



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**GOVERNMENT AUTONOMOUS POST GRADUATE  
COLLEGE CHHINDWARA, MADHYA PRADESH**

**DHARM TEKRI, CHHINDWARA  
480001**

<http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=NDA3>

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**November 2021**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

The Government Autonomous Post Graduate College holds a prominent place in Chhindwara District. The institution was established in 1961 under the Government of Madhya Pradesh. It is located on 22.07150 North latitude and 78.95030 East longitudes. It was recognized by U.G.C. under 2(f) and 12(B) of U.G.C. act and got autonomous status in 1994. The College is accredited with NAAC –“B+” grade in February 2005 in the first cycle whereas NAAC- “B” grade in September 2014 in second cycle. The College has the glory of being the premiere lead institution of the District. It has to his credit renowned academicians which are the valuable assets catering thousands of students every year. Situated amidst the beautiful range of Satpuda region the College is located in the lush green environment which further enhances the value for appropriate educational environment. This Institute of Higher Education is determined for the inclusion of socio-cultural issues in the teaching learning and curriculum. The College has always tried to highlight the issues of differences in the mainstream and marginalized societies as well. It offers a wide range of programmes which are revised and redesigned with utmost priority to sensitize, develop and highlight the local and regional resources available. The abundance of historical, cultural heritage is one of the treasures of Chhindwara district. The homeland of BHARIA TRIBES, PATALKOT the treasure land of coal mines and rare species of medicinal plants in the region are the key features of the district. The predominance of cross-cutting issues can be relatively marked in co-curricular and cultural activities in the Institute. To nurture cultural ethics, sportsman spirit, equality, and healthy competition among students various activities are conducted year along.

Society also needs entrepreneurs, good employees and efficient professionals. Thus the Institute makes a strong effort to develop a socially, morally and intellectually healthy human being.

The Institution is well determined to pursue the vision in the administrative policies and work disbursement. The College administration believes in collaborative management and collaborative decision making system.

The key sentence “ARAYAM ABHAYAM JYOTI” is reflected and marked in all the policies and strategies of the Institution.

### **Vision**

To create a deep niche in defining the quality element of higher education in India through an excellence of scholastic achievement in the pursuit of education at the global level.

### **Mission**

To make education affordable and reasonable to the youth as to uplift them to a horizon to build a better society and in involving them as better citizens to take the challenges globally.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- The Government Autonomous Post Graduate College is co-educational Institute with a natural ambience for learning with the history of 60 glorifying years .The cultural significance of the institution is emphatically felt in the social life of the district and has made the College a brand name.
- Highly qualified faculty members which are recruited through the DEPARTMENT OF HIGHER EDUCATION DEPARTMENT. The College offers a wide range of program me where we incorporate huge strength of diverse students. We are blessed with students from peripheral districts as the session is timely regularized due to Autonomous Institution.
- The transparency in all the administrative practices and zero tolerance against all criminal offences in the campus are strictly maintained. No ragging activity is mentioned in the past years and no corruption is entertained at any level in the institution. Fearless environment for the girl students and female faculty members is necessary to mention.
- Students with natural sturdiness and well built physique are the treasures which have added feathers in the cap of the institute in various sports activities. The hardworking and dedicated students had glorified the institute in various State, National and International Tournaments.
- Strong focus on community outreach and extension activities, social work and community engagements.

### **Institutional Weakness**

- Proposals for the establishment of research center in almost all the Post Graduate Departments of the institute still under consideration at University level.
- Teacher-student ratio is very low.
- Lack of communication skills among the students due to rural background and unexplored quality of life.
- Lack of separate government boy's hostel.
- The problem of common road in between the College campus remains unheeded in spite of our continuous efforts. Due to lack of interest and insufficient funds from the local administration the road is still un- diverted
- Limited financial contribution of Alumni to the institution
- Training of faculty in industry
- Autonomy imposes no scope for change in the curriculum of traditional programmes, we can add only 20% syllabus in the curriculum of post graduate.
- Limited Consultancy and Income generation,

## **Institutional Opportunity**

- The Autonomous College provides the opportunities to the students for timely results with uninterrupted session.
- We indirectly serve the marginalized societies which is the sole aim of education as the college is the lead prominent and only Autonomous College of the district. The rural students get an opportunity to earn and learn and explore more academic and profession skills while studying in the district place.
- A huge fund is received from World Bank, RUSA, and Self financing scheme, Janbhagidari which indirectly improves the opportunity of quality education and benefits the student.
- The student explores the opportunity to enhance the educational skills through many value added PG Diploma program me running in the college.

## **Institutional Challenge**

- The placement and lack of job opportunities for the students are relatively less due to non-industrial area.
- Most of the students' population belongs to economically backward societies and rural areas of the district and first generation learners.
- Academic disorientation and lack of concentration in younger generation due to inordinate influence and distractions of social media.
- To regularize the newly implemented NEP successfully during the session with a huge strength of students.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The schedule and duration based on the guidelines of the HED, the college meticulously plans its Academic session thus ensuring timely preparation of timetable, and distribution of the course. Periodic assessment of the students is done through Internal examinations, Assignments and Project works.

The College offers 18 programmes and about 14 programmes were revised in the last five years. One new course was introduced in the previous years. Apart from this many VALUE ADDED courses are conceived for the students, with the primary aim of improving their employability, sharpen communication skills and make them competent in the global market. The students are encouraged to enrol themselves in such programmes.

The College conducts 08 value added courses in which about 4000 students have voluntarily registered themselves and have successfully completed the course in last years. Moreover 722 students have completed their field projects ad internships in the last completed year. .

The abundance of historical, cultural heritage is one of the treasures of Chhindwara district. Various relevant internship projects, educational tours are conceived with an endeavour to introduce the in-depth knowledge of the varied rich historical and cultural background of the district.

The issues of gender inequality, differences in the division of workforce, environmental degradation, and

climate change are some of the examples on which the students are motivated to work upon and analyze the issues in their research for further studies.

Various activities supplementing the environmental sustainability in the college such as , Blood donation camps, were organized by the NSS/NCC units, tree plantation program me for environmental and pandemic awareness and cleanliness program me in neighborhood parental village were conducted. Efforts were made to make the college campus green and plastic free.

Initiatives were taken by the college in solid waste management and liquid waste management. In addition to that, a solar power plant unit has been recently installed in the college.

We have structured feedback systems which are analyzed regularly and innovative ideas for the betterment are thereby implemented.

### **Teaching-learning and Evaluation**

The College caters students from diverse educational, socio-cultural and linguistic backgrounds. Various strategies are adopted to cater the needs of slow and advanced learners. Provisions are made for the coaching of underprivileged classes and remedial classes are conducted to assist the slow learners.

Seminars, symposium are periodically organised keeping in mind the requirements of advanced learners. Free coaching for the development of competitive skills is provided to the students in the campus. The College has successfully conducted the coaching of JAM, JEST examinations.

The College is sensitive and compassionate about the needs of differently able students, and aware of the government policies regarding such students. Examinations are held in easily accessible classrooms and a writer is provided if requested. Amenities like ramp and other utilities are available for the use of differently able students.

The College promotes ICT learning seamlessly in Teaching –Learning process. Teachings learning through Smart classrooms, subscription to E-books and E-journals through Inflightnet are regularly practiced. We have about 78 full time teaching faculties available in the institute and the student teacher recent ratio is 116:1.

The College follows the Academic calendar as scheduled by the DHE, MP, however the College has an individual independent Academic and Evaluation calendar. The opening and closing dates of the college is prescribed by DHE, however within that framework the College decides the details regarding teaching learning and evaluation.

The entire program me taught in various disciplines operate, under one master schedule. All the activities basically admissions, examinations, academics and cultural are governed by the departmental calendar.

Government Autonomous PG College Chhindwara has its confidential, fair, efficient and reliable examination system. The College keeps its examination system up to date to ensure the system full proof and address the grievances of students regarding evaluation. Information Technology tools are utilised for all activities associated with examinations. Results are announced as early as possible.

Total no of students appeared in the examination in last five years are 9065 out of which 8025 were successful.

The students' satisfaction survey is successfully done for about 6100.

The College has a formal mechanism for feedback collection.

### **Research, Innovations and Extension**

By creating a vibrant research environment that encourages the pursuit of truth, innovation and entrepreneurship, amongst its stakeholders, the GPGC research policy strives to advance human knowledge and promote research and development activities. Under the aegis of IQAC, number of webinars and seminars were organized during the last five years promoting research culture in the Institute. All the webinars organized during last year were duly sponsored by RUSA.

Two of the faculty members are registered guide from RDVV Jabalpur. Many others have applied to register themselves as research guide under CHHINDWARA UNIVERSITY, CHHINDWARA

Keeping in accordance with the aims and objectives and to stimulate research activities in the campus we have initiated a Multifarious Science Forum in the collaboration with all the science Departments in the College. The forum untiringly works and propagates advanced teaching techniques and catalyzes inter-disciplinary research activities in the campus.

As per the directions received from the Department of Higher Education we have initiated a Research Journal SHODHODAYA in the Institute comprising the subject experts from the distinguished colleges of the district.

The faculty members are motivated and encouraged to undertake Minor Research Projects. Two of the MRPS are in the pipeline and many others have completed their projects in the last five years. Teachers are encouraged to participate in Seminars/Conferences /Workshops .The expenditures on such career enhancement skills are reimbursed as per the UGC rules.

Apart from the academic aspects, several community outreach programmer and extension activities organized by NSS and NCC, ECO-CLUB are commendable. Information regarding POCSO act, BETI-BACHAO campaign, Cleanliness drive, lectures on Anti-Narcotics act provide authentic knowledge to young minds and indirectly nurtures the society.

A huge voter awareness program me was organized in collaboration with the local administration. To sensitize the community towards senior citizens, the College has organized a national level seminar on THE CONDITIONS AND TRENDS OF SENIOR CITIZENS. The College has signed MOUs with BHOJ UNIVERSITY and DR BABASAHEB AMBEDKAR UNIVERSITY FOR SOCIAL SCIENCES MHOW and NIIT. These collaborations provide excellent opportunities to the students for career goals, research and development.

### **Infrastructure and Learning Resources**

The physical and academic facilities have regularly attracted the students from peripheral localities. The College has the possession of about 40 acres of land comprising a well built infrastructure with adequate facilities.

The essence of learning depends on the atmosphere surrounding the campus, the zest and knowledge carried by the Professors and the communication achieved through facilities like capacious classrooms, Auditoriums, latest equipments etc.

Smart learning tools like Smart boards, Projectors etc add to the beauty of the overall learning process.

Auditorium hall, Seminar and Conference Halls with ICT enabled facilities and modern technology for better functioning during the seminars and conferences year along. Computer laboratory with advanced computers and high speed broad band connectivity. Well furnished Principal chamber, Administrative block with High speed internet connectivity, Placement cell, separate Hi-tech IQAC room, staff room. Partially Automated Central Library with the facility of reading room with adequate seating capacity of students. The College has a diverse collection of books, print journals, subscription to newspapers and magazines, e-books through INFLIBNET.

The College has provision of girls common room for recreational activities. Latest initiatives of Solar power unit, Rain harvesting system and other green initiatives are readily adopted.

The campus is CCTV enabled to cater to the safety requirements of a well endowed and equipped campus receiving a huge footfall.

The College is endowed with modern gymnasium, well equipped sports complex and

Auditorium where the students practice and rehearse during the annual gatherings and youth festival competitions.

Government Autonomous Post Graduate College has an exclusive IT for cyber security. The funds are sufficiently managed in the expenditure of IT securities and Wi-Fi policies. The total expenditure in the telephone bills is 565711, the budget used in the Inflibnet facilities in the last five years is 23600 Rs and the Autonomous software involved in the result generation process has utilized almost 1397578Rs amount of fund in the last five years.

The College has put in place robust systems and planned procedures along with manpower monitoring to ensure proper maintenance and utilization of infrastructure, and Service installations

### **Student Support and Progression**

The Government Autonomous College extends maximum support to their students in their Education and progression. While scholarships and fee concessions aid meritorious students in completing their studies, enhancing soft skills, language and communication, life skills and ICT /computing skills prepare them in pursuing their professional goals. The institute provides the detailed syllabus of all the subjects and suggested reading to the students well in advance.

Various career advancement activities including placement, career counseling and guidance for competitive examinations are organized to give directions to their career. There is a strong mechanism in handling the grievances. Students' grievances and concerns are also addressed through the Anti-Ragging, Committee,

grievances redressal committee, CM helpline, discipline committee and students counseling is done through mentoring system in the college. The Institute has constituted committees such as women cell with senior dedicated faculty members which look after gender sensitive issues.

Students are the most important stakeholders of any academic institute. College provides many opportunities to ensure their representation and participation in various students' bodies and committees under duly established processes and norms. Students' union elections were held in 2017/18 and the union was formed. An ordinance issued by the state government governs the electoral process with principal as the patron and the supervision is done by the professor-in-charge. The union is functional in bridging the gap between the students and administration for their just demands. They also help in the active representation of students in various co-curricular activities in the campus. Students represent the college in inter-college activities and bring accolades to college.

We have a strong, functional and registered ALUMNI ASSOCIATION in our College named as SANIDHYA. The ex-students are invited to share their experiences through Alumni meets. Their suggestions, regarding academic, infrastructure development are readily implemented. The association supports the alumni network and offers scholarships, motivations and opportunities for current stakeholders.

After Graduation and Post-graduation some students opt for jobs in Private and Government sectors while some others go for entrepreneurship and very few pursue Higher Education.

### **Governance, Leadership and Management**

The Institution works as an Autonomous College of the Higher Education department. The Commissioner being the supreme authority of the Department controls the Academic and Administrative functions in the Department. The Additional Director is the Zonal Administrative Head of the Institutions of Higher Education Department.

The Principal is the Executive and Administrative Head of the Institution and supervises the policy matters as per the rules and regulations of State Government and University Grants Commission.

The Principal takes regular meetings of the Staff Council and final decisions are taken with the participation of all the members concerned. Recommendations arrived at such deliberations and meetings are converted into concrete actions. The Head of the Departments monitors the functioning of each department.

All the staff-members are involved in all the activities in the College. The senior staff members are appointed as the conveners of various committees and are given full Autonomy in decision making. This effective leadership quality and active participation of the staff is distinguished feature of the college. The process increases sense of belonging and dedication among the staff.

The Librarian is the Head of the Central library the library works as a centre of information for the faculty and students. The Sports Officer and the support staff works for the holistic development of the students and health consciousness of the staff members

There are about 52-59 support committees for the smooth academic and administrative functions of the college. The Alumni association and the stakeholders are the important part of the Organ gram and the views and suggestions so received are implemented generously for the betterment of the Institute.

In our College, staff welfare is given foremost importance in connection with this; several health schemes and economic welfare of College fraternity under State Government policies are adopted. The College also extends incessant support to the staff in their professional pursuits.

The IQAC at the College has been instrumental in overall quality assurance in teaching learning process. This collaborative effort has taken the College to new heights every year, aspiring for higher competitive goals in leadership, governance and in its Institutional values.

### **Institutional Values and Best Practices**

Our college, located in a tribal area, gives utmost priority to educate the students belonging to different tribes.

