience for the extra-curricular activities such as music, dance, drama, painting, rangoli, clay-modeling, sculptor etc. through the cultural club. Every year the students participate in the youth festival at college level, state level and national level and being laurels to the institution by wining prizes in many of the activities. The students performed exceptionally well in vocal and instrumental music as well as in all the streams of fine arts. Festivals such as Independence Day, Republic Day, Teachers Day, Yoga Day etc. are celebrated with full enthusiasm and zeal.

We have facilities for indoor games such as table-tennis, carom, chess and judo. Facilities for outdoor games such as cricket, football, basketball, volleyball, kho-kho, kabaddi, wrestling, boxing, athletics, cross-country, swimming, karate , rope-skipping, taekwondo, fencing, ball-badminton, power-lifting etc are also available for the students.

The college also has a modern sixteen station multi-gym with motorized treadmill, elliptical trainer, dumble, bike etc. The college also has a yoga centre and a meditation room for regular practice of yoga and meditation. Yoga training is organized every year for the well-being of the students and faculty members, under the guidance of trained yoga instructors.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://govhamidiacollege.com/facilities-2/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

27

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.299

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

The college library is located at the center of the campus using ICT Technology with Library Management Software (SOUL Software version 2.0).The library is partially automated and the full automation process is in progress. The Library has internet /Wi-fi connectivity and is under the surveillance of CCTV Cameras. The library has an excellent collection of text books, general and reference books to support academic requirements of students and faculty members. Apart from in-house collection, the library has open access to thousands of e-journals and above 1.5 lakh e-books on various subjects through N-List. A separate competitive exam corner offers books & magazines related to various competitive exams. The 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 of 10 subjects has an added advantage as pre Ph.D. vivas are regularly held which fosters an effective research environment to understand various issues and seek opportunities in myriad research spheres. The college library will adopt the RFID (Radio Frequency Identification) technology very soon for the purpose of library housekeeping operations, efficient security system and tracking of materials throughout the library.

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

4.2.2 - **The institution has subscription for**	**A. Any 4 or more of the above**

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.159

File Description	Documents
Any additional information	View File
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

100

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Quality is the cumulative product of both human and material resources in an educational institution. The college has a 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. We have a dedicated Lease Line of 20MBPS for the college with LAN facility in the entire campus. Network Resource Center (NRC) has been setup to facilitate optimum use of information technology. The main objective of NRC is to create awareness and give exposure to both teaching faculty and the students about the uses of information technology. The center facilitates the use of multi-media for academic pursuits. At the time of pandemic, online classes and webinars were being conducted at the NRC. There is a virtual classroom 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. The Computer Lab with 50 updated computers is open for the B.C.A and B.Com. (Computer Application) students. The Online Counseling Center is an added asset which provides a hassle free system for admissions and form forwarding process.

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

4.3.2 - Number of Computers

133

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

3.68

File Description	Documents
Upload any additional information	<u>View File</u>
Audited statements of accounts	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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.

The College has a structured mechanism to ensure the maintenance of physical, academic & support facilities. There are 25 classrooms out of which 05 are smart classrooms and a virtual classroom for the routine classes. There is a spacious Multipurpose Hall and a Seminar Hall where the students can showcase their talents in cultural, literary and co- curricular activities.

Situated on the fringe of serene lake the college is endowed with lush green campus which provides a gratifying experience for teaching and learning. There is a campus committee which regularly monitors the cleanliness of the campus including the washrooms and takes initiatives like plantation, cleanliness drives and other activities for the beautification of the campus.

We have a huge library with a total of 127935 books as well as an access to more than 6000 e-journals and above 1.5 lakh e-books. Stock verification is done every year as per the norms of the verification committee appointed by the principal. Library also seeks recommendations from the various departments to purchase books and journals to keep the library updated.

There is a separate administrative room for sports. The sports officer takes every possible measures to strengthen and enrich sports activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2607

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2	

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://govhamidiacollege.com/criteria-5-5-1-3
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

586

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

586

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

585

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

14

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

19

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The representation of students and engagement in various administrative, co-curricular and extra-curriculuar activites is ensured and facilitated by the college. Students are actively involved in the important decision making and effective implements of the policies of the following committees (i) IQAC (ii) N.S.S. (iii) Vivekananda Career Guidance Cell (iv) Remedial class committee (v) Amalgamated Fund, Women Empowerment Cell (vi) Student Grievance Redressal Cell (vii) Cultural and Sports Committee (viii) Environment Cleanliness Committee (ix) NCC activities (x) Below Poverty Line and Handicapped Students Welfare Committee (xi) Anti Ragging Bodies

Being a Government College, the formation of various bodies and representation of students in them is as per instructions of the Department of Higher Education, M.P.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/pdf/3.4.4%20 NSS%20activities%20(1).pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

12

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

With an impressive list alumni the college has a closely associated with them over the years. The college has formally registered its alumni association on 22 January 2021 with a society registration Number 01/01/01/37394/21. The college ensure consistent connectivity with its alumni and has 96 members enrolled in its association. New Registration drives and feedback from alumni is consistently a priority of the college.