The College adopts values and practices that promote women empowerment, ensure green and eco-friendly campus, and instill social responsibilities through various outreach program me. Initiatives are taken by the College to sensitize the staff and students to promote a gender just ecosystem. Programmes like self-defense training, conferences, invited talks, and workshops on gender issues are organized. In addition to that health camps, orientation program me to provide physical and mental health support is conducted.

Instilling social responsibilities by making participation in NCC, NSS, and YRC mandatory for undergraduate students through these organizations. AIDS awareness programmes, blood donation camps, various health camps and socially relevant activities have been undertaken. A distinctive aspect of Government College is the ambience of inclusivity. The college nurtures differently able students with utmost sensitivity. Institutional measures are in place to assist the students from economically weaker backgrounds, thereby enabling them to thrive in an environment conducive for personal growth.

### **BEST PRACTICES**

#### **1. Cashfree Payment Policy with Financial Transparency**

SBI- I- Collect becomes significant and very important practice for our College because before its implementation students had to face many problems in submission of their fees through typical manual fee payment procedure. Cashless transactions through SBI-ICOLLECT is been more convenient and time saving process to avoid extreme weather conditions, long -queue and hectic procedures of manual fee collection procedures.

#### **2. Three layer Academic Administrative Committee for Examination**

In order to develop Administrative Skill in the academicians, the faculty members of college, an innovative model has been developed in our college for administrative reform in examination system. In this model a three layer administrative academic committee for examination is formed every year and our college has developed this model for the examination in the session 2014-15. Since then this model is in action and definitely it has been proved to be very beneficial for the development of required administrative skill in academicians.



## 2. PROFILE

### 2.1 BASIC INFORMATION

<b>Name and Address of the College</b>	
Name	GOVERNMENT AUTONOMOUS POST GRADUATE COLLEGE CHHINDWARA, MADHYA PRADESH
Address	Dharm Tekri, Chhindwara
City	Chhindwara
State	Madhya Pradesh
Pin	480001
Website	<a href="http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=NDA3">http://www.mphighereducation.nic.in/InstitutePortal/Default.aspx?InstId=NDA3</a>

<b>Status of the Institution</b>	
Institution Status	Government

<b>Type of Institution</b>	
By Gender	Co-education
By Shift	Day

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	No

<b>Establishment Details</b>	
Date of Establishment, Prior to the Grant of 'Autonomy'	01-01-1961
Date of grant of 'Autonomy' to the College by UGC	01-07-1994

University to which the college is affiliated		
State	University name	Document
Madhya Pradesh	Chhindwara University	<a href="#">View Document</a>
Madhya Pradesh	Rani Durgavati Vishwavidyalaya	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	31-03-2004	<a href="#">View Document</a>
12B of UGC	31-03-2004	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Dharm Tekri, Chhindwara	Urban	40	11909

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/ Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Arts,	36	Higher Secondary	English + Hindi	1268	1268
UG	BSc,Science,	36	Higher Secondary	English + Hindi	922	922
UG	BCom,Commerce,	36	Higher Secondary	English + Hindi	402	402
UG	BBA,Commerce,	36	Higher Secondary	English + Hindi	30	30
UG	BCA,Computer,	36	Higher Secondary	English + Hindi	49	49
PG	MCom,Commerce,	24	Graduation	English + Hindi	200	200
PG	MA,Economics,	24	Graduation	English + Hindi	120	120
PG	MA,English Literature,	24	Graduation	English	120	120
PG	MA,Hindi Literature,	24	Graduation	Hindi	120	120
PG	MA,History,	24	Graduation	English + Hindi	120	120
PG	MA,Political Science,	24	Graduation	English + Hindi	120	119
PG	MA,Sociology,	24	Graduation	English + Hindi	120	120
PG	MA,Geography,	24	Graduation	English + Hindi	120	120
PG	MSc,Physics,	24	Graduation	English + Hindi	30	30
PG	MSc,Chemistry,	24	Graduation	English + Hindi	30	30
PG	MSc,Botany,	24	Graduation	English + Hindi	30	30

PG	MSc,Zoology,	24	Graduation	English + Hindi	30	30
PG	MSc,Mathematics,	24	Graduation	English + Hindi	150	150

**Position Details of Faculty & Staff in the College**

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	14				10				48			
Recruited	8	6	0	14	3	7	0	10	19	29	0	48
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				6			
Recruited	0	0	0	0	0	0	0	0	3	3	0	6
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				32
Recruited	22	3	0	25
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				22
Recruited	17	3	0	20
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	8	6	0	3	7	0	8	15	0	47
M.Phil.	0	0	0	0	0	0	2	3	0	5
PG	0	0	0	0	0	0	6	11	0	17
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	3	0	9
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	4763	5	0	0	4768
	Female	2260	0	0	0	2260
	Others	0	0	0	0	0
PG	Male	1104	0	0	0	1104
	Female	973	0	0	0	973
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	631	701	874	972
	Female	331	438	523	543
	Others	0	0	0	0
ST	Male	971	1080	1221	1444
	Female	423	536	709	707
	Others	0	0	0	0
OBC	Male	1212	1333	1517	1699
	Female	633	801	950	941
	Others	0	0	0	0
General	Male	450	455	525	528
	Female	407	451	435	453
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		5058	5795	6754	7287

## 2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

<b>Department Name</b>	<b>Upload Report</b>
Arts	<a href="#">View Document</a>
Botany	<a href="#">View Document</a>
Chemistry	<a href="#">View Document</a>
Commerce	<a href="#">View Document</a>
Computer	<a href="#">View Document</a>
Economics	<a href="#">View Document</a>
English Literature	<a href="#">View Document</a>
Geography	<a href="#">View Document</a>
Hindi Literature	<a href="#">View Document</a>
History	<a href="#">View Document</a>
Mathematics	<a href="#">View Document</a>
Physics	<a href="#">View Document</a>
Political Science	<a href="#">View Document</a>
Science	<a href="#">View Document</a>
Sociology	<a href="#">View Document</a>
Zoology	<a href="#">View Document</a>

## Extended Profile

### 1 Program

#### 1.1

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
41	41	41	41	41
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of departments offering academic programmes

Response: 16

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9228	7287	6754	5802	5058
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
2554	1833	2192	1802	1306
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 2.3

**Number of students appeared in the examination conducted by the Institution, year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6630	6761	5875	6294	3180
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 2.4

**Number of revaluation applications year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	61	262	32	136

## 3 Teachers

### 3.1

**Number of courses in all programs year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
492	492	492	492	492
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 3.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
71	71	71	70	70
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 3.3

**Number of sanctioned posts year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
72	72	72	72	72
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**4 Institution**

**4.1**

**Number of eligible applications received for admissions to all the programs year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
06194	6475	3452	2837	02867
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
2465	1335	1265	1190	1160
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**4.3**

**Total number of classrooms and seminar halls**

**Response: 9**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 210**

4.5

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

2020-21	2019-20	2018-19	2017-18	2016-17
267.25	277.96	392.01	321.82	363.45916

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curriculum Design and Development

##### 1.1.1

**Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.**

**Response:**

The Government Autonomous College adopts the syllabus as prescribed from the Higher Education Department, MP. The Autonomy gives the authority to upgrade the syllabus partially, under the supervision of committee of experts.

Considering the academic trends, industrial opportunities and requirements, the curricula is constructed with sincere efforts. The BOS is compulsorily conducted every two years. Minor changes are done in PG level programmes however UG courses are uniformly adapted as per the prescribed syllabus by the Higher Education Department. The programme outcomes of any syllabus offered carry all the essential components contributing to the existing body of knowledge, to the acquisition of general graduate skills. In all the PG Programmes the programme outcomes are mastery of the subject knowledge and its application in relevant contexts such as, learning teaching skills, preparation for higher studies and acquiring job opportunities. However the UG programmes generally help to understand the subject concept and learning effective communication skills.

The College offers a wide range of programmes which are revised and redesigned with utmost priority to sensitize, develop and highlight the local and regional resources available.

The college has realized that the course content, teaching methodology and classroom practices, address concerns of national integration, human rights awareness, human resource development, leadership, skill development, gender equality, justice, environmental awareness, sustainable development and socially progressive ideals. Society also needs entrepreneurs, good employees and efficient professionals. The students need to be motivated to be rational, analytical and free thinking individuals. Thus the curriculum offered makes a strong effort to develop a socially, morally and intellectually healthy human being.

We with utmost care and sensitivity observe the regional and local geographical resources surrounding the environment. The abundance of historical, cultural heritage is one of the treasures of Chhindwara district. The homeland of BHARIA TRIBES, the treasure island of coal mines and rare species of medicinal plants in the region are the key features of the district. Inculcating the core human values and righteousness among the students is the basic idea in adapting such syllabi in the curricula. Department of History teaches a full paper on the History of Marathas which had relevance with the region since long. Acquaintance of locality with the national history and remarkable contributions of many freedom fighters prominently like BADAL BHOI instigates feeling of pride among the students. Department of

Botany has included a unit of taxonomy in the practical syllabus namely 'study of plants available at local level 'in BSC II year.

Department of Sociology has deep concern for the societal issues comprising socio-cultural and economical conditions of the resident tribes of the region.

Various relevant internship projects, educational tours are conceived with an endeavour to introduce the in-depth knowledge of the varied rich historical and cultural background of the district

Apart from this many VALUE ADDED courses are conceived with the primary aim of improving their employability, sharpen communication skills and make them competent in the global market. The students are encouraged to enrol themselves in such programmes.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2

**Percentage of Programmes where syllabus revision was carried out during the last five years.**

**Response:** 77.78

**1.1.2.1 Number of all Programmes offered by the institution during the last five years.**

**Response:** 18

**1.1.2.2 How many Programmes were revised out of total number of Programmes offered during the last five years**

**Response:** 14

File Description	Document
Minutes of relevant Academic Council/BOS meeting	<a href="#">View Document</a>
Details of program syllabus revision in last 5 years(Data Template)	<a href="#">View Document</a>
Details of program syllabus revision in last 5 years(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3

**Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years**

**Response:** 26.42

**1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years..**

2020-21	2019-20	2018-19	2017-18	2016-17
0130	130	130	130	130

File Description	Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Average percentage of courses having focus on employability/ entrepreneurship(Data Template)	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.**

**Response:** 0.2

1.2.1.1 How many new courses are introduced within the last five years

Response: 01

1.2.1.2 **Number of courses offered by the institution across all programmes during the last five years.**

Response: 492

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.2.2

**Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).**

**Response:** 24.39

#### 1.2.2.1 Number of Programmes in which CBCS / Elective course system implemented.

Response: 10

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1

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

**Response:**

This Institute of higher education is determined for the inclusion of socio-cultural issues in the teaching learning and curriculum. The college has always tried to highlight the issues of differences in the mainstream and marginalized societies as well.

The issues of gender inequality, differences in the division of workforce, environmental degradation, and climate change are some of the examples on which the students are motivated to work upon and analyze the issues in their research for further studies.

Disaster management courses in the under graduate level for eg; Flood, Earthquake, Cyclones, Women Empowerment, Environmental damages, land, water air prevention and abatement are also included in the syllabus. Studies of various laws and acts in the curriculum of under graduation are also taught in the college, such as Law for the protection of women under INDIAN CONSTITUTION AND CRIME LAW, Domestic violence act 2005 etc .

Similarly, Environmental study is one of the compulsory papers in the second year foundation course of under graduate level. A paper on Moral values and language was previously included in the compulsory paper of foundation course in the semester syllabus.

In addition to that, problems in the families and societies such as dowry, divorce domestic violence,

problems of Senior citizens, problems of the Youth, Casteism, Communalism, and Cyber –Crime are also included in the college curricula. These cross-cutting issues are a part of UG and PG courses of Sociology.

To develop a scientific approach among the students of M.Sc. Chemistry, Environmental Chemistry is present in the form of an exclusive paper. Whereas promoting green chemistry and recycling of waste are important research topics in the previous years, for the students of Chemistry.

The predominance of cross-cutting issues can be relatively marked in co-curricular and cultural activities in the department. To nurture cultural ethics, sportsman spirit, equality, and healthy competition among students various activities are conducted year along.

Various activities supplementing the environmental sustainability in the College are as follows-----

1. Blood donation camps were organized by the NSS/NCC units, tree plantation program me for environmental awareness and cleanliness program me in neighborhood parental village were conducted.
2. Efforts were made to make the college campus green and plastic free.
3. Initiatives taken by the college in solid waste management and liquid waste management.
4. To conserve energy, a solar power plant has been recently installed in the college.
5. Similarly, the Institution makes abundant use of LED bulbs to conserve energy.

File Description	Document
Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	<a href="#">View Document</a>

### 1.3.2

**Number of value-added courses for imparting transferable and life skills offered during last five years.**

**Response: 8**

**1.3.2.1 How many new value-added courses are added within the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	2	4

File Description	Document
List of value added courses (Data Template)	<a href="#">View Document</a>
Brochure or any other document relating to value added courses	<a href="#">View Document</a>

### 1.3.3

**Average Percentage of students enrolled in the courses under 1.3.2 above.**

**Response:** 16.38

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

2020-21	2019-20	2018-19	2017-18	2016-17
715	370	375	958	2378

File Description	Document
List of students enrolled	<a href="#">View Document</a>

### 1.3.4

**Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)**

**Response:** 7.82

**1.3.4.1 Number of students undertaking field projects / internships / student projects**

Response: 722

File Description	Document
List of programs and number of students undertaking field projects / internships / student projects (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1

**Structured feedback for design and review of syllabus – semester-wise / year-wise is received from**

**1) Students, 2) Teachers, 3) Employers,**

**4) Alumni**

**Response:** C. Any 2 of the above

File Description	Document
URL for stakeholder feedback report	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.4.2

**The feedback system of the Institution comprises of the following :**

**Response:** C. Feedback collected and analysed

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

**Average Enrolment percentage (Average of last five years)**

**Response:** 96.44

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

2020-21	2019-20	2018-19	2017-18	2016-17
4052	2670	2530	2380	2320

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

2020-21	2019-20	2018-19	2017-18	2016-17
4930	2670	2530	2380	2320

#### File Description

#### Document

Institutional data in prescribed format (Data Template)

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2

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

**Response:** 96.49

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

2020-21	2019-20	2018-19	2017-18	2016-17
2033	1335	1265	1190	1160

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

### 2.2.1

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

#### **Response:**

The College catchment area is about 200 km, comprising mainly of villages and small towns. The College caters students from diverse educational, socio-cultural and linguistic backgrounds. This diversity is evident in their application forms and the college identifies their potential in terms of linguistic, mathematical, analytical and subject domain. During the admission process we take a brief interview of each and every student.

The zero classes introduce the college programmes and academic calendar to the students. All the co-curricular activities and government policies for the underprivileged classes are thoroughly discussed. The College has many programmes and schemes for student's welfare, especially for slow learners and advance learners. Slow learners are identified by continuous assessment in class and home-assignment work. This includes periodical assessment of performance in the classroom, laboratories and assignments provided to them. The college adopts various strategies to cater the needs of slow learners such as coaching for SC/ST/OBC & minorities, Entry in services coaching etc.

The College makes special efforts to help weaker students through remedial coaching and tutorials. The Institute nominates mentors for each section per class of the students for academic and personal guidance. Apart from this, online resources are made available to such students to strengthen their conceptual knowledge. The faculty takes effort for the incremental academic growth of all the students. The students with differential needs and special challenges are supported with study material, stationary, counselling as well as personal tutoring.

The College facilitates the young aspirants in number of ways. The interactive and informal classroom atmosphere encourages advanced learners to ask questions and express their opinions. The assignments are the indicators of their skills, aptitudes and interest. The teacher student interaction also indicates the needs of advanced learner academic preferences regarding teaching methodology, curriculum and course work etc.

Seminars, Symposium are periodically organised keeping in mind the requirements of advanced learners. Each department has a separate reading room facility for assisting the advance learners. Moreover the College has provides in each department accessibility to inflibnet. The e-books so downloaded provide the students to enhance their conceptual knowledge. The college provides an environment and learning spaces wherein advanced learners take initiatives in various academic and co-curricular activities. Keeping in mind the leadership qualities of the students they are consequently engaged to monitor

various academic activities in the college.

The College is sensitive and compassionate about the needs of differently able students, and aware of the government policies regarding such students. The staff plays special attention towards these students and provides special support to the students such as

Examinations are held in easily accessible classrooms and a writer is provided if requested. Amenities like ramp and other utilities are available for the use of differently able students.

Free coaching for the development of competitive skills is provided to the students in the campus. The college has successfully conducted the coaching of JAM, JEST examinations.

Various other entries in service coaching facilities are made available to the students to expand their knowledge base.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.2.2

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

**Response:** 129.97

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1

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

**Response:**

Students are the focus of all curricular, co-curricular and extracurricular activities. The main focus of this college is to impart education in such a way that it serves for an overall development of the students. The college is dedicated in creating a student friendly environment so that students can feel free to learn. Various methods have been adopted from time to time to improve teaching learning experience which is described as follows.

Step 1: First of all it is very important to develop the conceptual knowledge of the subject. This is done through classroom lecture method and ICT enabled teaching to develop the interest of students and for

better understanding of concepts.

Step 2: After gaining subjective knowledge students are involved in participative learning so as to eradicate hesitations and build self confidence among the students.

Step 3: Final stage is to correlate the theoretical knowledge gained with real time observations; this is done through experiential learning.

Most of the faculty use audio-visual techniques to enhance the quality of their lectures. Individual presentation and group discussions are common features in this institute. Efforts are made to ensure that every student graduating from the college is able to make effective presentation. Role-play; quiz and semi-surprise class test are unique features in class room teaching. Frequent Educational visits to create a fine balance between theory and practice is an essential part of the curriculum. All these efforts create a holistic and multifaceted development of the students.

Lecture and interactive method;

The College believes in adopting student centric method in and outside the classroom. The College faculty tries to bridge the gap between theory and real world. Most of the faculty continuously upgrades them and use innovative methods of pedagogy.

Some highlights of the teaching learning methodology are as follows.

Computer assisted –learning;

The College promotes ICT learning seamlessly in teaching –learning process. Some of the efforts in this direction are as follows-

Teaching learning through Smart classrooms, subscription to e-books and e-journals through inflibnet.

Teaching through OHP (overhead projector)

Power-point presentations.

Use of audio-visual aids.

Project –Based learning

Assignments are mandatory for all the final year classes of UG and PG. The faculty has been extremely innovative in designing these projects. The students are encouraged to inculcate research aptitude and analytical thinking.

The project based learning includes practical components, survey and creative writing.

Experiential learning;

To enhance the process of teaching and learning, the faculty has developed many innovative and interactive practices. The involvements of the students in such activities help to boost up their self-

confidence and acquire in-depth knowledge in the subject areas.

Participatory learning;

The College has many associations/committees for co-curricular and extracurricular activities. The faculty is keenly involved in the activities of these associations and participation in such activities ensures participative learning which contributes to holistic development besides facilitating lifelong learning and knowledge.

Participation in seminars, symposiums, group discussions quiz, elocution and extempore helps to develop oratory skills, analytic and research oriented aptitude.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2

**Teachers use ICT enabled tools including online resources for effective teaching and learning process.**

**Response:**

Professional development in a technological age requires new definitions and new resources. Technology enables teachers to implement new teaching techniques, to help students work collaboratively and develop higher order thinking skills, to encourage students to be engaged in the learning process, to assist students who have various learning styles and special needs and to expose students to a broad range of information.

ICT will be a key factor in future positive change provided they are in the possession of people who use them creativity and for the common good. In the new millennium, nations are judged by the well being of their citizens, level of education is one of the major determinants. Computer literacy of a nation in future will be yardstick to measure the level of education. Keeping this in mind the academicians in our college have geared up to face the challenges of the future efficiently. Almost all the departments have computers and printers with internet and infibnet facilities. Teachers use Over head projectors, Interactive boards and Visual presenters to enhance the teaching techniques. Mobile phones and laptops are handy tools for online mode of teaching. Power point presentations provide the detailed study of the subject making it more interesting. Use of e-books and e-journals are common for references are common in our colleges.

The COVID19 pandemic threw up new vistas of online teaching-learning, thus ensuring continuity as well as change in learning experiences.

Almost all the teachers have experienced online teaching through mobile phones and laptops. The

various other teaching aids used by the faculty members are as follows.

Over head projectors can be marked as the most basic method of ICT tools used in teaching learning process. Department of Physics is using the OHP as a teaching tool since last 20 years. Advanced teaching technologies are adapted in various departments to cater the demands in the hi-tech age.

Visual presenters are installed in most of the departments where the PG classes are taught with utmost efficiency and innovative approaches towards the subject.

Interactive boards are installed to upkeep the advanced technologies in the departments. Teachers are well equipped with the advanced teaching trends and innovations in teaching and learning.

INFLIBNET is the online resource available in the campus to assist the academicians and students through innumerable e-books and e-journals.

ICT is used to ensure 24x7 learning environment.

In the present context digital learning is increasingly becoming popular with the students. The College has taken special measures to help the students to enhance the opportunities for digital education.

**2.3.3**

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

**Response:** 123.04

**2.3.3.1 Number of mentors ?????????????? ???????**

**Response:** 75

<b>File Description</b>	<b>Document</b>
Upload year wise, number of students enrolled and full time teachers on roll	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.3.4**

**Preparation and adherence of Academic Calendar and Teaching plans by the institution**

**Response:**

The College follows the academic calendar as scheduled by the DHE, MP, however the college has an individual independent academic and evaluation calendar. The opening and closing dates of the college is prescribed by DHE, however within that framework the college decides the details regarding teaching learning and evaluation. The academic calendar includes the dates of commencement and completion of the syllabus, schedules of internal exams etc. It specifies the dates of term end examinations. Tentative schedule of practical exams and viva-voce and theory examination are also mentioned in the academic calendar. Based on the academic calendar the institution prepares academic schedule of activities in such a way that they are completed well ahead of time given by DHE.

The College follows the annual as well as the semester system for teaching and continuous evaluation for assessment of academic performance of the students.

Internal examinations, mid-term and quarterly examinations semester end examinations and annual examinations are some of the examination schedules in the academic year.

The conduction of Co-curricular, Sports and Cultural activities declaration of result are also planned and executed by the college in accordance with academic calendar.

Similarly various activities of NCC, NSS, Eco- Club, Youth festival etc are also being conducted as per the general direction.

The Academic calendar committee /Timetable committee designs the schedule for the college and place it before the Principal for the approval. It is discussed in staff council meetings, departmental and association meetings. The time table is prepared accordingly and implemented. The students are informed regarding examinations and extra-curricular activities through College website, digital and print Notice boards and circulars

The entire program me taught in various disciplines operate, under one master schedule. All the activities basically admissions, examinations, academics and cultural activities are governed by the departmental calendar. Every faculty works in an efficient manner to achieve the learning outcomes of the designed syllabus following the proposed Academic calendar. For this, they maintain a Daily diary which has the detailed description about class, number of lectures taken by the teacher, modern technology used for teaching etc.

The HODs list all the subjects and assigns subjects, laboratory sessions based on faculty's subject expertise and experience. Subject allocation is circulated among the faculty members to gain approval. Final departmental timetable comes into shape which is displayed and circulated among the faculties and the students. The approved timetable is displayed on the notice boards.

The teachers prepare the teaching plan, revisions or remedial sessions are carried out as per the need. At the end of each semester the faculty submits the teaching record which holds the records of actual sessions conducted against the plan. This daily diary is checked by higher authorities during their periodical visits in the institution.

File Description	Document
Upload Academic Calendar and Teaching plans for five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1

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

**Response:** 98.06

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

### 2.4.2

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

**Response:** 69.39

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

2020-21	2019-20	2018-19	2017-18	2016-17
49	52	51	46	47

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.4.3

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

**Response:** 13.63

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

Response: 968

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms**

**2.5.1**

**Average number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years**

**Response:** 37.4

**2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
30	9	85	31	32

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>

**2.5.2**

**Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years**

**Response:** 1.66

**2.5.2.1 Number of complaints/grievances about evaluation year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	86	93	170

### 2.5.3

#### **IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution**

##### **Response:**

Government Autonomous PG College Chhindwara has its confidential, fair, efficient and reliable examination system. The College has kept it open for reformation and modulation from time to time. The College keeps its examination system up to date to ensure the system full proof and address the grievances of students regarding evaluation. Information Technology tools are utilised for all activities associated with online examination form, fees payment ,generation of admit card , and online declaration of the results. All the facilities are available for students in college premises; students can also use the IT services from any MP Online centre. The College declares the examination schedule well in advance .The schedule is put up on rolling notice board of college the website; the print notices are displayed on the notice board. Due care is taken to adhere to the examination schedule.

The College has its own software in Autonomous cell through which the confidential works of examination are performed. Continuous Internal Assessment includes, quarterly, midterm exams for annual examination pattern and CCE for semester examination pattern for each course. The internal examination marks are manually fed through for UG and PG classes. During the pandemic all the question papers of UG and PG classes are scanned and uploaded in the college website to assist the students.

The College promotes the students indulged in community services, sports and cultural activities and flexibility in examination is provided on demand.

Being an independent office the Autonomous cell and Examination cell is provided with all the facilities including computer, printer, scanner etc.

The preparation of results is outsourced to ensure transparency and objectivity in the process.

Adequate financial budget allocation has been made to the examination office to streamline the examination process. Adequate safeguard measures are been taken to ensure that the evaluation is objective and systematic. If any discrepancies in evaluation are reported by the students, they are attended by Autonomous cell.

Students are given the facility of revaluation and verification. The revaluation is a blind review process by an independent examiner. Students are provided with the copy of answer book on demand. The students have an access to Controller of Autonomous cell to redress the examination grievances. The remunerations and claims regarding the examinations are settled online. Such practices are able to check

any financial irregularities in the cell.

We are planning to provide specific IDs to each department which will facilitate them to inter communicate with the Autonomous cell regarding awards.

Answer copies of the topper students in all the programmes to be uploaded in the College website for the reference.

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

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

**Response:**

The College offers 18 programmes in various subjects related to Science, Commerce and Humanities field. The College also offers Functional Hindi course and course related to Moral value and Entrepreneurship. These courses develop Critical thinking, Scientific temper, Research knowledge, Social interaction, Effective communication, Ethics and Moral values, Analytical Abilities, In-Depth knowledge in the subject matter and Environmental Awareness in the student. Students are able to compete various competitive examinations namely, NET, SLET, CAT, GATE etc. As well as they perform with more efficiency in Public and Private sector where high level of expertise is required.

Learning outcomes, programme outcomes and program specific outcomes are designed by the faculty members of each department before presenting it to the Autonomous Board of Studies meeting.

The Syllabus of UG and PG course and its related learning outcome is discussed in the Board of Studies meeting every year. The Board of Studies is made up of internal faculty and external members from other college of Madhya Pradesh. The learning outcome discussed by the Chairman of the Board of Studies in which the suggestions and proposals made by the group members are considered and attention is also given to the introduction and improvement of the new programme if any.

Every department include the learning objectives as a part of introduction in the syllabus. While defining the learning outcomes faculty member of each department pay attention on the local, National and Academic need of the student. A copy of the syllabus is kept in the specific departments and in the library as a reference for every student.

The teaching learning of each course is in tune with the defined learning outcome. Every faculty

structures the teaching sessions according to the learning outcome.

The question papers are designed keeping in mind the learning outcomes of the students.

Continuous assessment is the way in which the academic performance of the student is measured. It enables periodical evaluation, monitoring of the student.

Formal and informal interaction between faculty and students also enable the faculty to calibrate learning outcomes.

All the learning outcomes related to various subject are displayed on the website.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 2.6.2

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

### **Response:**

Knowledge and skills acquired by the students and their capacity for critical thinking are evaluated through CCE, END SEMESTER EXAMINATION AND PERSONAL INTERACTIONS.

Most of the departments organize departmental seminars, surveys, presentations, debates, internship etc on topics dealing with vital social political economic ethical and environmental issues. The awareness and sensitivity are assessed. Student's participation in such activities is gauged and measured.

The assessment tools and procedures for measuring the attainment of each of the POs and PSOs are mentioned as under;

Methods of assessing programme outcomes and programme specific outcomes are done through direct and indirect method.

Direct method includes.

The knowledge and skills described by the course outcome are mapped to specific problems in main and internal examinations and assignments.

Finally, programme outcomes are assessed and this concludes the attainment of programme outcome level.

To evaluate whether corresponding course outcome is attained, mapping is carried out through with the respective COs and for assessing the attainment level of specific Cos of the subject.

Indirect methods include.

Feedbacks

Parents-teacher interactions

Counselling

The College has a formal mechanism for feedback collection. The feedback are collected and scrutinised in the departments and suggestions are duly communicated to the Principal and IQAC for implementation. Feedback forms are compulsorily collected initially in the beginning from the students and stakeholders and scrutinized and relevant ideas for improvements are readily implemented.

Alumni survey is an important assessment tool to have an honest evaluation of the institute. Employer surveys and evaluations are carried out to upgrade the academic records of the staff and register their academic achievements. The alumni who qualify in various competitive examinations or employed in various organizations attest to accomplishment of the outcome of employability.

The College timely organizes students parents meet. The feedback received from the students and parents by the college makes the institution effective for evaluating the attainment of program outcome in which the college students present their response to the shortcomings in the teaching and learning method. The feedback also helps in assessing the performance of faculty department.

The College counselling cell helps students to achieve program outcome by solving problems related to academic and psychological issues.

Parent teacher interaction functions effectively and also helps the students to turn their problems into academic achievement

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3

**Pass Percentage of students(Data for the latest completed academic year)**

**Response:** 98.59

**2.6.3.1 Total number of final year students who passed the examination conducted by Institution.**

Response: 2518

**2.6.3.2 Total number of final year students who appeared for the examination conducted by the Institution.**

Response: 2554

File Description	Document
Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template)	<a href="#">View Document</a>
Link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1

**Online student satisfaction survey regarding teaching learning process**

**Response:** 3.3

File Description	Document
Upload database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Promotion of Research and Facilities

#### 3.1.1

**The institution's Research facilities are frequently updated and there is a well defined policy for promotion of research which is uploaded on the institutional website and implemented**

**Response:**

By creating a vibrant research environment that encourages the pursuit of truth, innovation and entrepreneurship, amongst its stakeholders, the GPGC research policy strives to advance human knowledge and promote research and development activities. The main objectives of research policies are as under.