A meritorious scholarship is also being sponsored in the Name of former alumni Shri O.N. Shrivastava ex IAS officer and former Governor of the states of Manipur and Nagaland.

Alumni has 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 other administrative bodies.

In brevity, our enthusiastic and active alumnis have with a holistic perspective been regularly interacting and contributing towards the institution and its students growth and development. The institution intends to further extend this association for improving the institution in the long run.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/alumni1/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

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

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.

Nature of Governance: The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. All the policy decisions are made by the Principal in consultation with faculty members, who also participate in the implementation and outcome review of these plans through regular meetings with functional committees

The college follows guidelines of Higher Education Department & Barkatullah University. Due representation of students is ensured in various student-related affairs through various committees. 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. Feedback from students and

staff is done. Principal takes final decision in academic and administrative matters, in consultation with faculty members.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/vision-mission-motto/
Upload any additional information	View File

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

The institution observes decentralization and participatory management in keeping with its belief in shared leadership and democratic practices. The hierarchy is distinctly defined where Principal is the final reporting authority. All the committees and administrative units work as a Team under the leadership of the Principal. The nature of this administration system is participative and transparent where all the major decisions are taken collectively.

Heads of all the departments hold meetings with the members of the department. Recommendations are then sent to the Principal, who, in consultation with the Heads arrives at the final decision. In official 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 50 committees independently, yet in cooperation, function to take care of 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. Committees are formed for the discharge of various key academic and administrative responsibilities.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/anti-ragging
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Perspective Plan- Effective Deployment

Our College strictly follows government policies and plans to offer high quality education. Holistic grooming of the students is our aim, so that they can confidently face the challenges of a highly competitive world.

The college organizes a plethora of academic and co curricular activities for the blossoming of inate talents of the students. They are given every possible opportunity to equip themselves for the skills required for the challenges of the 21st century. Concerted efforts are made to augment research and digital learning.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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.

Govt. Hamidia College works under the administrative supervision of the Department of Higher Education, Madhya Pradesh, and the office of Additional Director, Bhopal-Hoshangabad, which lays down the standard operating guidelines. Being the lead college of Bhopal, orders received from the higher level are sent to the government/government aided and private colleges under the authority. 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 responsibility is managed by various Departmental Heads and faculties under them. Administrative decisions are taken with the approval of Janbhagidari Committee and Staff Council. For grievance redressal, there are Women Empowerment cells, ST/SC cell, CM helpline managed by the college. Institution has a finance committee, planning board, RUSA and IQAC. Finance is procured and managed under the Heads of RUSA/World Bank schemes, Janbhagidari

funds and Consolidated funds. All types of appointments teaching or non-teaching are done by the government.

The service rules & 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.

Link to Organogram -

https://govhamidiacollege.com/PDF1/Orgonogram.pdf

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://govhamidiacollege.com/PDF1/Orgonogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Our institute is affiliated to Barkatullah University, Bhopal. Govt. Hamidia College extends all statutory social security and

welfare schemes such as medical reimbursement, maternity leave, child care etc. to the employees. Pay advances withdrawal from Provident Fund, sanction of various leaves, leave encashment etc. are provided as per government rules and regulations. Group Insurance, festival advance, Bonus etc. are given as per the orders given by the Department of Higher Education, M.P. The institute also provides uniforms to IV employees every year.

As it is imperative to stay updated with the latest trends in teaching learning, the teaching faculty is motivated to participate in training programmes, seminars, symposiums and workshops at National and International levels. They are sanctioned Duty Leave to attend such programmes which helps them acquire new skills related to their subjects. User friendly ramps and washrooms have been constructed for physically challenged staff. Amenities like clean drinking water, canteen, parking space internet and wi-fi facilities are available in the institute.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

74

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Performance Appraisal system of the faculty members is as per the guidelines and regulations of UGC and Higher Education Department, M.P. Each faculty member has to submit Annual Self-Appraisal Report which comprises of detailed information regarding work assigned, achievements, participation in various committees, seminars, duties related to conduct of examination, publication of research papers and research guidance. These self appraisal forms are forwarded by Head of the Departments. The IQAC assesses these forms and forwards to the Principal for final comments.