To foster a research culture to develop passion with openness, flexibility and freedom for research.

To provide facilities supporting high quality research through creativity, innovation and entrepreneurship.

To conduct responsible and ethical research.

To develop the next generation of citizens who will combine the highest level of competence with values and ethics.

To nurture on environment for undertaking socially useful and productive research.

Keeping in accordance with the aims and objectives and to stimulate research activities in the campus we have initiated a Multifarious Science Forum in the collaboration with all the science departments in the college. The forum is successfully working with the sole objective to make the students and faculty members familiar with the innovations in the subject. The forum untiringly works and propagates advanced teaching techniques and catalyzes inter-disciplinary research activities in the campus.

The forum provides a unique platform to the students to freely discuss all their educational needs and support. In addition to that the forum organizes intellectual talks and educational presentations like poster presentations and group discussions to develop research attitude among the students.

As per the directions received from the department of higher education we have initiated a research journal SHODHODAYA in the institute comprising the subject experts from the distinguished colleges of the district. The editorial panel invites the research papers from the faculty members' district wide and there is a clear author guidelines proposed by the panel. To financially assist the publication of research journal we have a voluntarily proposed a scheme of providing about five thousands rupees from the various colleges of the district to subside any financial burden.

To promote research activities in future we have UGC and RUSA cell. The college is well determined to enhance and trigger the research culture in the institute.

To initiate the research aptitude among students we facilitate them with journals of high repute and study materials.

We invite requisitions from the departments to assist the practical works to meet the research demands. The approved proposals are thereby purchased and distributed under RUSA scheme.

The faculty members are motivated and encouraged to undertake Minor Research Projects.

We had subscribed the facilities of INFLIBLIT, N-LIST and provide the e-book and e-journal facilities in the campus.

Teachers are encouraged to participate in Seminars/Conferences /Workshops at National and International level and the expenditures on such career enhancement skills are reimbursed as per the UGC rules. The teachers are further obliged with DUTY LEAVE to participate in such academic gatherings.

Study leave is provided to the faculty members who have completed five years of regular services to complete their research work of PH.D. Any academician can organize the National and International Seminars /Workshops in the College to upgrade the knowledge and research work.

### 3.1.2

**The institution provides seed money to its teachers for research (average per year, INR in Lakhs)**

**Response: 0**

**3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

#### **File Description**

#### **Document**

List of teachers receiving grant and details of grant received

[View Document](#)

### 3.1.3

**Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years**

**Response: 0**

**3.1.3.1 The number of teachers awarded national / international fellowship for advanced studies /**

**research year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of teachers and their international fellowship details	<a href="#">View Document</a>

**3.2 Resource Mobilization for Research**

**3.2.1**

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

**Response: 2.5**

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0.5	0.5	1.5

File Description	Document
List of project and grant details	<a href="#">View Document</a>
e-copies of the grant award letters for research projects sponsored by government and non-government	<a href="#">View Document</a>

**3.2.2**

**Percentage of teachers having research projects during the last five years**

**Response: 0.85**

**3.2.2.1 Number of teachers having research projects during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	1	1

File Description	Document
Names of teachers having research projects	<a href="#">View Document</a>

### 3.2.3

#### Percentage of teachers recognised as research guides

Response: 2.82

#### 3.2.3.1 Number of teachers recognized as research guides

Response: 2

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	<a href="#">View Document</a>

### 3.2.4

#### Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

Response: 3.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	1	1

#### 3.2.4.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	18	18	18

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>

### 3.3 Innovation Ecosystem

#### 3.3.1

**Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.**

**Response:**

The UGC cell and various community orientation wings of the college act as hub-and –spoke model for innovation, creation and transfer of knowledge. The cell aims to coordinate, synergize and leverage various strands of excellence driving innovations and entrepreneurship consisting of research and community orientation. It facilitates social impact that supports the students to absorb, imbibe and utilize the knowledge they gain while in college.

Two of the faculty members are registered guide from RDVV Jabalpur. Many other have applied to register themselves as research guide under CHHINDWARA UNIVERSITY, CHHINDWARA

The College strives hard to impart students the ethical values, compassionate behavior and concern for society that makes them responsible citizens. A number of year round cultural, academic and charitable events marking the College calendar make possible the identification and nurturing of talented students in the campus.

Apart from the academic aspects, opportunities are created to support holistic development of students through several community outreach programmer and extension activities organized by NSS and NCC, ECO-CLUB are commendable. Informations regarding POCSO act, BETI-BACHAO campaign, Cleanliness drive, lectures on Anti-Narcotics act provide authentic knowledge to young minds and indirectly nurtures the society.

A huge voter awareness program me is organized in collaboration with the local administration which involves faculty members participation in large numbers. To sensitize the community towards senior citizens, department has organized a national level seminar on THE CONDITIONS AND TRENDS OF SENIOR CITIZENS. Enthusiastic students are actively involved in various activities to make the stakeholders conscious about their ultimate responsibility towards society.

The College has signed MOUs with BHOJ UNIVERSITY and DR BABASAHEB AMBEDKAR UNIVERSITY FOR SOCIAL SCIENCES MHOW. These collaborations provide opportunities for career goals, research and development.

### 3.3.2

**Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years.**

**Response:** 3

**3.3.2.1 Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

## 3.4 Research Publications and Awards

### 3.4.1

**The Institution ensures implementation of its stated Code of Ethics for research through the following:**

- 1. Inclusion of research ethics in the research methodology course work**
- 2. Presence of Ethics committee**
- 3. Plagiarism check through software**
- 4. Research Advisory Committee**

**Response:** D. 1 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>

### 3.4.2

**Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/supervisors provided at 3.2.3 metric) during the last five years**

**Response: 0**

3.4.2.1 How many Ph.Ds are registered within last 5 years

3.4.2.2 Number of teachers recognized as guides during the last five years

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
URL to the research page on HEI web site	<a href="#">View Document</a>

### 3.4.3

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

**Response: 0.01**

3.4.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.4.4

**Number of books and chapters in edited volumes / books published per teacher during the last five years**

**Response: 0.85**

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	28	12	7	5

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.5

#### Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed

Response: 0

File Description	Document
Bibliometrics of the publications during the last five years	<a href="#">View Document</a>

### 3.4.6

#### Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

Response: 0

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View Document</a>

## 3.5 Consultancy

### 3.5.1

#### Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

Response: 0

#### 3.5.1.1 Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of consultants and revenue generated by them	<a href="#">View Document</a>

### 3.5.2

**Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).**

**Response:** 0

**3.5.2.1 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of facilities and staff available for undertaking consultancy	<a href="#">View Document</a>

## 3.6 Extension Activities

### 3.6.1

**Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the last five years**

**Response:**

The College maintains a social –cohesiveness through extended activities in the neighborhood communities to sensitize students on social issues. The College constantly promotes participation of students and faculty members in socio-friendly extension activities through various cells and activity centers. The College aims to develop students EMOTIONAL QUOTIENT through their interaction with various challenges and hurdles faced by the people in nearby community and encourage stakeholders to develop their positive attitude towards life.

An innovative approach towards the weaker sections of the society is clearly marked in the social works of SRAJAN MAHILA MANDAL which delineates in imparting basic information regarding health and hygiene in neighborhood community.

The activities which are carried out in NSS and NCC units are cleanliness drive, blood donation camps, protection of girl child, prohibition of violence, self discipline and environmental awareness campaign

are few of the extension activities carried out in the sub -urban areas of the college.

Voter registration campaign for students in the college campus.

Ride safe and traffic rules awareness program me in collaboration with RTO, Chhindwara.

CYCLE RALLY under FIT INDIA PROGRAMME by NSS.

Participation of the students in PATALKOT FESTIVAL.

Participation of two students in ATAL BIHARI MOUNTAINEERING ALLIED SPORTS, DHARMSHALA, HIMACHAL PRADESH.

Participation of the students of NCC in the Pre - Republic day parade, Delhi.

The students of the collectively collaborated in the CELEBRATIONS OF GANDHI JAYANTI which marked the participation of huge number of candidates in order to create a world record commemorating the FATHER OF THE NATION.

Celebration and participation of students and faculty members SARDAR VALLABH BHAI PATEL NATIONAL INTEGRATION WEEK.

Sensitizing the community on various social issues is the main thrust area of some of the lectures by few of the academicians in the institute. Regular visits to NEHRU YUVA KENDRA and creating awareness among the society is done.

Tree plantation by the students in the campus to make the environment clean and green. The faculty members have voluntarily contributed by donating plants and tree guards to secure the campus plantation.

The faculty members donate voluntarily to assist the weaker sections of the society by distributing warm sweaters and pullovers to the children. Distribution of fruits and extending a helping hand to the disabled and needy are the unique features in our college. The awareness programs me in POCSO ACT and sensitizing the community against child abuse through rallies is prominent in the series.

Visit to the Old age home are some important key features which are clear indicators of community welfare program me in creating awareness and sympathy.

### 3.6.2

**Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years**

**Response:** 17

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	6	6	2	2

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.6.3

**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

**Response:** 79

**3.6.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
23	20	17	8	11

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

### 3.6.4

**Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years**

**Response:** 2.64

**3.6.4.1 Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
116	185	176	230	143

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.7 Collaboration

#### 3.7.1

**Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work**

**Response:** 0

**3.7.1.1 Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

#### 3.7.2

**Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response:** 9

**3.7.2.1 Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	1	1	0

<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other Institutions etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

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

**Response:**

Infrastructural facilities are a necessary component of any educational institution which opens the gates to infinite learning possibilities. Furthermore high-quality infrastructure facilitates good learning and improves student outcomes and reduces dropout rates.

The College since its inception has an academic ambience having an adequate, need base physical infrastructure. The physical and academic facilities have regularly attracted the students from peripheral localities. The College has the possession of about 40 acres of land comprising a well built infrastructure with adequate facilities.

The essence of learning depends on the atmosphere surrounding the campus, the zest and knowledge carried by the professors and the communication achieved through facilities like capacious classrooms, auditoriums, latest equipments etc.

Transforming the infrastructure with the latest technology and equipment improve the learning experience for the students while making the teaching process worthwhile. Classroom is the area which provides wings of wisdom to students to fly in the competitive world. Smart learning tools like smart boards projectors etc add to the beauty of the overall learning process

Auditorium hall, seminar and conference halls with ICT enabled facilities and modern technology for better functioning during the seminars and conferences year along. Computer laboratory with advanced computers and high speed broad band connectivity. Well furnished principal chamber, administrative block with high speed internet connectivity, placement cell, separate hi-tech IQAC room, staff room. Partially automated central library with the facility of reading room with adequate seating capacity of students.

The College has provision of girl's common room for recreational activities. An automatic sanitary pad vendor machine is installed in the rooms to maintain health and hygiene of the girl students. Washrooms exist separately for male and female staff at each floor. A complete smoke free zone, the college provides an eco friendly atmosphere to its stakeholders. Latest initiatives of solar power unit, rain harvesting system and other green initiatives. The path of going green has a positive impact in the long run. It encourages youth to adopt environment-friendly habits such as riding a bicycle, using paper bags and recycled products etc.

The institution encourages innovative approaches latest technologies like solar panels to generate electricity, water harvesting etc.

The green lush lawns with beautiful flowers not only enhance the charm of the campus but also provides

healthy environment.

The College takes pride in being differently – able friendly campus. Keeping in mind the mobility needs of the differently able, ramps are built to facilitate the movement. The College has specially built washrooms for differently able people within the campus. The College takes measures to address the need for vigilance and security. The campus is CCTV enabled to cater to the safety requirements of a well endowed and equipped campus receiving a huge footfall.

The Government College provides a blended mix of physical and digital mediums to provide a highly engaging and conducive environment for effective teaching-learning and progressive academic development.

File Description	Document
Upload Any additional information	<a href="#">View Document</a>

#### 4.1.2

**The institution has adequate facilities for cultural activities, yoga, games and sports (indoor & outdoor); (gymnasium, yoga centre, auditorium, etc.,)**

**Response:**

The College is endowed with modern gymnasium, well equipped sports complex which comprises of ground, basket ball court etc, this area is not only used for specific activities but many indoor and outdoor activities, such as Table- Tennis, Badminton, Cricket, Volleyball Carom, Chess Hockey etc. Physical education being a part of curriculum, practice is carried out in college campus itself. Students also participate in intercollegiate interuniversity sports tournaments for which they work in campus. Occasional events like Yoga day, National Sports Day are celebrated annually. Health conscious students and faculty use gym for fitness. The department also provides financial support to the enthusiastic students participating in different level of sports competitions.

To empower the students with team building, sportsmanship, leadership skills and make the individuals competent by providing fitness training to enhance their concentration capabilities while making them mentally and physically fit. The institute has Sports officer who monitors all the physical activities in the department. Supporting staff facilitates in physical training and conduction of all the sports activities in the department. Sports department is also involved in various social liabilities towards local society. We also collaborate with various institutes to train worthy aspirants in the campus. The Sports department provides the sports aspirants with necessary sports essentials such as track suits, shoes and various other apparels.

We have an Indoor Multipurpose Hall including lecture room with all modern facilities including and Turbo ventilators. We have weight training hall, Cardio hall for girls and women and steam bath unit in gymnasium. The department also has a sports library. The Cultural activities in the college are regularly performed. The Vision of the College is to develop the inherent talents in the students and provide a suitable platform to young enhance their skills. There is a committee which comprises faculty members

who encourage the students to participate and showcase their hidden skills in performing arts, literary arts, fine arts etc. The students participate enthusiastically in various cultural events, and competitions of ANNUAL FUNCTIONS AND YOUTH FESTIVALS. The programmes so framed and conceived bridging the cultural, ethnic and class differences. Many of the aspiring students have brought laurels in various youth level curricular activities and have increased the glory in district and state level programmes.

We have an Auditorium where the students practice and rehearse during the Annual gatherings and Youth festival competitions. The College provides financial assistance to the students participating in such events and certificates are given and flexibility is maintained in examinations and other academic purposes if demanded. The College celebrates with grandeur TEACHERS DAY FUNCTIONS, WOMENS DAY and NATIONAL DAYS. The faculty and the students participate with full zeal and zest. The harmony and co-operation among the staff is clearly seen during such events.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Geotagged pictures	<a href="#">View Document</a>

#### 4.1.3

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

**Response:** 88.89

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.4

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

**Response:** 16.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
4.04	12.79011	56.31	40.04346	181.06062

File Description	Document
Upload Details of Expenditure , excluding salary during the last five years	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1

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

**Response:**

The library of the institute is partially automated with SOUL SOFTWARE with the latest version of 2.0 since 2011. INFLIBNET has developed into public domain library software ILMS and we in our institute have made it affordable in the PG departments for faculties and students. The teachers and students are being benefitted and access to about 5000 renowned e- books and journals through it.

Library Automation and the use of open software are relevant for achieving optimal library effectiveness at a minimal cost .It enhances remote and timely provision of up-to date information to the users. It also provides the facility to the users to choose and select the books according to their need.

We in future look forward for the recommendations of fully automated library as all the key factors of user requirements ,presence of infrastructure( hardware, software network), support from software developers ,availability of user group for the software and competent staff must be prioritized for the project.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 4.2.2

**Institution has access to the following:**

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

**Response:** E. None of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-books , e-ShodhSindhu, Shodhganga Membership etc	<a href="#">View Document</a>

**4.2.3**

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

**Response:** 2.57

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

2020-21	2019-20	2018-19	2017-18	2016-17
.05900	.05900	6.73505	5.92832	.05900

File Description	Document
Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**4.2.4**

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

**Response:** 7.53

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

Response: 700

**File Description**

**Document**

Details of library usage by teachers and students

[View Document](#)

### 4.3 IT Infrastructure

#### 4.3.1

*Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities*

**Response:**

Government Autonomous Post graduate College has a clear IT for cyber security and Teaching-Learning, Administrative work, Intercom, Admission, Autonomous working and transaction of salary, bill payment and various others student welfare programme and scholarship schemes.

As per the instructions of higher education, digital communication medium e-mail, net-surfing has been used for various administrative and educational purposes.

There is an exclusive IT policy to prohibit the unauthorised use and maintain the security of the computer devices as follows -----

The IT policy applies to all faculties, staff and students and all others using the IT resources, which access, transmit or store various types of related information.

Each user must ensure that it is used for promoting the mission of the college towards teaching, learning, research and administration. In particular, the major objectives of this document are:

To ensure the integrity reliability availability and superior performance of the institution IT system.

To ensure that the IT resource protects the e-identity of an individual.

To ensure that all the users of institute are responsible for adhering to the procedures governing the implementation of this policy document and any other matter incidental to those rules.

The users of the college shall make effective usage of the campus collaboration systems, internet, wireless resources, official websites (including website, online admission process and Autonomous and Examination cell.)

The College strives hard to arrange awareness programme to acquaint the users with the effective usage of IT resources.

Any financial payment in the institute should be done through SWAN. Prohibited use-The users shall not send view or download fraudulent, harassing, obscene, threatening or other messages or material that are a violation of applicable law or policy .In particular contributing to the creation of a hostile academic or work environment is prohibiting.

The IT resources should not be used to violating the functionality and mission of the institution, except in pure incidental manner.

Anti-virus and security updates the regular updating of the anti-virus policy and security updates should be done for the protection of computing resources.

Individual users are solely responsible for the activities they perform on institute serves with their username/password pairs and IP addressed assigned to them.

Any violation of the basic objectives and areas mentioned under the IT policy of the college shall be considered as a violation and as a misconduct and gross misconduct under college rules.

The policy document needs to be reviewed and updated if required, so as to meet the pace of advancement in the IT related development in the industry.

The users must refrain from making any unauthorised access of information in order to promote secure access o network and computer.

The funds are sufficiently managed in the expenditure of IT securities and Wi-Fi policies. The total expenditure in the telephone bills is 565711, the budget used in the inflienet facilities in the last five years is23600 and the autonomous software involved in the result generation process has utilized almost 1397578 amount of fund in the last five years.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.3.2

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

**Response:** 43.94

File Description	Document
Student - computer ratio	<a href="#">View Document</a>

**4.3.3**

**Bandwidth of internet connection in the Institution.**

**Response:** 750 MBPS

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

**4.3.4**

**Institution has the following Facilities for e-content development**

- 1. Media centre**
- 2. Audio visual centre**
- 3. Lecture Capturing System(LCS)**
- 4. Mixing equipments and softwares for editing**

**Response:** E. None of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure**

**4.4.1**

**Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years**

**Response:** 83.45

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

2020-21	2019-20	2018-19	2017-18	2016-17
263.212	265.174	335.696	281.785	182.39854

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.4.2

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

#### **Response:**

The College has policy of need based augmentation of infrastructure facilities for ensuring academic excellence. A planned policy is prepared for the maintenance of the amenities.

The College has put in place a robust systems and procedures along with manpower monitoring to ensure proper maintenance and utilization of infrastructure, Library, Sports ground, Laboratories, Classrooms, Seminar halls, Auditoriums and service installations.

To keep the campus, Laboratories and Classrooms clean separate staff is been engaged. To upkeep the computers, LAN, Internet, Wi-Fi and other IT related facilities and design IT CELL is responsible. Reports are generated from the staff about the state of upkeep and fault repairs. The College has appointed regular technicians for the maintenance of regular electric work and to meet power breakdown and to provide suitable power base, Gen sets have been installed which are technically managed by trained technicians.

#### LABORATORY

Laboratory maintenance, all repairs, maintenance and upkeep of the records are maintained by the HODs through technical experts.

Equipments, instruments and appliances involved in the teaching learning process are provided continuous maintenance and repair. The Advanced maintenance is done through external agencies while small equipments like balance, microscope, and ph meter, dissolution apparatus, mixer, hot plate are maintained periodically.

#### LIBRARY

There is a central library which is the source of knowledge for all the stakeholders. The library is partially automated with a treasure of books, journals and reference books. We have a full time librarian along with the support staff for maintaining the records digitally updated to enhance the functionality of the library.

#### SPORTS COMPLEX

Various sports facilities are regularly utilized for Intercollegiate, Intra College and State and University level competitions. The College grounds are actively engaged for Sports activities in the college.

We have a skilled and dedicated sports officer and for the maintenance and support of sports complex, skilled trainers are involved. The support staffs regularly maintain the records of all the indoor, outdoor activities and gym activities in the department.

#### COMPUTERS

Computer lab has In-charge in the lab and monitors all the IT activities in the college.

We have an Officer- In -charge that monitors all the maintenance of IT in the college. Most of the instruments are repaired by in-house technicians and advanced repairing is managed by the external agencies.

#### CLASSROOMS

Classrooms are maintained on regular basis in the evening. The College has a store committee who looks after the facilitation and regulation of physical facilities in the classrooms.

The building governance committee is responsible for the maintenance of physical facilities. The committee also monitors the regular maintenance of hygiene and cleaning of washrooms and utility rooms in the campus.

#### ELECTRICAL/WATER SUPPLY

Generator sets, Lightening and Solar panel are regularly maintained in the campus.

The maintenance of equipments of water supply sets, sewage treatments etc are undertaken as per standard maintenance schedule.

The house keeping staff is recruited on contract basis. Fire-fighting equipments, books and stationary facilities, photo copying and printing facilities, cafeteria is maintained in the campus.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

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

**Response:** 81.76

**5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
2348	6244	6633	5802	5030

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 5.1.2

**Average percentage of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the last five years**

**Response:** 2.37

**5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	195	126	226	173

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.1.3

**Following Capacity development and skills enhancement activities are organised for improving students capability**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. Awareness of trends in technology

**Response:** A. All of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 5.1.4

**Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.**

**Response:** 32.01

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

2020-21	2019-20	2018-19	2017-18	2016-17
1207	974	2501	4183	1238

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5

**The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

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

**Response:** A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

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

**Response:** 1.91

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

2020-21	2019-20	2018-19	2017-18	2016-17
17	21	34	26	62

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2

**Percentage of student progression to higher education (previous graduating batch).**

**Response:** 0.98

**5.2.2.1 Number of outgoing student progressing to higher education.**

Response: 25

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3

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

**Response:** 32.28

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

2020-21	2019-20	2018-19	2017-18	2016-17
08	08	04	12	14

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

2020-21	2019-20	2018-19	2017-18	2016-17
34	30	25	29	26

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

#### 5.3.1

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

**Response:** 36

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

2020-21	2019-20	2018-19	2017-18	2016-17
03	13	12	4	4

File Description	Document
Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

#### 5.3.2

**Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**

**Response:**

The various councils in the college are a student body that represents the interests of the students in the college activity. It is responsible for organizing various student activities.

- To help in maintaining discipline and healthy ambiance on the college campus.
- To make efforts for the all round development of the students by including them in various activities organized in the college.
- To promote an obliging culture amongst the students and to develop their leadership abilities.

Although elections were not conducted for the last two years due to Covid, but in the session 2017-18, elections were held in the college. During this time a student union was formed in the college by election. The principal is the custodian of this body and a professor in charge used to supervise the affairs of this body.

An ordinance issued by the State government governs the electoral process of the Student Union. The executive council of the union comprises of a President, Vice President, Secretary and Joint Secretary. Besides, Class Representatives (CR) was also elected instead of nomination of meritorious students. Ms Monu Raghuvanshi was elected as the President, shri Hani Mandrah as the Vice President, Ms Rishika Sahni as the Secretary and Mr. Vitat Punj as the Joint Secretary. The whole body of the student union was very active in resolving the issues and grievances of students. The most relevant aspect of the union is bridging the gap between students and the administration. The members ensure that student grievances are put up before the authorities and their just demands are fulfilled.

Students are also represented in the sports committee, in which one female representative has been included in two students. They encourage participation amongst students in various sports.

The unit of NCC consisting of 106 cadets is headed by a Senior Under Officer, who executes the orders of the NCC Officer with the assistance of the Under Officer. The Under Officer coordinates all the activities of Plantation, Blood Donation, Drill, Weapon Training, Special and General Subject. They ensure unity and discipline.

At the postgraduate level, student councils are formed in various departments. In the council we have a teacher-in-charge as well as a nominated chairman and secretary of the council. Various academic activities like seminars etc. are organized through the council.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 5.3.3

**Average number of sports and cultural events / competitions organised by the institution per year**

**Response:** 7.4

**5.3.3.1 Number of sports and cultural events / competitions organised by the institution year - wise**

during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
00	08	10	12	07

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1

**The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.**

**Response:**

The institution has registered strong and functional Alumni association which contributes significantly to the development of the institution. The name of at Alumni association is *Sanidhya*

The objectives of this association are as follows–

To motivate the alumni of the college to join the college so that they can guide the college with their inherent talent and ability.

To promote their accountability towards college by establishing systems and processes that integrate the organization of Alumni and the objectives of the college.

To meet the objectives of efficient co-operation and their time integration.

To assist in mobilizing the resources for self and public co-operation for the development of Infrastructural and academic facilities in the college.

To work for academic, social and cultural upliftment of the college.

To provide encouraging co-operation in the education of exceptionally talented students of poor and weaker section of the society with the help of Alumni of the college.

To promote the co-operation of the central and state govt in the promotion of public welfare

Policies/schemes and provide all kind of support to the administration with the help of ex-students of the college.

The alumni of the college are placed in education, professional field, Industries etc. These

An alumnus represents their high degree of belongingness with the college and place in the society. In these years institutional Alumni association had contributed actively in the administrative, environmental, and educational and management related work time to time.

In 2016-17 to tree plantation was done in college premises by the Alumni of the Institution.

Dr Smt. Charulata Verma , a former brilliant student of the institution, who is a retired professor of Economics, was generous to initiate the *Pratibha Samman* in the memory of her mother late Mrs. Jagdevi Verma . It was decided to award a gold medal every year to the student securing highest marks in final post graduation class in Economics.

Another alumnus from the department of Economics, Prof. Amitabh Kundu who is a retired Prof. from JNU Delhi initiated a programme in which incentives are provided to research scholars for further higher education in Economics from the interest on balance amount of Rs 1,00,000 only.

In year 2019-2020 2.Mr Gajendra Kushwaha and Jaydeep Deharia were the recipients of the special scholarships.

In the same year 100 tree guards were provided by Late Prof. Shyamsunder Chandak who met his untimely death due to the pandemic.

In year 2017 -18, guidance classes for the preparation of examinations such as NET and SET were organized, in the same year the Alumni association has contributed to the weaker and poor section of students by donating stationary to the students and in the institutional library as well.

File Description	Document
Any additional information	<a href="#">View Document</a>

**5.4.2**

**Alumni financial contribution during the last five years (in INR).**

**Response:** E. <2 Lakhs

File Description	Document
Any additional information	<a href="#">View Document</a>



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

**The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution**

**Response:**

The Vision of Government Autonomous Post Graduate College is to provide Quality education to impart the multifaceted holistic development to the students. The institution is well determined to pursue the vision in the administrative policies and work disbursement. The college administration believes in collaborative management and collaborative decision making system. The key sentence ARAYAM ABHAYAM JYOTI (the light of knowledge spreads forever) is reflected and marked in all the policies and strategies of the institution.

The dictum of the vision is -----*To create a deep niche in defining the quality element of higher education in India through an excellence of scholastic achievement in the pursuit of education at the global level.*

#### MISSION

*To make education affordable and reasonable to the youth as to uplift them to a horizon to build a better society and in involving them as better citizens to take the challenges globally.*

Both the Vision and Mission of the Institution are in tune with the objectives of Higher Education policies of the Nation. The institution has branched out to become a place where in education imparted is all encompassing, covering basic as well as specialized knowledge. The institution is determined to provide higher education to all and practices the policies of inclusive education.

Through its academic policy, extension activities and extra co-curricular activities ,it helps the students in acquiring knowledge ,inculcating values ,imbibing good citizenship ,culture ,developing life skills as well as training them for successful careers and global competence. It tries to sensitize the students towards the marginalized sections of the society and constantly strives for community and social development .With the objective and inclusive growth, it tries to reach out and help socially and economically backward and differently abled students, by constituting various measures in its operations. The Principal along with the faculty members functions to fulfill the vision and mission of the institute. The administration is committed to ensuring conformity and compliance to deserving standards.

The faculty members have an important role in the active and collaborative management policies. There are various committees in the institution who work and participate for the smooth functioning of institution.

The college strives to promote such an administrative environment which facilitates quality education at

affordable price.

It promotes a suitable environment for the innate development of qualities and talent such as competitive, analytical, innovative and practicability. By inculcating such qualities the productive value of the students in global market thereby increases.

To maintain and promote the environment full of democratic values, amalgamation of various cultures and freedom of expression and creativity which is indeed the sole and basic responsibility of the institution.

To communicate regularly with the Higher Education Department to start vocational courses.

To propagate the rich culture of research through institutional Research and Development cell.

To identify and avail the facilities provided by the financial assisting agencies and institutions.

A permanent policy for the establishment of solar energy panel and work for the conservation of energy in the institution.

### 6.1.2

**The effective leadership is reflected in various institutional practices such as decentralization and participative management.**

**Response:**

The Principal, who is the academic head of the institution functions in effective manner in order to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the academic and extracurricular activities to be conducted in the academic year. The list of the committees is made and communicated in the meetings. This ensures transparency in the policy execution. Various co-curricular activities are conducted through students committees having a Professor - in- charge.

The Principal takes regular meetings of the staff council and final decisions are taken with the participation of all the members concerned. Recommendations arrived at such deliberations and meetings are converted into concrete actions. The head of the departments monitors the functioning of each department.

All the staff-members are involved in all the activities in the college. The senior staff members are appointed as the conveners of various committees and are given full Autonomy in decision making. The staff is given the authority and responsibility to complete the desired academic work in the best possible manner within the stipulated time. This effective leadership quality and active participation of the staff is distinguished feature of the college. This kind of leadership generated through the process increases sense of belonging and dedication among the staff.

The decentralization policies of the college can be marked in its organizational arrangements to suggest,

guide and improve the management in the institution.

Principal

Administrative officer

Secretary, staff council

IQAC Co-coordinator

Controller examination

Accountant

The Principal being the head of the institution adopts reforms in administrative practices from time to time to make the system more progressive and adaptive. The principal inducts outside experts /alumni/senior citizens to various committees and seek their cooperation and advice for the better functioning of government policies. Head of the departments monitors the smooth functioning of departmental academic and co-curricular activities.