The faculty performance appraisal system is evaluated in the following categories Teaching learning, co-curricular activities, research activities, academic performance evaluated from the feedback by students, experts and management. Similarly for Class-III non-teaching staff, Self Appraisal Report is obtained in their prescribed forms by the Principal for giving his assessment report, The appraisal is done by the Additional Director of Education and by the Commissioner Higher Education. They are assessed on performance in student related activities, administration related activities, general conduct and professional development.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/Meeting-Register-IQAC-2021-22-1.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit- Our college has an Internal Audit Committee which ensures financial transparency. In issues regarding budget, income and expenditure. This committee keeps a tab on the fee received from students with DFC (Daily fee Collection), Bank statement and cash, book. Discripancies if found are reported to the Principal and are rectified. The College appoints a qualified Charted Accountant for internal audit of the College. The C.A. audits the finance related documents, balance, budget, income and

expenditure, IT return, Form 16, etc.

External Audit - The Accountants General MP (AGMP) Gwalior conducts the audit of our 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 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 are made as per the government rules. In their subsequent audit the AGMP takes up pending audit objections. Treasury and Accounts, Madhya Pradesh conducts their Annual audit of the budget and its expenditure.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/pdf/Green%20 Audit.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Our institute mobilizes its funds received from State government, RUSA, World Bank and Jan Bhagidari samiti on various Heads of Expenditure of the college. The payment of salary of teaching and non teaching staff of the college is disbursed from the Funds received from the State government. The scholarship is paid

directly into the account of concerned student on the basis of their caste and class. Budget of the college is prepared keeping in mind developmental plan of the college and is deployed on different Heads. Grants received from RUSA and World Bank are earmarked for infrastructural augmentation and developmental works of the college. Grants are spent after approval from Building committee, Sales and Purchase committee, Finance committee and other statutory committees of the college.

The FA budget is received under four different grants-Amalgamated Fund/Grants for all heads, sports, development of college, library. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets. It is utilized to augment learning practices. Optimum utilization of Funds is ensured for development and infrastructure maintenance.

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

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

The IQAC has been ceaselessly striving to institutionalize quality assurance strategy and processes at every level of functioning of the institute.

1. The IQAC has been making efforts to promote student centric learning methods. The faculty is encouraged and motivated to use technological tools for teaching learning and blending learning.

2. The IQAC has also been making efforts to build a robust feedback mechanism. Feedback is regularly taken from stackholders and the suggestions are implemented to enhance teaching learning.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/Meeting-Register-IQAC-2021-22-1.pdf
Upload any additional information	View File

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

The IQAC incessantly reviews and takes steps to enhance the quality of the teaching-learning process. The Academic Calendar, provided by the Department of Higher Education, is rigorously followed. Time tables, exam schedule and co-curricular activities are held as per the guidelines of HE. College management, discipline, academic and co-curricular activities are reviewed from time to time by the IQAC and effective measures are taken to enhance quality.

The IQAC has endeavored to promote holistic education rooted in Indian value system which aims to empower the youth to strive towards their own well being and the well being of the society. The emphasis has been on nurturing innovation and creativity. A number of student centric activities are regularly organized. A number of initiatives are taken by IQAC to augment learning by motivating the teaching departments to organize activities related to Indian ethos and environment.

File Description	Documents
Paste link for additional information	https://govhamidiacollege.com/wp-content/uploads/2023/02/Acadmic-Calander-2021-22-1.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)	B. Any 3 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	https://govhamidiacollege.com/wp-content/uploads/2023/02/Meeting-Register-IQAC-2021-22-1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

Govt. Hamidia Arts & Commerce College secures gender sensitivity through various initiatives to maintain a safe, secure, and healthy atmosphere. Hamidia has an active gender sensitization action plan.https://govhamidiacollege.com/pdf/7.1.1%20Annual%20Gender%20Sensitization%20Plan%20(1).pdf

The college has a well-defined gender sensitization policy.

The college organizes an induction program at the beginning of the session to inform the students about the rules and regulations, gender equity, and gender laws. The syllabi of many subjects include topics related to gender sensitization and equity. Self-defense training and Yoga are in regular practice.