Administrative officer

The administrative officer works efficiently and promptly to carry out all the administrative work and manages the works of the lead cell. The college functions as the lead college of the district and controls and communicates all the important circulars and directions from higher authorities.

Secretary, staff council

Secretary, staff council is the most senior professor who communicates and works as the head of staff council. Important problems are figured out in the staff council meetings organized by the secretary and concrete decisions are further communicated.

IQAC co-coordinator

The IQAC co-coordinator functions as a median between higher authorities, NAAC and institution. All the academic activities are monitored by the IQAC cell. The coordinator reviews the academic progress formulating the ways and methodologies to assure the strategic management for academics, research and financial enhancement of the institution by formulating appropriate parameters.

Controller Autonomous

The Controller monitors and manages all the internal and annual examination in collaboration with the higher education department. The controller redresses all the grievances regarding examination and evaluation process in the cell.

File Description	Document
Any additional informatiom	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

#### **The institutional Strategic / Perspective plan is effectively deployed**

##### **Response:**

The institutional strategic plans are as follows-----

Core values of our institution

Excellence in teaching and learning

Community engagements

Holistic development of the students

Objectives and perspective plans

While preparing the present perspective plan, the IQAC has considered following main points for NAAC to ensure top quality standards in higher education.

Contributing to National development

Developing requisites competencies amongst students of the college.

Inculcating a value system among students.

ICT based advanced teaching and learning.

Perspective plan

To maintain good academic performance.

To develop and execute effective teaching learning process.

To empower faculty about emerging trends in their profession for academic advancement.

To facilitate friendly, efficient and flawless administrative set up.

Activity successfully implemented based on strategic plan-----

Government Autonomous Post Graduate Chinaware is the lead college in the district. The Physical education department in the college encourages students to participate in various sports activities every year. There are in all 32 indoor and outdoor activities where we excel in almost 70% of the district level competitions. Most of the students of the college are selected every year for the zonal and inter-university level every year.

The college was previously affiliated to RDVV whereas nowadays it is affiliated to newly established Chindwara University Chhindwara. Unfortunately both the Universities lagged a suitable playground in any of the affiliated institutes of the districts. The total cost of the athletic track was estimated at 45 lacs, which appeared to be quite difficult. The college strategically planned and managed to construct the athletics track of about 400x400 meter in the possessed land of 180x220 sq meters.

The College Sports committee requested the management to take the matter into consideration. Coming into action the college management strategically planned that the CHHINDWARA INSTITUTE OF MEDICAL SCIENCES was under construction nearby. The construction company is in search of a suitable place to dump the extracted material. The ungrounded material was suitable for the athlete ground in the college campus. The construction company was willing to dump the material free of cost in the dumping site. The only expenditure remaining in the making of the ground was the essential charges for the roller machine for leveling and distribution, which was affordable. In this way the total cost which was estimated around 65 lacs came down to 3.50 lacs due to proper planning and strategic implementation.

The College management immediately recommended for the proposal from the sports department in the welfare of the students and so took a step forward towards enhancing quality infrastructure for the holistic development of the students.

Presently the college extends a helping hand to the CHHINDWARA UNIVERSITY to organize various competitions in the newly constructed college ground. This activity is one of the suitable examples of strategically plan and implementation.

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.2.2**

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

**Response:**

The Institution works as an Autonomous college of the higher education department. The Commissioner being the supreme authority of the department controls the academic and administrative functions in the department. The Additional Director is the zonal administrative head of the institutions of higher education department.

The Principal is the executive and administrative head of the department. He is authorized to take decision regarding academic administrative and financial matters in accordance with the policy matters as per the rules and regulations of State Government and University grant Commission.

The Administrative officer is the head of the lead cell of the college. The lead cell works as a mediator to circulate compile and assist the head of the institute in various other administrative activities.

The IQAC Co-ordinator co-ordinates and plans for the development of quality parameters in the college. It works for the application of quality measures in all the academic and administrative works. It monitors the teaching learning and evaluation process. It also works for the enhancement of research promotional and faculty development programmer and student support activities .It coordinates between the Principal, Staff and Students.

The Librarian is the head of the central library. Assisted by the support staff and attendants, the library works as a centre of information for the faculty and students. Various schemes related to students welfare schemes like book bank, distribution of stationary etc are conducted through central library of the institute.

The Sports officer and the support staff works for the holistic development of the students and health consciousness of the staff members. Regular indoor and outdoor games and the uninterrupted gym facilities for the staff and students are maintained in the campus.

There are about 52-59 support committees for the smooth academic and administrative functions of the college. These support committees work in collaborations under the guidance of the Principal. Autonomous Committee, Scholarships and Students Welfare committee, Research journal committee, Time-Table Committee, Examination committee Women' s Cell, Grievances cell, Redressal cell, Sexual Harassment Cell, Hostel Committee. Different associations are formed for maintaining the discipline in the campus. All the functions are carried out in the observation of the Principal.

The Head clerk is the Head and custodian of the College office which includes three sections ---Establishments, Accounts and Scholarship. Senior clerk, Junior clerk, Accountant, peons and support staff assist him. Works like admission, fee collection, scholarship and issue of different certificates, maintaining service records of the employees, keeping accounts of all financial matters and salary and pensions are disbursed from this section.

The Alumni Association and the stakeholders are the important part of the Organ gram and the views and suggestions so received are implemented generously for the betterment of the institute.

The teaching and non-teaching staff plays a vital role to ensure the sustainability and academic challenges.

### **6.2.3**

#### **Implementation of e-governance in areas of operation**

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

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1

**The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression**

**Response:**

The Institution has effective welfare measures for teaching and non teaching staff reflects on the output and selfless contribution towards tremendous growth of any institution. In our institution staff welfare is given foremost importance in connection with this, existing welfare measures for teaching and non-teaching staff are itemized below—

Regular conduct of Orientation Programmers /Faculty development/Professional development programmers.

Sponsorship and on-duty facilities for attending Conferences/Seminars /Workshops/Refreshers/FDPs/Consultancies activities.

Study leave as the norms of HED for faculty pursuing Ph.D.

Departmental facilities of Inlibnet /E-learning resources, open e-learning resources like SWAYAM etc are provided.

Well-furnished departments with interactive boards/OHPS and broad band connectivity, scanners, computers and printers.

Power-backup services for uninterrupted work.

Each faculty is provided with an official Email ID from the HED.

The College organizes free health seminars regarding Women health issues, HIV and Psychological issues. The women empowerment cell creates venues for women members to flourish and gain

momentum.

The campus has a Canteen, which provides snacks and eatables on reasonable rates for staff and students in and around campus, various food centers are established which are accessible by the staff during working and extended hours.

The College provides as per the rules of HED quota management scheme for the children of the teaching and non-teaching staff and fee concession for their ward.

Frequent training and skill development courses are organized for non-teaching staff to enhance their skills in work environment.

Career progressions are done as per policy of the higher education policy.

Salaries to the staff are promptly paid and on-time.

Sports and gym facilities are available for the staff.

Loan and advances and interest free festival advance for non-teaching staff.

GIS/GPF facilities for teaching and non-teaching staff.

Medical leave facilities and Maternity leave for eligible staff.

Child care leave according to the rules and regulations of HED.

Encashment of earned leave at the end of the service.

Supporting staff is given two uniforms per year.

All the staff members are treated on par with each other in obtaining benefits from the institution.

In a nutshell, the institution strives hard to keep or staff happy and healthy.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 6.3.2

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

**Response:** 6.54

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	9	5	9

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.3**

**Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.**

**Response:** 0.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	2	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.4**

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

**Response:** 11.57

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

2020-21	2019-20	2018-19	2017-18	2016-17
23	12	0	04	2

<b>File Description</b>	<b>Document</b>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**6.4 Financial Management and Resource Mobilization**

**6.4.1**

**Institution conducts internal and external financial audits regularly**

**Response:**

**The Institution has a transparent and well planned financial management system in which Government and Non-Government funds which are the main source of funding are managed properly.**

**The Institution conducts financial audits of all the grants and funds sanctioned by Government and UGC.**

**The internal audit is carried by INTERNAL AUDIT COMMITTEE which after verifying all the account details of all the truncations submits a report of all the observations and suggestions. Their suggestions are incorporated in further utilization of funds.**

**External audit is done by CHARTERED ACCOUNTANT, annually. All the funds and grants received in the annual year are initially submitted to an external chartered accountant .the Audit report is issued by the auditor with utilization certificate and all necessary accounts are submitted to the concerned sanctioning authority.**

**Mechanism**

**As per directions of the Higher Education Department the College maintains the Accounts of all the Government and Non-Government funds .The Internal Audit Committee scrutinizes all the**

accounts minutely and provides suggestions for Departmental Audit.

The departmental audit team visits the institution periodically. Errors are marked and all the ambiguities are brought into notice of the principal of the college and objections are registered thoroughly. The Audit objections are officially dispatched by the higher education department in due time. The received remarks are duly rectified at college level and sent to higher authorities for final settlement of the financial issues. The objections are further dissolved after getting satisfactory responses from the relevant institution.

The complete process after removing all the audit objections and settlement of the financial issues the complete process is brought into notice of the higher authorities AGMP Gwalior.

DEPARTMENTAL AUDIT is finally completed after the audit report which is generated by the AGMP GWALIOR and sent to the Higher Education Department. In this manner the annual and periodical audit mechanism functions in the institute.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.4.2

Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3

### **Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

#### **Response:**

The resource mobilization policy seeks to guide the institutional efforts towards building a strong finance to provide a strong base for its program .It reviews the funding pattern ,provides guidelines and strategies for mobilization resources to support the implementation of the college strategic plan, and ultimate fulfillment of its vision and mission.

Broadly the resources are required for various purposes like administration academic, infrastructure development, and maintenance and for miscellaneous purposes.

Funds of the college are managed frugally and transparently according to the Madhya Pradesh state purchase rules and service and product rules. These funds are used in the stipulated time. The salary of the employees is been paid by the higher education department, MP government. Funds generated from the fees collections is bifurcated and utilized in the expenses in running laboratories, academic activities and campus maintenance. Funds from self- financing courses are managed to meet the academic needs and salaries of the guest faculties and support staff involved in the process.

Financial supports obtained from various funding agencies from UGC for the research work are utilized by the faculty for their research expenditures.RUSA provides enormous funds to upgrade the academic and infrastructural status of the institute. Such funds are utilized according to the rules and regulations of higher education department.

To ensure proper and optimum use of the resources a strict budgetary control on expenditure is exercised as per the provision of the act. The internal and external audit is also carried out regularly and audit objections are taken care of.

The budget is presented to the finance committee for approval. Proposals for expenditures under different heads such as library books/journals. Repairs, maintenance, printing, stationary, equipments consumable items. All the major financial expenditures are incurred after approval of proposals by janbhagidhari committee or higher authorities as per the MP government purchase rules. Purchasing process is carried out by purchase committee and central store, which calls the quotations and the purchase orders are placed. Authorized faculty members ensure that whether suitable equipment /machinery with correct specification have been delivered he payments are released after delivery of the respective goods as per the terms and conditions mentioned in Purchase orders.

The entire process of the procurement of the material is monitored by the purchase committee and the Principal. Financial audit is conducted by chartered accountant.

The Sports budget collected by the students' fees is helpful in performing all the sports activities in the campus.

The Autonomous fund is utilized to conduct examination process and management of the support staff and infrastructure.

Software used for the IT management of results is managed by the Autonomous cell.

File Description	Document
Link for additional information	<a href="#">View Document</a>

## 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 visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)**

**Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)**

#### Response:

The IQAC body was established in the year 2006 with the objective of enhancing the quality of the college. Several curricular, co-curricular and extra-curricular activities in the college have been qualitatively improved by the constructive efforts of IQAC since its inception. Feedback was taken from various stakeholders by IQAC. The feedback obtained is based on infrastructure, library, teaching-learning and evaluation and other facilities provided by the institution.

Based on the conclusions obtained from the analysis of feedback, many qualitative works was done by IQAC.

Attempts were made to make students interesting or employable by adding 20% curriculum revisions in many subjects.

Improved teaching-learning with better use of ICT tools, such as: installation of interactive boards and LCD display.

Enhanced research activities and publication of research work by promoting the faculty.

To promote research activities and publication, publication of research journal having ISSN was started in the college.

Seminars/workshops/conferences and endowment lectures were organized to motivate and encourage the faculty to indulge in research related activities and publish articles.

**To promote Research activities the following activities were organized under the IQAC initiative:**

S N.	Seminar/Workshop/Conference/	Date	Department	Level	Sponsored

	webinar				
1	Solid Waste Management	19-21, Dec, 2017	Political Science	State	
2	Solid Waste Management	2019	Zoology	National	
3	Condition and trends of the senior citizen in modern Indian society	05-06 March 2019	Hindi	National	
4	Research Methodology in Social Sciences	19-01-2021	Geography	National	
5	“ETHNO BOTANY”	15/02/2021	Botany	National	MPHEQIP and world Bank-RUSA project
6	INTELLACTUAL PROPERTY RIGHTS	27 Jan 2021	Political Science	National	world Bank-RUSA project
7	Aatma Nirbhar Madhya Pradesdh Udyamita evam Rojgar ke Avsar	26/12/2020	RUSA and IQAC Government Autonomous Post Graduate College Chhindwara	National	RUSA
8	Applications of Mathematics	22/01/2021	Mathematics	National	RUSA
9	Social Impact of Covid-19	06/01/2021	Sociology	National	RUSA
10	Relevancy of Buddhism in 21st century		history	International	world Bank-RUSA project
11	Advanced Spectroscopic techniques in chemistry	29/01/2021	Chemistry		World Bank-RUSA project
12	Water Resources, management and conservation	28-30 Jan 2021	Zoology	International	world Bank-RUSA project
13	Vermi-composting and Nursery techniques (Workshop)	25/03/2021 to 31/03/2021	Zoology & Botany		World Bank-RUSA project

Apart from these efforts, mentor system has been implemented in every department to solve the various problems of the students in the institution where teachers are assigned 60 to 80 students and act as

mentors to them. Along with solving the problems of the students, the concerned teacher also motivates the students to participate in extra-curricular activities.

**Besides, recently a faculty Dr. G.V. Bramhe published the paper entitled “Shifting and enhanced photoluminescence performance of the Sr<sub>1-x</sub>Eu<sub>x</sub>MgAl<sub>10</sub>O<sub>17</sub> phosphor” is cited in 16 research papers in different reputed journal.**

**The College was started to publishing Peer reviewed research journal “shodhoday” in 2015 that has been issued an ISSN number and students and staff would be able to contribute quality papers.**

#### **6.5.2**

**The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities**

**( For first cycle - Incremental improvements made for the preceding five years with regard to quality**

**For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

#### **Response:**

IQAC being the central body within the college monitors and reviews the teaching learning process regularly. Based on feedback various innovations and reforms are introduced .The improvements based on feedback are as follows.

IQAC periodically reviews the teaching learning process and methodologies of operations and learning outcomes.

The standard methods of teaching and learning and evaluation which are proven over the years are being followed.

Academic calendar based on the HED calendar, the institute prepares its own schedule of program me

well advance in the beginning of the year. With ample time frame for not only regular teaching learning process but also accommodate the various events like seminar /guest lecturers/workshops/FDPs etc.

Everyday teaching record is maintained by the faculty according to the departmental timetable. Academic schedule of the department is enriched with guest lectures, invited talks and internship.

The Institute has a feedback system to evaluate the teachers by the student. The regular evaluation of the teachers by the students. Feedback on teaching methodologies, course delivery ,attitude ,strengths and weakness ,difficulties faced in the subject give a clear idea about the problems faced by the students .The head of the institute also monitor the feedback system and takes appropriate corrective actions.

The Institute monitors the performance of the students regularly .It has specified procedure to collect and analyze data on the student learning outcomes; the following points are adopted by the institute in this context.

Regular class tests and interactions

Midterm and Continuous evaluation comprising of internal tests, assignments, group discussions and seminar presentations.

Semester system of examination for all courses.

Providing lecture notes through an online during pandemic.

Timely redress al of students' grievances.

At least 75% attendance is compulsory in each semester.

Remedial, coaching classes for slow and advanced learners.

Institute maintains an effective internal examination and evaluation system.

The institute has the provision of analysis of students' performance after the announcement of their semester results.

The student mentorship program me is inculcated in the college for the overall development of the students in the light of the holistic improvements of knowledge enhancement and personality advancement.

The Mentor-Mentee program me includes two functions;

The career related function incorporating advice to enhance the mentee professional performance and development and

The psychological functions establish the mentor as a role model and mental support system for the mentee.

In the light of the effectiveness of mentorship program the institute has set guidelines to include about

100 students as mentee under the guidance of a single mentor. The students are assigned with single mentor for clear communication between the student body and the mentor for effective development.

Mentor-mentee ratio introduced and implemented students were motivated and encouraged to seek guidance from the mentor. Students participated in various activities throughout the academic sessions. The program is conducted on a semester basis and evaluation of the performance of the students is done in two fold manner.

Regular parent teacher meeting is conducted once in a semester to enable discussion, suggestions and taking improvements measures.

### 6.5.3

**Quality assurance initiatives of the institution include:**

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

**Response:** 2 of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

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

**Response:**

The college is very keen regarding safety and security of the girl students and women faculties. The following practices are being done in this regard:-

- The college has Discipline Committee for continuous vigilance and monitoring of the security within the college campus.
- The complaints related to the violation of the discipline are reported to the concerned staff and placed before the Principal and the members of Discipline committee.
- The college has appointed a guard who always remains at the main entrance gate to ensure safety and security.
- The confidence building is done by organizing workshops and programs for the safety and security of girl students.
- The college has Anti-Sexual Harassment Committee to take necessary action on sensitive issues of girl students which helps to ensure their vibrant presence.
- The entire college campus is under CCTV surveillance and the footage of the recording is often seen and necessary actions are taken if any suspicious activity is observed.
- The College has girls hostel for the accommodation of rural students. In view of health and hygiene , girls hostel is facilitated with sanitary napkin dispenser machine and used sanitary pads destroy machine.
- The college has adopted mentor-mentee scheme to solve all kinds of problems of the students.
- The college organizes lectures of eminent personalities to create legal awareness, health and hygiene among the students.
- The college has two full facilitated girls common rooms.

**Counselling :-**

Women cell of the college organizes all important activities associated with the counselling of the students. Formal and informal counselling is done in the college. The personal problems of girl students discussed with the members of the women cell to solve them at the earliest and are kept confidential. All the staff members regularly motivate the students to improve their overall personality by participating in various activities organised by the college. Also they always inspire the students of weaker section to come to the main stream of the society.

**Common room:-**

The institution has provided two common rooms for girls. The common rooms have all essential amenities.

**Day care centre:-**

The college provides a Day care room for the children of women students, when they come for giving their examination.

File Description	Document
Annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2

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

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

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3

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

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

**Response:**

Our Institution has a green and clean campus and college management gives top priority to keep the campus clean and eco-friendly. The faculties, staff members and students are regularly advised to reduce wastes to keep the campus clean. Students are instructed to put wastes in separate dustbins kept at different places in the college campus. The solid waste is regularly collected by the garbage vehicle of the municipal corporation on daily basis and it is processed as per the nature of the waste. To minimize the problem of waste disposal separate dustbins are kept. Blue coloured dustbins are kept for collection of dry waste and green coloured dustbins are kept for wet waste. Further the flex boards with meaningful

slogans are displayed to bring environmental awareness among the students as well as stakeholders.

The chemically pollutes waste water from both UG and PG laboratories are treated before disposal.

The biodegradable waste generated in college is converted into organic manure by the Zoology department. The organic manure produced is used for the plants of botanical garden.

E-waste generated in our institution is very less which is collected by the Nagar Nigam Garbage vehicle of Chhindwara for its proper disposal.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4

##### Water conservation facilities available in the Institution:

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

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### 7.1.5

##### Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

### 7.1.6

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

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

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Certificates of the awards received	<a href="#">View Document</a>

### 7.1.7

**The Institution has disabled-friendly, barrier free environment**

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

### 7.1.8

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

**Response:**

Our institution is the lead college in the Chhindwara district, a tribal zone of Madhya Pradesh. The Career Guidance Cell of our college works efficiently to provide job opportunities to the students. Moreover, our institution is located at the centre of the city in a beautiful green hilly area having very pleasant environment. As per the government rules the admission process is carried out. Enough care is

taken for specific earmarked seats of each category are filled up. The flex boards of environmental awareness, anti-ragging awareness, social harmony, national integrity and unity, Fundamental rights and duties are displayed in the college campus.

The college is playing an effective role of catalyst in the town to maintain the peace and national integration. The college regularly organizes different activities for inculcating the values of tolerance and harmony towards cultural diversities. Our college has rural surroundings. Its activities have a very positive impact on the society's cultural and communal thoughts directly.

The personality development cell of our institution conducted various activities and events such as, upnishado ki panchkoshiya avadharna, rashtra bhakti hi rashtra shakti, quiz on bhartiya sanskriti and naitikta etc. Our college also runs the Bhartiya Sanskriti Gyan Exam in collaboration with Akhil Vishwa Gayatri Pariwar to inculcate Indian culture among the students. The students are inculcated with the tolerance and harmony by arranging various activities under celebration of Gandhiji's 150th birth anniversary. Various programmes based on secularism, making of modern India, expression of writing, socialism and intellectual liberalism had been organized in our college during the celebration of 130th birth anniversary of our first Prime Minister Pandit Jawahar Lal Nehru. The Personality Development Cell of our college has also organized Panchamrit Karyashala for three days based on the importance of environment conservation in Indian culture.

Another achievement of our institution is that about 4000 students of our college participated in the singing event organized in January 6, 2020 where as many as 25,000 students scripted history by rendering Father of the Nation Mohandas Karamchand Gandhi's favourite devotional song "Vaishnav Jan To Tene Kahiye" in the presence of the then Chief Minister of Madhya Pradesh Honourable Shri Kamal Nath in Chhindwara during a historic yatra commemorating completion of 99 years of the Non-Cooperation Movement and Chhindwara visit of Mahatma Gandhi in 1921. A world record was thus set at the Gandhi Pravasi Shatabdi Samaroh and a Golden Book of World Records certificate was presented to the Chief Minister. On this occasion, Tuba Hayat Khan of our college delivered lecture on personality and accomplishments of Gandhiji. This further proves that our college takes initiative in providing an inclusive environment in the town.

To maintain the linguistic importance Department of Hindi celebrates various activities under "Hindi Rajbhasha Fortnight" every year in the month of September.

Thus, the college has created very positive image for all the communities and in turn they help the college in the developmental activities.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

### 7.1.9

**Sensitization of students and employees of the Institution to the constitutional obligations: values,**

**rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

Our institution is a role model of best governance and democracy. Not only the students and employees but also every citizen of Chhindwara respects the institution for its contribution to social development. The Preamble of the constitution is displayed in the entrance of the college and it is clearly visible to all the entrants.

Our institution had arranged number of programmes covering freedom of expression through which the students can get courage to express them. Many of our Professors deliver lectures on the constitution obligations, national unity and social harmony in colleges, town and nearby institutions.

Every year 26 November is celebrated as ‘Constitution Day’ in our institution and various activities are organized on this day to reiterate the significance of the constitution of India. In this celebration All Faith Prayer is offered to God which signifies the communal harmony, NCC students show their performance, patriotic songs are presented by the students and lectures on the importance of constitution of India are delivered by the intellectual Professors of the college. There is a practice of hoisting the National Flag daily in the college which signifies respect for our national pride ‘The Tricolour’.

File Description	Document
<ul style="list-style-type: none"> <li>• Details of activities that inculcate values; necessary to render students in to responsible citizens</li> </ul>	<a href="#">View Document</a>

**7.1.10**

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

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

**Response:** C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View Document</a>

### 7.1.11

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

**Response:**

Our country is well known for its cultural diversities. The college helps students to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. National and International commemorative days are celebrated with great enthusiasm.

Our institute pays tribute to all the national great personalities on their birth and anniversaries. The event is followed either by lecture, rally or the competitions like singing, speech, elocution, drawing, painting, rangoli etc.

The college organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behaviour of students in their professional and personal lives.

International Commemorative Days :-

1. World AIDS Day -01 December
2. International Human Rights Day – 10 December
3. International Women’s Day – 08 march
4. World Environment Day – 05 June
5. International Yoga Day – 21 June
6. International Youth Day – 12 August
7. World Social Justice Day – 26 November

National Commemorative Days:-

1. Independence Day – 15 August
2. Republic Day – 26 January
3. National Youth Day – 12 January
4. National Hindi Day – 14 September
5. Sadbhavna Day – 20 August
6. Birth anniversary of Mahatma Gandhi – 02 October
7. Birth anniversary of Dr. B. R. Ambedkar – 14 April
8. National Science Day- 28 February
9. NCC Day – 4th Sunday of November
10. NSS Day – 24 September
11. Teachers Day – 5 September
12. Shakespeare Jayanti – 23 April
13. Earth Day – 22 April
14. Vijay Diwas – 26 July

In addition to this Premchand Jayanti (31 July), Rashtriya kavi diwas / Mathilisharan Gupt Jayanti (03 august), Tulsi Jayanti (shravan Shukla Saptami), Vishwa Hindi Diwas (10 January) and Nirala Jayanti (basant Panchami) have also been celebrated in our college.

File Description	Document
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1

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

**Response:**

**TITLE OF THE PRACTICE :-**

#### 1. Cashfree Payment Policy with Financial Transparency

**OBJECTIVES OF THE PRACTICE:-**

The process of collecting college fees and managing accounts is something that actually demands time and a lot of effort. So, Online Fee Collection Management System is required to manage fee infrastructure of educational institutes. This management system not only makes our work easier and error free but also saves a lot of time and power. Further this system helps to maintain financial transparency.

In digital age, we have an opportunity to transform lives of students in ways that was hard to imagine a couple of decades ago.

With the rapid technological advancements, it was high time for our college to take a step forward for online fee managements. Therefore, this SBI i- collect very convenient and digital online fee payment tool was developed and implemented by our institution, Govt. Autonomous P. G. College, Chhindwara.

Some of the benefits of using Online Fee Collection Management System are :-

- Paperless solution
- Easy account management
- Security of transaction
- Financial transparency
- Fast payment
- Data back up
- Advanced reporting system

- Real time alert notifications

In view of the aforementioned benefits Govt. Autonomous P. G. College, Chhindwara has developed Online Fee Collection Management System on the platform of State Bank of India

with the objectives:-

- To provide opportunity for Cashless transactions.
- To save the time of the students.
- To facilitate student Anytime, Anywhere and Anyone option for fee payment.
- To have easy management of accounts through Daily Fund Collection statements.
- To provide financial security with transparency.

### **THE CONTEXT :-**

SBI i- collect is an Online Fee Collection Management System of Govt. Autonomous P. g. College, Chhindwara. SBI i- collect is a unique tool developed by Ms. Nisha Jain, Faculty, Department of Computer Application, Govt. Autonomous P. G. College, Chhindwara on the platform provided by the State Bank of India for Govt. Autonomous P.G. College, Chhindwara. This online fee collecting tool has been started in the year 2014 and from then it is providing beneficial services to the students till today.

It was implemented to make our students techno-friendly. It works in three different levels-administration, maker and checker. It provides cashless transparent transaction through internet facility. Using this i- collect online tool, our college could make the collection of educational fee very easy and convenient for the students.

### **THE PRACTICE:-**

SBI i- collect becomes significant and very important for our college because before its implementation students had to face many problems in submission of their fees through typical manual fee payment procedure. Inappropriate weather conditions such as continuous and heavy rain, extreme hot weather, thousands of students in long queue, limited fee counters due to lesser number of clerks, hectic and time consuming manual procedure was resulting in very inconvenient offline fee payment.

Apart from this, at some times students were not able to attend their classes due to long waiting queue, there were discipline problems among students while waiting for their turn in long queue.

SBI i- collect facilitates our institution to receive online payments of fees for the services provided to the students. The important features of i- collect are :-

- Easy and convenient
- User friendly
- Anytime, Anywhere and Anyone
- 100% Cashfree Payment
- No need to come to college
- No need to fill up the challans

- No queue
- 24× 7 fee payment facility
- Immediate auto generated e- receipt
- Secured transparent transactions
- Bifurcation of payment/fees under different heads is well explained in the e- receipt.
- Downloading/ Reprint facility for e- receipt
- Helpful in maintaining the accounts through DFCS
- Provides data of all students at one place

SBI i- collect secured payment gateway allows students/ their parents to pay their fees with few clicks. Further, college office can easily create digital profiles for students by adding contact details remotely from anywhere just by login their portal and track their fee record.

The only limitation of this Online Fee Collection Management System is that physical form of currency cannot be used for fee payment by the students.

### **EVIDENCE OF SUCCESS:-**

SBI i- collect is a very successful online tool as evident by the following facts:-

From students side:-

We have thousands of satisfied students happily using this application. Moreover, till today no complaints have been registered by any of the students using this. This Financial Management System has created trust of the students on online system of fee collection. This also has made them digital transaction friendly. During offline collection of fees, students used to stand in queue for hours due to which sometimes they were not able to attend their classes.

From college clerical staff:-

The time and energy of clerical staff needed for collecting registration fee, admission fee, examination fee of about 9000 students and fees for obtaining other documents of students like Transfer Certificate, Migration etc. has reduced a lot by adopting this online payment policy, the clerical staff can be engaged in other productive works.

From Administration side:-

During offline collection of fees from such a huge number of students, discipline management especially maintaining security of girl students standing in a queue by the college administration was a big challenge. By adopting this Cashless payment policy this challenge is removed. Apart from this the complaints from students regarding financial mismanagement are not coming now.

### **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:-**

So far no problem has been encountered with this Online Fee Collection Management System and also, no specified resource is required, except internet connectivity for online devices mobile/ desktop.

## **TITLE OF THE PRACTICE:-**

### **1. Three layer Academic Administrative Committee for Examination**

## **OBJECTIVES OF THE PRACTICE:-**

One of the most important things required for smooth conduct of all academic activities in a college is the administration. In order to develop Administrative Skill in the academicians, the faculty members of college, an innovative model has been developed in our college for administrative reform in examination system. In this model a three layer administrative academic committee for examination is formed every year and our college has developed this model for the examination in the session 2014-15. Since then this model is in action and definitely it has been proved to be very beneficial for the development of required administrative skill in academicians.