Safety and security -Women Grievance Redressal Committee looks into any issues related to safety and security. CCTV cameras are installed at all strategic locations.26656_137_331.pdf (naac.gov.in)

Counseling - The teaching faculty counsels students regarding women-related issues; academic, career, and placement, curricular

and co-curricular activities, and personal and health issues.

A complaint box is provided for written complaints. The psychology department counsels the students. A time slot for ladies is fixed for the gym.

Common rooms

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

Women Anti-HarassmentCommittee

'Zero tolerance' towards gender-based harassment is the cornerstone of the committee. Regular meetings to take stock of women-related issues were held.

File Description	Documents
Annual gender sensitization action plan	https://govhamidiacollege.com/pdf/7.1.1%20Annual%20Gender%20Sensitization%20Plan%20(1).pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://govhamidiacollege.com/pdf/7.1.1%20Specific%20Facilities%20Gender%20Equity%20(1).pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management

Govt. Hamidia Arts & Commerce takes special efforts to make the students aware of waste management. Students conducted sessions for the villagers to demonstrate the right way of waste disposal in villages.

Waste is compiled in small bins, then moved to large bins. Dustbins are set in all the blocks, classrooms, corridors, office rooms, principal's chamber. Sweepers are employed for routine clean-up and disposal of entire waste. Students are advised not to litter; urged to carry reusable cloth or jute bags. Use of both sides of the paper is encouraged for printing assignments, notices, etc. Official communication is through Emails and WhatsApp.

Liquid Waste Management

As the college is an arts and commerce college there is no chemical waste. The liquid waste that is generated either from washrooms or the college canteen is drained through well-laid channels into a civic drainage system.

E-Waste Management

Students are sensitized about e-waste management. Miscellaneous e-waste such as batteries, bulbs, tube lights, etc. is collected from departments and safely disposed of.

Waste Recycling System

There are no open drains, regular maintenance is conducted for the upkeep of water taps in washrooms.

Hazardous Chemicals and Radioactive Waste Management – These are neither used nor generated.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

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 200 words).

Hamidia provides a comprehensive environment with tolerance and harmony towards cultural, regional, linguistic, and communal harmony. The college provides value-based education with an aim to apprise students of modern tendencies. Efforts are being made through various educational and cultural events to inculcate a

sense of unity, harmony, nationality,Indian culture, and diversity. We consider equal treatment to all regardless of caste, creed, religion, or cultural beliefs. The college has in placevarious programs in the manner of commemoration of religious festivals, days of eminent personalities, national festivals, and other such activities to provide for an inclusive environment by getting students and teachers with varied backgrounds on a single platform. All follow code of Ethics and Book of Conduct. Equivalent prospects are given to all regardless of gender, race, caste, language, religion, nationality, property, birth, etc. Hamidia college follows the reservation policies laid down by the govt. for admission of students. The committees ensure transparency during the admission process, fee concession, financial assistance, and scholarships. Books are provided from the library to students of the SC/ST category. Student Grievance Cell and chapters on the Constitution of India, ethics, and values in syllabi help students to imbibe and inculcate tolerance and harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Constitutional values are adopted in Hamidia with the goal to evoke empathy and sensitivity. For these following efforts are undertaken-

Matdata Jagrukta Abhiyan – Students participated in many competitions to create awareness for voters. Slogan writing and essay competitions were organized.

Voter Awareness Drive - programme for creating awareness about voting rights as part of the Systematic Voters' Education and Electoral Participation (SVEEP) through social media and nukkad nataks.

Respect for National Flag and National Anthem - Hamidia College organizes activities that reinforce the constitutional values, rights, duties, and responsibilities of students.

Constitution Day is celebrated on 26th Nov to show responsibility towards constitutional values, rights, and duties.

National Voters Day is celebrated to make them aware of democratic rights and duties.

At the UG level, Foundation Course deals with environmental issues to sensitize students to preserve ecosystems and the environment. The students learn about moral values through Mahatma Gandhi's "My Experiments with Truth."

Gandhi Jayanti, Vivekananda Jayanti, Teacher's Day, and National Unity Day, are celebrated to inculcate moral values and respect for elders and fellow beings.