The main objectives of developing this innovative model are-

- To foster innovation that will lead to administrative skill development among academicians.
- To create opportunities for the academicians to build/ improve their administrative skills.
- To establish administrative reform in the examination system.
- To enhance productivity in young junior faculty members and channel their intellect to improvise and invent for the benefit of our institution.
- To develop a family atmosphere among the academicians of the college where all work together to safeguard the quality of the examination process.
- To promote strong and healthy relationship between faculty members of different generations.

## **THE CONTEXT:-**

The organizational structure of colleges and autonomous institutions is an important guide to institutional activities. It is a combination of organizational structure and academic administration process that shapes college behaviour. Our college is enriched with very senior most Professors to the newly appointed Assistant Professors. Academic administration is a group of college professors responsible for the maintenance and supervision of the institution. Our college in the year 2014-2015 developed and adopted an innovative academic administrative model having three layers of academicians in the examination committee. Working through this creative model the experience of senior Professors and the energy of the junior /newly appointed faculty members are combined together to create administrative asset for future in the college. This ensures the completion of the entire finite examination task within a particular time frame successfully. The three layer academic administrative committee for examination is responsible for encouraging an intellectually stimulating environment by supporting academicians in the smooth functioning of examinations.

## **THE PRACTICE:-**

One of the key differences between juniors and seniors is the amount of administration involved in the job. While this is not an aspect of the role that most academicians enjoy, many are very good at it. Even academicians are required to do basic administration, such as keeping registers for their courses and marking, delivering feedback and moderating marks. The senior Professors often have a team of faculty members to manage. Therefore, management and administration become a vital skill to acquire success in any task. On the other hand managing a team requires both leadership skills and working as a team

player. Here, in this model senior Professors share their experiences to the other members of the committee which help to achieve day to day tasks in incredibly successful way.

Our esteemed college is successfully and systematically organizing and conducting various examinations including

- Autonomous ( regular/ private) exams for UG and PG courses.
- Dr. H. S. Gour vishwavidyalaya Exams
- Rani Durgavati Vishwavidyalaya Exams
- Makhanlal Chaturvedi Vishwavidyalaya Exams
- Bhoj Open University Exams
- B. Ed. Exams
- Paramedical Exams

Further, in the above mentioned examinations, thousands of students are appearing every year for semester/ annual exams. In addition to this, result of all examinations conducted by Autonomous Cell of our college is declared within the stipulated time limit every semester/ year.

**EVIDENCE OF SUCCESS:-**

The innovative model of three layers Academic Administrative Committee for Examination developed and adopted by Govt. autonomous P. G. College, Chhindwara is a very successful practice and it has proved its significance through the best management and administration during all types of exams being conducted here. It has helped a lot to establish our college as an excellent and most preferred centre for examination. Being a mentor experienced senior Professors visualize and formulate perspective plans with their mentee to make the task of exams very successful in a healthy environment.

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:-**

Since this administrative model has been designed in such a way that all members of the committee have equal responsibility as per their experiences, hence no problems arise. Also it could prove beneficial to seek out training provided by the experienced seniors to help the less experienced faculty members to develop their administrative skills. Further, No specified resource is required.

File Description	Document
Any other relevant information	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness**

7.3.1

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

**Response:**

Government Autonomous P. G. College, Chhindwara is blessed with many peculiarities that distinguish the college from other institutions. Following is the main attraction of the college-

**Educational Development of Students from Scheduled Tribes**

Scheduled tribes are geographically, socially isolated and economically marginalized communities. It is the time to build a better educational environment for tribal students.

Our college, located in a tribal area, gives utmost priority to educate the students belonging to different tribes. Sincere and concerted efforts are being made for educational development of tribal students. To achieve this, following measures/ steps are being taken by the college:-

• **100 bedded girl's hostel facility for tribal girls :-**

Since most of the girls taking admission in our college are coming from remote tribal areas, so they and their parents seek safe places for them to stay. The girl's hostel is located at a walking distance from the college and it is facilitated with well lit rooms, proper sanitation, enough ventilation, no overcrowding and a clean green campus.

• **Effective and ensured safety and security at college campus :-**

Security is a key service that most students and their families expect from the college. Effective security measures taken by our college cover the entire campus including classrooms, corridors and all spaces in between.

Video surveillance systems fill in the gaps of our security program.

Deploying CCTV cameras in at risk areas provides more complete campus

security. In addition to this security guards are also serving to the students

during the college timings.

• **Student friendly campus and peaceful environment :-**

The outdoor classroom environment in our college is being used by the students for studying, gathering and networking. This gives them enhance opportunities to deal with the challenging stressful situations in their new learning environment. Therefore tribal students find our college as a comfortable educational institute for their higher education.

• **Zero tolerance Anti ragging cell :-**

The ultimate objective of regulatory measures taken by our college is to make our campus ragging free

and zero tolerant to curb the menace of ragging. Ragging in any form is strictly prohibited in our college campus. A very vigilant and active Anti ragging cell is in force at our college to protect the students especially who are coming from rural tribal areas. In order to have Zero Tolerance against ragging following measures have been abided by to fulfill the need of the hour -

1. The students are free to approach the members of anti ragging committee.
2. The senior students are sensitized and counseled periodically.
3. The measures and policies with detailed contact numbers of the members of Anti ragging committee have been displayed through hanging notice boards at different places in the college.
4. A complaint box has been installed to cater any problems that the tribal students may have.
5. Anti ragging committee monitors the freshers by frequently visiting the sensitive areas within the campus and outside the campus.

The aforementioned measures being taken by the college attracts the tribal students to take admissions in our college.

- **Sexual harassment grievance redressal committee :-**

Sexual harassment is a violation of right to life and liberty of a human. In our college, sexual harassment grievance redressal committee is functional and meet at least twice or more times in a month to resolve the grievances depending upon the seriousness of the complaint. A complaint box is provided for the students. This also ensures the faith of the tribal students on our college.

- **Counseling committee :-**

The student counseling cell encourages the students to understand themselves Apart from this, it helps the students to overcome class, caste, social and cultural barriers to complete their higher education. In addition to this special guidance and counseling is provided to tribal students by the Swami Vivekanand Career Guidance Cell of our college.

- **Women's cell :-**

The women's cell of our college is also actively encouraging and strengthening the educational development of tribal girls.

- **Self defense training :-**

Safety isn't just for security staff to understand. Everyone at the college needs to achieve an actionable level of security awareness training. Students are more probably the best positioned to improve campus safety and security. Keeping this as an important aspect, our college has recruited a faculty to give training on self defense to our students.

As per the admission data of the last five years, it is clearly depicted that the percentage admission of tribal students during the session 2015-2016 was 27.63% which considerably increased in the session

2019-2020 to 29.4%. Further, ratio of tribal girls to boys has also increases significantly. In addition to this, the tribal students are also performing very well in sports.

The dropout rate among tribal students compared to other students is higher. In order to bridge this gap and to build a better educational environment for tribal students our college is extending continuous efforts towards their educational development.

<b>File Description</b>	<b>Document</b>
Any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

Many efforts are being made for the advancement of academic facilities and infrastructure up-gradation in the college, in which the following are the main ones--

- The construction of a separate science block is proposed in the college campus under RUSA (World Bank Project)scheme, which will be started after administrative approval.
- Under the new education policy, CBCS system has been implemented as per the instructions of the Madhya Pradesh government.
- To promote research in the college, a proposal has been sent to Chhindwara University to start research centers in various subjects. Research work in various subjects will be restarted soon after administrative approval.
- Language Lab to be set up soon.
- Sports department is being equipped with multiple equipments including physiotherapy.

### **Concluding Remarks :**

Thus, the Institute is firm on the vision and mission and is determined in its practices, serving the cause of social justice, ensuring equity and increasing access to Higher Education consecutively contributes in nation development. Fostering innovations in teaching learning and entrepreneurial in its approach, the Institution has carved a distinguished position in the HEIs of the State.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p><b>Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years</b></p> <p>1.1.3.1. <b>Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years..</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>130</td> <td>130</td> <td>130</td> <td>130</td> <td>130</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0130</td> <td>130</td> <td>130</td> <td>130</td> <td>130</td> </tr> </tbody> </table> <p>Remark : Observation accepted</p>	2020-21	2019-20	2018-19	2017-18	2016-17	130	130	130	130	130	2020-21	2019-20	2018-19	2017-18	2016-17	0130	130	130	130	130
2020-21	2019-20	2018-19	2017-18	2016-17																	
130	130	130	130	130																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0130	130	130	130	130																	
1.2.1	<p><b>Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.</b></p> <p>1.2.1.1. How many new courses are introduced within the last five years                      Answer before DVV Verification : 01                      Answer after DVV Verification: 01</p> <p>1.2.1.2. <b>Number of courses offered by the institution across all programmes during the last five years.</b>                      Answer before DVV Verification : 41                      Answer after DVV Verification: 492</p> <p>Remark : Edited as per metric 3.1</p>																				
1.4.2	<p><b>The feedback system of the Institution comprises of the following :</b></p> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and report made available on website                      Answer After DVV Verification: C. Feedback collected and analysed                      Remark : Edited as per document provided by HEI</p>																				
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p>2.1.1.1. <b>Number of students admitted year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

4052	3393	3070	2534	2372
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4052	2670	2530	2380	2320

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
---------	---------	---------	---------	---------

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2033	1702	1539	1271	1189

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2033	1335	1265	1190	1160

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

**2.3.3.1. Number of mentors ?????????????? ???????**

Answer before DVV Verification : 78

Answer after DVV Verification: 75

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
47	49	50	50	48

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
---------	---------	---------	---------	---------

49	52	51	46	47
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Remark : Edited as per document provided by HEI

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

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

Answer before DVV Verification : 1008

Answer after DVV Verification: 968

2.6.3 **Pass Percentage of students(Data for the latest completed academic year)**

2.6.3.1. **Total number of final year students who passed the examination conducted by Institution.**

Answer before DVV Verification : 2488

Answer after DVV Verification: 2518

2.6.3.2. **Total number of final year students who appeared for the examination conducted by the Institution.**

Answer before DVV Verification : 2531

Answer after DVV Verification: 2554

Remark : Edited as per document provided by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	50000	50000	150000

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0.5	0.5	1.5

3.4.4 **Number of books and chapters in edited volumes / books published per teacher during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
---------	---------	---------	---------	---------

17	44	19	10	7
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
8	28	12	7	5

Remark : Observation accepted

3.6.2 **Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	14	9	5	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	6	6	2	2

3.6.3 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

3.6.3.1. **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
27	21	18	12	13

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
23	20	17	8	11

3.6.4 **Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years**

3.6.4.1. **Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.**

Answer before DVV Verification:

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2020-21	2019-20	2018-19	2017-18	2016-17
300	300	200	500	480

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
116	185	176	230	143

3.7.1 **Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work**

3.7.1.1. **Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.344	12.79011	49.19023	40.04346	181.0606 2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4.04	12.79011	56.31	40.04346	181.0606 2

Remark : Edited as per document provided by HEI

4.2.2 **Institution has access to the following:**

**1. e-journals**

**2. e-ShodhSindhu**

**3. Shodhganga Membership**

**4. e-books**

**5. Databases**

**6. Remote access to e-resources**

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: E. None of the above

Remark : Observation accepted

**4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
273.7127 7	265.5026 2	1263.282 03	230.5120 2	182.3985 4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
263.212	265.174	335.696	281.785	182.3985 4

Remark : Edited as per document Provided by HEI

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

**5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2348	6244	6633	5861	5030

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

2348	6244	6633	5802	5030
------	------	------	------	------

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23	24	38	32	78

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
17	21	34	26	62

Remark : Observation accepted

**5.2.2 Percentage of student progression to higher education (previous graduating batch).**

**5.2.2.1. Number of outgoing student progressing to higher education.**

Answer before DVV Verification : 386

Answer after DVV Verification: 25

Remark : Observation accepted

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
03	45	42	34	34

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
03	13	12	4	4

**5.3.3 Average number of sports and cultural events / competitions organised by the institution per year**

**5.3.3.1. Number of sports and cultural events / competitions organised by the institution year**

**- wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
00	29	29	32	07

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	08	10	12	07

6.3.2

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	014	07	11

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	9	5	9

6.3.3

**Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	70	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	2	0

6.3.4

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
36	17	0	04	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
23	12	0	04	2

**6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
393.13767	162.39032	180.5864	170.58791	122.47133

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Observation accepted

**6.5.3 Quality assurance initiatives of the institution include:**

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

Answer before DVV Verification : 2 of the above

Answer After DVV Verification: 2 of the above

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

	<ol style="list-style-type: none"> <li>1. Solar energy</li> <li>2. Biogas plant</li> <li>3. Wheeling to the Grid</li> <li>4. Sensor-based energy conservation</li> <li>5. Use of LED bulbs/ power efficient equipment</li> </ol> <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above</p>
7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. Built environment with ramps/lifts for easy access to classrooms.</li> <li>2. Divyangjan friendly washrooms</li> <li>3. Signage including tactile path, lights, display boards and signposts</li> <li>4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment</li> <li>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</li> </ol> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above</p>

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Number of programs offered year-wise for last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>18</td> <td>18</td> <td>18</td> <td>18</td> <td>18</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>41</td> <td>41</td> <td>41</td> <td>41</td> <td>41</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	18	18	18	18	18	2020-21	2019-20	2018-19	2017-18	2016-17	41	41	41	41	41
2020-21	2019-20	2018-19	2017-18	2016-17																	
18	18	18	18	18																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
41	41	41	41	41																	
1.2	<p><b>Number of departments offering academic programmes</b></p> <p>Answer before DVV Verification : 13 Answer after DVV Verification : 16</p>																				
2.1	<p><b>Number of students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>9105</td> <td>7287</td> <td>6754</td> <td>5802</td> <td>5058</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	9105	7287	6754	5802	5058	2020-21	2019-20	2018-19	2017-18	2016-17					
2020-21	2019-20	2018-19	2017-18	2016-17																	
9105	7287	6754	5802	5058																	
2020-21	2019-20	2018-19	2017-18	2016-17																	

9228	7287	6754	5802	5058
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2.2 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2491	1948	2026	1694	1210

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2554	1833	2192	1802	1306

2.3 **Number of students appeared in the examination conducted by the Institution, year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6630	6856	6231	5122	4362

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6630	6761	5875	6294	3180

2.4 **Number of revaluation applications year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	23	30	86

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	61	262	32	136

3.1 **Number of courses in all programs year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
43	43	43	43	43

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

492	492	492	492	492
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**3.2 Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
78	78	78	78	78

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
71	71	71	70	70

**3.3 Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
78	78	78	78	78

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
72	72	72	72	72

**4.1 Number of eligible applications received for admissions to all the programs year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6194	6475	3452	2837	2867

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
06194	6475	3452	2837	02867

**4.3 Total number of classrooms and seminar halls**

Answer before DVV Verification : 27

Answer after DVV Verification : 9

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
275.05677	278.29273	312.47226	270.55548	363.45916

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
267.25	277.96	392.01	321.82	363.45916