Blood donation drives and road safety rallies infuse a sense of pride and responsibility

Ek Bharat Shreshtha Bharat program,Mock Youth Parliament was organized.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://govhamidiacollege.com/pdf/7.1.9%20Sensitization%20of%20students%20to%20Constitutional%20obligations.pdf
Any other relevant information	https://govhamidiacollege.com/pdf/7.1.9%20Supporting%20documents%20Sensitization%20of%20students%20to%20Constitutional%20Obligations.pdf

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

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National And International Commemorative Days, Events and Festivals

The College follows a mechanism to celebrate national and international commemorative days, festivals and birth and death anniversaries of great personalities by forming many committees. At the commencement of the academic session, these committees prepare a plan for celebrations and compliance. This is done with the goal to cultivate national integrity, social harmony and universal values.

Hamidia College celebrated the following days -

National Days:

  - **World Environment Day, Mahatma Gandhi's birth anniversary, Good Governance Day: (25th December), National Youth Day, International Youth Day Awareness Programme, Madhya Pradesh Sthapana Diwas, National Unity Day - October 31, Bhartiya Samvidhan Diwas, Independence Day- 15 August; Republic Day- 26 January, Azadi Ka Amrit Mahotsav, National Voters Day, Prakaram Diwas, Chandra Shekhar Aazad Jayanti, Swami Vivekanand Jayanti, Vishwa Jansankhya Diwas, Iqbal Day**

International Days: The following are celebrated:

International Day of Yoga - 21 June

World Environment Day - 05 June

International Women's Day - 8 March

International Biodiversity Day - 22 May

World Cancer Day - 5 February

World Population Day - 12 July

International Hindi Day - 14 September

World AIDS Day - World Aids Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Two Best Practices were successfully implemented by the Institution as per the NAAC format provided in the Manual.

Title of the Practice

A.Social Responsibility, Helping, and Altruism

B.Blended Mode of Teaching and Learning with Flipped classes

Web link to bestpractices on the Institutional website

https://govhamidiacollege.com/pdf/7.2.1%20Best%20Practices%20A%20 and%20B.pdf

https://govhamidiacollege.com/pdf/7.2.1%20Supporting%20Documents% 20for%20Best%20Practices%20A%20and%20B.pdf

File Description	Documents
Best practices in the Institutional website	https://govhamidiacollege.com/pdf/7.2.1%20Best%20Practices%20A%20and%20B.pdf
Any other relevant information	https://govhamidiacollege.com/pdf/7.2.1%20Supporting%20Documents%20for%20Best%20Practices%20A%20and%20B.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Environmental Consciousness – Green Commitment

Hamidia college is committed to nurturing an environmentally friendly campus. The students spread awareness about the environment both within and beyond the campus. We believe in the 'reduce, reuse and recycle' policy. Our campus is Plastic Free zone, use of paper is minimized, bins are kept on the campus. Hamidians ensure the practice of alternative solutions like cloth or jute bags etc. through several programs on environment-friendly measures. Potted plants are given as welcome gifts, and Van Mahotsava is celebrated. Hamidians protect their feathered friends by placing earthen pots on the campus. The use of solar energy is maximized, thus reducing the carbon footprint on the campus. Saving water and energy by switching off taps and lights when not in use is the normal practice. In the three adopted villages – Hinouti, Bhoyipura, and Kodiyan – cleaning of streets and collection of polythene and plastic, cleaning of water channels, rallies, etc were some of the common activities undertaken. Community hygiene was the main drive for people's health and prevention of disease in the community. Hamidians spread awareness through street play highlighting the harmful impact of smoking and tobacco chewing on personal health and the environment.

https://govhamidiacollege.com/pdf/7.3%20Institutional%20Distinctiveness.pdf

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Skill enhancement initiatives to be boosted. Workshops, and training to be organized.
- Incubation center to be developed.
- As the NEP lays emphasis on holistic, multidisciplinary education, concerted efforts will be made to facilitate a milieu that allows the students to learn and explore curriculum from various disciplines.
- Online education imparting techniques to be enhanced. E-content to be developed. Digital Learning and online education tools such as LMS are to be promoted.
- In sync with NEP-2020 and SDG 2030, the institute plans to focus on fostering an ecosystem for environmental responsibility through various activities by the teaching departments. Development of Vatika having different species of trees is also proposed.
- The college also plans to augment and expand Library and Reading Room facility. Full automation of the Library is proposed.
- National Seminars, Workshops on Indian Art, Culture, and knowledge systems are to be organized.
- Learner-centric pedagogy to be promoted. Activity Calendar for the departments to be planned.
- More activities to nurture humanistic qualities instudents to be organized. Activity Clubs will be formed.
- Emphasis on curetting and creating knowledge through question banks, and e-notes.